

CLUBS ADMINISTRATION POLICY

AUTHORITY

A Policy of YouX (historically the Adelaide University Union) enacted
Pursuant to Clause 21 of the AUU Constitution

POLICY

1. Objectives

- 1.1. To establish rules for the registration of clubs with YouX.
- 1.2. To establish rules for the administration of grants to Clubs registered with YouX.
- 1.3. To establish rules around club registrations.
- 1.4. To establish a mechanism for clubs to refer grievances to the Clubs Committee.
- 1.5. To establish rules around the election of clubs representatives to the Clubs Committee.

2. Definitions

- 2.1. The definitions in Clause 3 of the AUU Constitution apply to this policy unless specified otherwise below.
- 2.2. 'Circulating resolution' shall mean a resolution of the Clubs Committee voted on and agreed to via email.
- 2.3. 'Club member' shall mean any person who is a member of a provisionally or fully registered club according to the membership records of that club.
- 2.4. 'Committee' means the managing body of a club.
- 2.5. 'Committee Member' means a club member elected or co-opted into a position of management of the club.
- 2.6. 'Conflict of interest' means a situation in which a member of the Clubs Committee may be in a position where they may be perceived to not be able to put the Clubs Committee's interests first and foremost.
- 2.7. 'Clubs Representative' shall mean a student elected by club Presidents or their equivalents to the Clubs Committee in accordance with this policy.
- 2.8. 'Election Meeting' means an Inaugural General Meeting, Annual General Meeting, Special General Meeting or any other type of meeting in which the election of a Committee Member/s occurs.
- 2.9. 'Provisional club' shall mean a club that has provisional registration status with YouX.
- 2.10. 'Registered Club' shall mean a club or society that has full registration status with YouX.

- 2.11. 'Returning Officer' shall mean the person appointed by the Clubs Committee to conduct the election for Clubs Representatives.
- 2.12. 'Simple Majority' shall mean a majority of all Clubs Committee members present at a particular Clubs Committee meeting.
- 2.13. 'University' shall mean The University of Adelaide.
- 2.14. 'Grant' means any sum of money (or equivalent in kind), given by YouX to a Provisional or Registered Club, excepting legitimate reimbursement and payment for services provided.
- 2.15. 'Clubs Manager' means the staff member delegated by the Executive Officer with responsibility to manage and oversee the administration of clubs registered under this policy.

3. Interpretation

Interpretation of this policy is within the jurisdiction of the President, pursuant to the authority of the Board.

4. Specific Delegations

- 4.1. The Clubs Manager or their nominee has the authority to create any necessary guidelines regarding the use of physical assets and administration processes needed for the smooth operation of clubs.
- 4.2. The Returning Officer has authority to define the administrative processes used to conduct the election for Clubs Representatives.

5. Conflicts of Interest

Where a matter comes before the Clubs Committee that creates a conflict of interest for a Clubs Committee member, that member will remove themselves from discussion and voting on the matter, or remove themselves from the room where a grievance arises.

6. Clubs Registration

Provisional Registration

- 6.1. To be eligible for provisional registration, a club must have:
 - 6.1.1. a President or equivalent, who is a student or staff member of the University of Adelaide;
 - 6.1.2. a Treasurer or equivalent, who is a student or staff member of the University of Adelaide; and
 - 6.1.3. at least 10 members, at least 50% of whom must be students.
- 6.2. To apply for provisional registration, Clubs must provide the Clubs Administrator with:
 - 6.2.1. the minutes of the prospective provisional club's Inaugural General Meeting (IGM).
 - 6.2.2. a list of people in attendance at the IGM.
 - 6.2.3. the Constitution and any rules of the prospective provisional club.
 - 6.2.4. the bank account details, where available, of the prospective provisional club

