

1. NAME

1.1. The program shall be referred to as the UNE Clubs Program.

2. PURPOSE

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 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. CLUB CREATION

3.1. 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.

3.2. Affiliations for new clubs may be made at any time by completing the steps outlined in the "How to Start a New Club" document.

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

4. MEMBERS & EXECUTIVE

4.1. Clubs will operate in accordance with democratic principles and exercise good governance and due diligence.

4.2. Clubs shall not be controlled by any organisation, external to UNE.

4.3. Clubs will disclose any affiliation to external bodies to UNE Life and to its members.

4.4. Three, separate individuals must hold the position of President, Treasurer, and Secretary.

5. ACCOUNTS, FINANCE & FUNDING

5.1. Clubs will maintain a bank account and accurate financial records, including a cashbook, invoices and receipts for purchases.

5.2. Club funds and bank account(s) are to be kept strictly separate from any personal funds or bank account(s)

5.3. Clubs must be able to provide statements of financial position and reconciliation of accounts, upon request.

- 5.4. SSAF funding will be distributed through UNE Life and/or the Clubs committee acting as the SSAF Clubs Sub-Committee.

6. CONDUCT & GRIEVANCES

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

7. CESSATION OF A CLUB

- 7.1. 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.
- 7.2. 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.

8. DISCRETIONARY EXCEPTIONS TO RULES & REGULATIONS

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