

UNE LIFE CLUB AFFILIATION FORM

- TO BE RECOGNISED AS A UNE LIFE AFFILIATED CLUB PLEASE COMPLETE THE BELOW FORM ON AN ANNUAL BASIS 14 DAYS AFTER THE CLUBS AGM AND NEW OFFICE BEARERS HAVE BEEN ELECTED.
- NEW OFFICE BEARERS WILL NEED TO UNDERTAKE CLUB GOVERNANCE TRAINING AND DEMONSTRATE THEY UNDERSTAND THE IMPORTANCE OF REGULAR MEETINGS, MINUTES, CONSTITUTION AND FINANCIAL RECONCILIATION. THIS WILL BE A REQUIREMNET OF ONGOING AFFILIATION.
- CLUBS MUST ALSO DEMONSRTATE MEMBERSHIP THROUGH THE UNIONE CLUB MANAGEMENT SYSTEM. MEMBERSHIP STATISTICS AVAILABLE THROUGH UNIONE WILL BE USED WHEN CONSIDERING FINANCIAL AND OTHER RESOURCE ALLOCATION.

CLUB DETAILS	
NAME OF CLUB	
URL/FACEBOOK PAGE	
EMAIL	
POSTAL ADDRESS	

OFFICE BEARERS	
PRESIDENT	
Address	
Phone	
Email	
VICE-PRESIDENT (not required)	
Address	
Phone	
Email	
TREASURER	
Address	
Phone	
Email	
SECRETARY	
Address	
Phone	
Email	

BANKING DETAILS	
Name of Institution	
Account Number	
BSB	

UNE CLUB RULES & REGULATIONS
<p>1. NAME</p> <p style="margin-left: 20px;">1.1. The program shall be referred to as the UNE Clubs Program.</p> <p>2. PURPOSE</p> <p style="margin-left: 20px;">2.1. UNE Life recognises the significant role that the UNE Clubs Program plays in building capacity for UNE students through leadership opportunities, and supplementing the</p>

academic experience with valuable skills to assist their transition into careers.

2.2. The UNE Clubs Program shall;

2.2.1. Enrich the UNE student experience

2.2.2. Foster fraternity amongst the student population

2.2.3. Provide leadership skills and personal growth for members and office bearers

2.2.4. Encourage engagement between student groups, clubs, and the University.

3. RECOGNITION

3.1. UNE Clubs shall fall under 3 tiers of recognition being;

3.1.1. **Tier 1 (one)** refers to clubs that are directly representing UNE and adhere to the regulations detailed in this document. Further, they;

3.1.1.1. Must have a membership base of at least 80% UNE Students

3.1.1.2. Must be able to be perceived as representing the University of New England. Where the prefix 'UNE' is not used, consideration must be given to how this will occur.

3.1.1.3. Must have a valid constitution, detailing the club's purpose and requirements.

3.1.2. **Tier 2 (two)** refers to clubs that are recognised as representing UNE through a college, including sports clubs and JCR. Further, they;

3.1.2.1. Must have a membership base of at least 80% UNE Students.

3.1.3. **Tier 3 (three)** refers to the clubs who have a relationship with UNE, however are not representing UNE. Tier 3 clubs may not use the UNE prefix and may have any membership composition.

4. TIER 1 CLUB CREATION

4.1. In order for a new club to affiliate with UNE Life, there must be clear demonstration that an existing affiliated club does not already serve the same purpose.

4.2. Affiliations for new clubs may be made at any time by completing the 'UNE Life Club Affiliation Form'. This application will be submitted to UNE Life with;

4.2.1.1. A copy of the constitution and the minutes of the meeting where this constitution was adopted

4.2.1.2. Minutes of the most recent general meeting, special general meeting or annual general meeting if in addition to the minutes provided with the constitution

4.2.1.3. A list of office bearers, including full name, phone number and email address.

4.2.1.4. A complete member register and their status as UNE student, or non-UNE student.

4.3. Once these documents are received, they will be reviewed by UNE Life

4.4. In order to affiliate with UNE Life, UNE Life may request changes be made to a constitution.

5. MEMBERS & EXECUTIVE

- 5.1. Clubs will operate in accordance with democratic principles and exercise good governance and due diligence
- 5.2. Clubs shall not be controlled by any organisation, external to UNE
- 5.3. Clubs will disclose any affiliation to external bodies to UNE Life and to its members
- 5.4. Three, separate individuals must hold the position of President, Treasurer, and Secretary

6. ACCOUNTS, FINANCE & FUNDING

- 6.1. Clubs will maintain a bank account and accurate financial records, including a cashbook, invoices and receipts for purchases
- 6.2. Club funds and bank account(s) are to be kept strictly separate from any personal funds or bank account(s)
- 6.3. Clubs must be able to provide statements of financial position and reconciliation of accounts, upon request.
- 6.4. To apply for funding through the Student Services and Amenities Fee (SSAF), Clubs must be a recognised Tier 1 or Tier 2 Club.
- 6.5. SSAF funding will be distributed through UNE Life and/or the Clubs committee acting as the SSAF Clubs Sub-Committee.

7. CONDUCT & GRIEVANCES

- 7.1. Clubs must, at all times, represent themselves and the University in a professional and ethical manner.
- 7.2. Where applicable, grievance with clubs or members will be dealt with under the Student Behavioural Misconduct Rules, or other relevant policy.
- 7.3. The Director of UNE Life may cancel club affiliation if it is deemed in the interest of the UNE Clubs Program.

8. CESSATION OF A CLUB

- 8.1. Where a Club ceases to be active, the last known executive must undertake to transfer all remaining bank balances and petty cash to a holding account with UNE Life and close any associated bank accounts.
- 8.2. A current asset register of all club equipment must be provided to UNE Life, with details of item storage. This can be a current Cash Book, complete with capital items register.

9. DISCRETIONARY EXCEPTIONS TO RULES & REGULATIONS

- 9.1. The Director of UNE Life maintains the discretion for exceptions to these rules if the exception is deemed;
 - 9.1.1. reasonable
 - 9.1.2. to enable club activity to continue in the best interest of UNE students

HAVE YOU PROVIDED?

- Copy of constitution (if changed since previous affiliation) YES
- AGM minutes YES
- Financial statements YES
- Member register YES

ACKNOWLEDGEMENT AND APPLICATION FOR UNE CLUB STATUS

On behalf of the above named club/society/association, we, the undersigned, agree to abide by the UNE Club Rules & Regulations and certify that the details provided are true and correct.

President _____ Date _____

Other Committee member _____ Date _____