- 6.2.5. a list of all members of the prospective provisional club, including a list of Clubs Committee members for that club and their contact details.
- 6.2.6. a signed copy of the Adelaide University License Agreement.
- 6.3. The Clubs Administrator will provide the Clubs Committee with these materials. Provisional registration may be granted by a Simple Majority of the Clubs Committee after consideration of the above materials.
- 6.4. The Clubs Committee shall deny provisional registration to:
 - 6.4.1. any club that is substantially similar to a currently registered club;
 - 6.4.2. any club that has not complied with any applicable legislation, or rules or policies of the University; or
 - 6.4.3. any club that has not complied with any applicable rules or policies of YouX.
 - 6.4.4. any club that is substantially similar to a currently funded service/s by Student Services and Amenities Fees (SSAF).
- 6.5. A club is eligible to apply for full registration after being provisionally registered for 12 months. If a club has not applied for full registration after being provisionally registered for 18 months, its provisional registration will extinguish. If a club applies for full registration after being provisionally registered for at least 12 months and is denied full registration by the Clubs Committee in accordance with Clause 6.11 its provisional registration will extinguish.

Full Registration

- 6.6. To be eligible to apply for a one-year period full registration, clubs must have:
 - 6.6.1. been provisionally registered with YouX for a minimum of 12 months;
 - 6.6.2. a President or equivalent, who is a student or staff member of the University of Adelaide;
 - 6.6.3. a Treasurer or equivalent, who is a student or staff member of the University of Adelaide; and
 - 6.6.4. at least 10 members, at least 50% of whom must be students.
 - 6.6.5. complete any additional documents as prescribed by Clubs Committee from time to time as it sees fit. For the avoidance of doubt, documents need not be physical in nature.
- 6.7. To apply for full registration, clubs must provide a report to the Clubs Administrator regarding the activities of the club since provisional registration, including the minutes of their Annual General Meeting.
- 6.8. The Clubs Administrator may recommend to the club that they provide such additional material as deemed fit, but shall not refuse to provide a report to the Clubs Committee if this information is not provided.
- 6.9. The Clubs Administrator will provide the Clubs Committee with this report at the next practicable meeting.
- 6.10. Full registration for a period of one-year after the resolution may be granted by a Simple Majority of the Clubs Committee after consideration of this report and any other materials provided to the Clubs Committee.
- 6.11. The Clubs Committee shall deny full registration to:

- 6.11.1. a provisional club that is substantially similar to a current registered club;
- 6.11.2. a provisional club that has not complied with any applicable legislation, or rules or policies of the University; or
- 6.11.3. a provisional club that has not complied with any applicable rules or policies of YouX.
- 6.11.4 a provisional club that is substantially similar to a currently funded service/s by Student Services and Amenities Fees (SSAF).

Re-registration

- 6.12 Clubs must re-register the club after the ending of full registration. The requirements for applying for re-registration is the same as the application of a full registration.
- 6.13 Full registration for a period of one-year may be granted by a Simple Majority of the Clubs Committee after the resolution after consideration of this report and any other materials provided to the Clubs Committee.

7. Freezing and Cessation of Registration

- 7.1. A club's provisional or full registration with YouX will be temporarily frozen if:
 - 7.1.1. The Clubs Committee resolves by Absolute Majority to freeze the club's registration based on:
 - 7.1.1.1. Evidence of non-compliance with any section of Clause 10 and/or Clause 11.
 - 7.1.1.2. Evidence of non-compliance with the club's own constitution that is kept by YouX.
- 7.2. A club that has been frozen by the Clubs Committee shall be unfrozen by the Clubs Committee upon compliance with Clause 7.1.1.1 or Clause 7.1.1.2. Upon freezing a club, the Clubs Committee shall review the matter for evidence of renewed compliance at each and every subsequent meeting of the Clubs Committee since the meeting in which the club was frozen and until compliance evidenced.
- 7.3. A club that has been frozen by the Clubs Committee shall not be eligible to apply for Grants, receive any service from YouX and/or YouX Clubs or participate in any events held by YouX and/or AUU Clubs.
- 7.4. A club's provisional or full registration with YouX will cease if:
 - 7.4.1. The Clubs Committee resolves by Absolute Majority to cease the club's registration based on:
 - 7.4.1.1. Inability of the club to provide evidence of activity within the last 12 months within 1 month's request, following a resolution of the Clubs Committee to seek such evidence;
 - 7.4.1.2. Misconduct such that it may in the view of a reasonable Clubs Committee or YouX Board bring YouX and/or University into disrepute; or
 - 7.4.1.3. Evidence that money granted to the club was not spent on the purpose for which it was approved.

