

# POLICIES AND PROCEDURES

## 1. AFFILIATION

- 1.1 Any Club or society may apply for affiliation to the Bendigo Student Association Inc. provided their objectives do not conflict with those of the Student Association.  
Application is by presentation of the Clubs and Societies constitution, a list showing minimum of 10 students who are committed to paying a membership fee, minutes from the Inaugural General Meeting and completed list of office bearers and Members including correct contact details to the Clubs Officer. The Board of Management must then ratify that Clubs affiliation.
- 1.2 The Club is affiliated with the Bendigo Student Association Inc. and is overseen by the Clubs Officer, in conjunction with the BSA Board, to uphold the Clubs Constitution and Association Policies and Procedures

## 2. MEMBERSHIP

- 2.1 A full list of financial Members including names must be presented to the BSA Board before affiliation may be granted to that Club. Minimum number of financial Members is 10.
- 2.2 Membership of affiliated Clubs is restricted to currently enrolled students, Association Members and Associate Members.
- 2.3 An annual Membership fee is a minimum of \$10 and must be paid by each Member of the Club. Higher fees may be determined by the Club, however the Board of Management has the right to establish a fee for Club Membership which is binding on all affiliated Clubs.

## 3. ACCOUNTS

- 3.1 All accounts relating to Clubs and Societies will be administered by the Bendigo Student Association Inc.
- 3.2 Clubs will be provided with a summary of financial transactions relating to that particular Club on request.
- 3.3 Individual records will be maintained for each affiliated Club.
- 3.4 Any credit amounts (except unused funding mounts) at the end of the calendar year will be automatically carried over to be used by the Club in the next year.
- 3.5 If the Club fails to reform or disbands then all credit amounts will be allocated at the discretion of the Board of Management.
- 3.6 Any affiliated Club with a debit balance at the end of the financial year will need to show cause to the Board of Management to be allowed to continue to function in the following year.
- 3.7 No affiliated Club will operate with a debit balance unless prior authority is obtained from the Board of Management.

## 4. GENERAL OPERATIONS

- 4.1 **No Club shall enter into written or verbal contracts/agreements with external bodies without prior authorisation of BSA Events staff.**
- 4.2 The signing of cheques will be undertaken by authorised signatories as outlined in Section 33 of the Bendigo Student Association Inc. Rules.
- 4.3 A minimum of 5 weeks' notice is required by the BSA for Clubs wishing to conduct an official function.
- 4.4 The Board of Management has the power to veto any decision made by the Committee/Executive of any affiliated Club if it feels that it directly contravenes the relevant Clubs constitution or the Association Policies and procedures

## 5. FUNDING

- 5.1 The Clubs Officer will distribute funding to affiliate Clubs according to the funding structure put in place in 2017.
- 5.2 Any funding grant allocation greater than \$500.00 must be ratified by the Board of Management or Executive Committee.
- 5.3 Funding will be credited to the affiliated Clubs' account on receipt of evidence as per Australian Accounting Standards (AAS) that the money has been expended for the said purposes.
- 5.4 Any funding that has not been spent, according to semester budgets, will be removed from the Clubs account, at the end of each semester, and placed into the suspense account.
- 5.5 Funding may also be removed from a Clubs account if a Club is found to be in breach of any of the Clubs and Societies Policies. Penalties will apply in this situation (refer to section 7)

## 6. DISAFFILIATION

- 6.1 An affiliated Club or society may be disaffiliated by the Board of Management on the recommendation of the Clubs if:
  - 6.1.1 It contravenes the Clubs and societies regulations, its constitution or the Rules of the Bendigo ' Student Association Inc.;
  - 6.1.2 Is guilty of financial mismanagement;
  - 6.1.3 Fails to answer any reasonable communication from the Association or the Student Life Committee.
  - 6.1.4 Has not maintained an acceptable level of activity during one calendar year.
  - 6.1.5 Expressly or by implication condones, permits or encourages Members to engage in unlawful practices.

## 7. PENALTIES

- 7.1 Failure to fulfil affiliation requirements will result in no grant being established.
- 7.2 Incorrect use of funding will result in a meeting with the BSA Board where a decision will be made about future grants and disciplinary action.
- 7.3 Failure to follow Clubs and Societies Procedures in relation to bills and deposits (refer to section 8) will result in disciplinary action from the BSA Board
- 7.4 Failure to notify the Clubs Officer of an event will result in no BSA funding being used for that event and depending on the severity, may result in funding being withdrawn for the rest of the semester.