- 7.4.1.4. After the club's registration is frozen for longer than three months.

8. Grants

- 8.1. Provisional and Registered Clubs are eligible to apply for Grants.
- 8.2. Different categories of grants, including eligibility and assessment criteria, are defined in the Grants guidelines and supporting documentation, which are published from time to time.
- 8.3. Grant applications may only be assessed according to the eligibility and assessment criteria defined in the Grants guidelines and supporting documentation.
- 8.4. The process by which grants are assessed and approved is defined in the Grants guidelines and supporting documentation.
- 8.5. The Grants guidelines, and all supporting documentation, are operational procedure.

9. Grievances

- 9.1. Clubs are expected to be self-governing, and are encouraged to establish internal grievance procedures.
- 9.2. A club or club member may submit a grievance to the Clubs Administrator or Clubs Committee Chair if attempts to resolve it internally have failed.
- 9.3. The Clubs Committee will consider as necessary and/or appropriate grievances referred to it by the Clubs Administrator or Clubs Committee Chair.
- 9.4. All grievances referred to and considered by the Clubs Committee are confidential. Visitors may not be present while grievances are being considered by the Clubs Committee.
- 9.5. In considering grievances, the Clubs Committee may draw on advice from YouX President, relevant office bearers of the Student Representative Council and/or Student Care staff if appropriate.
- 9.6. The Clubs Committee may make a recommendation around the course of action the club or any of its members may take.
- 9.7. Any grievances regarding decisions of the Clubs Committee relating to grants and registrations must be submitted to YouX President and considered by the YouX Board.
- 9.8. The YouX Board will not consider grievances relating to the Clubs Committee's recommendations on grievances referred to it.

10. Club Integrity

Elections

- 10.1. All club elections shall take place at Inaugural General Meetings, Annual General Meetings, and Special General Meetings or over the course of several days as stipulated by the constitution and/or rules of any given club.
- 10.2. All club members shall be given notice of any and all elections.

- 10.3. All positions on the committee of a club, including those in an executive committee/s shall be subject to annual election.
- 10.4. All club members shall be eligible to vote and/or nominate for a committee position in the election of Committee Members.
- 10.5. Clubs may prescribe reasonable eligibility criteria for the positions of President, Vice-President, Treasurer and Secretary or their equivalents and any position effecting affirmative action. Examples of reasonable eligibility criteria include:
 - 10.5.1. The requirement that a person hold a position on the Committee for one full term in order to be eligible to nominate for the position of President, Vice-President, Treasurer and/or Secretary or their equivalents.
- 10.6. Voting at Inaugural General Meetings, Annual General Meetings and Special General Meetings shall be conducted in accordance with the Constitution of the club and shall promote fairness and transparency.
- 10.7. All club elections shall be conducted in accordance with established University behavioural policy.
- 10.8. All club elections shall be indiscriminate in theory and functionality and shall allow for the full inclusion of all members regardless of race, sex, gender, economic circumstance, different physical or mental health, sexual orientation, colour, culture, national origin, age, ethnicity or political views.

11. Club Conduct

- 11.1. Any conduct of a threatening, intimidatory, or violent nature, whether directed at other clubs, students or at any other person, and whether intended to coerce or otherwise, is strictly prohibited. For the avoidance of doubt, threats and/or intimidatory acts, need not be physical in nature.
- 11.2. Clubs must follow guidelines create pursuant to Clause 4.1 of this policy.
- 11.3. Clubs must do a Risk Assessment for any event(s) that is participated by more than ONE HUNDRED (100) people and/or people who are under 18 years of age. Clubs must also do a risk assessment for any event(s) that is happening outside the campus.
- 11.4. At least ONE (1) committee member of Clubs must undertake training in responding to disclosures of sexual assault and any other relevant training(s) if requested by YouX.
- 11.5. Clubs must not deviate from its proposed activities and purpose as submitted to the Clubs Committee. Any deviation from the Clubs' proposed activities and purposes must be submitted to the Clubs Committee for approval.

12. Election of Clubs Representatives to the Clubs Committee

12.1 Election Process

The two Clubs Representative members of the Clubs Committee shall be elected in accordance with the following clauses:

- 12.1.1 The Returning Officer shall conduct the elections and shall have responsibility for interpreting and administering these provisions.
- 12.1.2 The Returning Officer will provide notice of the election to all clubs via their club's email address (as recorded by the Clubs Administrator) no later than five business days prior to opening of nominations.
- 12.1.3 Nominations will remain open for at least five business days.
- 12.1.4 At the close of nominations, the Returning Officer will as soon as practicable determine the eligibility of nominees and notify all club Presidents of the candidates for election, as well as declare any nominees who were determined to be ineligible.
- 12.1.5 If there are more candidates than there are positions, the Returning Officer shall give all club Presidents no less than one week's notice of the date on which an election will occur.
- 12.1.6 Only the president (or equivalent) of provisionally- or fully-registered clubs may vote in the election.
- 12.1.7 Where there is any question as to the re-registration status of a club the club president shall be eligible to vote in an election as long as the registration of the club has not been ceased in accordance with Section 7.
- 12.1.8 Voting shall remain open to club presidents between the hours of 10:00am and 4:00pm on the day of the election.
- 12.1.9 A club president may request a proxy form from the Returning Officer and may nominate a proxy who shall be eligible to vote in their place in the election. All proxies must be a student or staff member of the University of Adelaide.
- 12.1.10 As soon as practicable after the election is concluded, the Returning Officer will cause the votes to be counted.
- 12.1.11 Following counting of votes, the Returning Officer will provisionally declare the results of ballot in a report to be provided to the Clubs Committee (or, in the case of the first annual election under this Rule, to the Board of YouX), which may, not less than 14 days after the declaration of provisional results, resolve to declare the results contained in that report to be the final results.
- 12.1.12 Any appeal regarding the conduct or outcome of the elections may only be made to the YouX Board and must be made in writing to YouX President within 7 days of the declaration of provisional results.

12.2 Duties

- 12.2.1 Clubs Representatives must act in the best interests of YouX as a whole.
- 12.2.2 A Clubs Representative must act honestly, in good faith and use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.

- 12.2.3 A Clubs Representative must not take improper advantage of the position of Clubs Representative or make improper use of information acquired as a Clubs Representative. Clubs Representatives must not misuse property, information, their position or opportunities arising as a result of their position to gain advantage for themselves or someone else or to cause detriment or to compete with YouX.
- 12.2.4 A Clubs Representative must not engage in conduct likely to bring discredit upon YouX or damage the reputation of YouX or the University in any way.
- 12.2.5 Clubs Representatives must be familiar with and act within the Fair Treatment Policy of the University at all times.

Version Control Table

Version	Author	Date	Changes
V1.0	Executive Officer	16/10/2013	First Enacted
V2.0	Executive Officer	10/04/2017	Clause 8 amended
V3.0	Executive Officer	28/04/2017	Added Clause 3, deleted Clause 10
V4.0	Executive Officer	20/11/2017	Amend title, amend Clauses 6.5, 6.6, 11.6, 11.10, amend Section 7, create Clauses 2.4, 2.5, 2.8, 6.4.3, 6.6.1, 6.6.2, 6.6.3, 6.6.4, 6.11.3, 7.1, 7.1.1, 7.1.1.1, 7.2, 7.3, 10.1, 10.2, 10.3, 10.4, 10.5, 10.5.1, 10.6, 10.7, 10.8, 11.7, 11.8, 11.9, create Section 10, delete Clauses 2.8, 11.2
V5.0	Executive Officer	18/09/2018	Amended Section 2, 7 and 8
V6.0	Executive Officer	01/12/2018	Amended Section 7
V7.0	Executive Officer	03/12/2018	Amended 11, 11.1, 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.1.9, 11.1.10, 11.1.11, 11.1.12, create Clause 11.2, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5
V8.0	Executive Officer	17/06/2019	Amended Clause 6.6, 6.10, 7.1.1.1, 12.2.1, create Clause 6.6.5, 6.12, 6.13, 7.4.1.4, 11, 11.1
V9.0	Executive Officer	8/07/2019	Created Clause 2.15, 11.2, Amended Clause 4.1
V10.0	Executive Officer	23/03/2020	Created Clause 6.4.4.
V11.0	Executive Officer	13/05/2021	Created Clause 11.3 and 11.4