

# POLICIES AND PROCEDURES

## CLUBS AND SOCIETIES

### 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 Student Community Office. The Directors of the Board must then ratify that Clubs affiliation.
- 1.2 The Club is affiliated with the Bendigo Student Association Inc. and is overseen by the Student Community 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 Directors of the 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 Directors of the Board 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 Directors of the Board.
- 3.6 Any affiliated Club with a debit balance at the end of the financial year will need to show cause to the Directors of the Board 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 Directors of the Board.

### 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 Directors of the Board 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 Directors of the Board 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 10.0)

## 6. DISAFFILIATION

- 6.1 An affiliated Club or society may be disaffiliated by the Directors of the Board 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. Website and Social media

- 7.1 All clubs and societies will be given a username and password for the BSA Website; Club executives must keep the password with the student community officer and inform them of any updates or changes
- 7.2 Any inappropriate behaviour/ language/ images on the BSA Website will result in the revoking of all administration rights for your club and other sanctions may be imposed on the club decided by the Student Community Officer and BSA CEO.

## 8. Risk Management

- 8.1 Incidents, accidents or injuries must be reported immediately to the BSA CEO Mitch Trevena on 0000000
- 8.2 The clubs must follow and abide by all risk management requirements outlined in the Clubs and Societies Manual
- 8.3 Failure to comply with risk management requirements may result in the cancellation of the activity and/or penalties as outlined in section 10.0.

## 9. Complaints

- 9.1 Complaints raised must be sent the Student Community Officer, in the event that they are absent complaints can be lodged with the BSA CEO or COO.
- 9.2 If a complaint is made against the club, the club executive will act in a way that reflects their position within the club/society and remain impartial from any personal feelings that may arise against the individual/group
- 9.3 All information that you are privy to as a club executive/committee must remain private and confidential

## 10. PENALTIES

- 10.1 Must attend compulsory meeting requests from the BSA
- 10.2 Dependant of severity Written warning to the club executive/committee and if repeated breaches occur the following;
- 10.3 Ineligible for BSA funding and awards
- 10.4 Remuneration of funding and or the freeze of bank accounts
- 10.5 Removal of a club executive/committee member
- 10.6 Failure to fulfil affiliation requirements will result in no grant being established.
- 10.7 Incorrect use of funding will result in a meeting with the Directors of the Board where a decision will be made about future grants and disciplinary action.
- 10.8 Failure to follow Clubs and Societies Procedures in relation to bills and deposits (refer to section 8) will result in disciplinary action from the Directors of the Board
- 10.9 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.

## 7. Code of Conduct

We as the Executive/Committee of \_\_\_\_\_ agree to ahead by the Bendigo Student Association rules and regulations of a club or society affiliated with the Bendigo Student Association under La Trobe University Bendigo.

### **The rules and regulations of running a club/society as outlined in the following documents;**

- BSA Club and Societies Manual
- Policies and Procedures of the BSA
- Abide by and follow the constitution of club/society upholding the values and strategic goals of the club/society
- Acknowledge that the club/society falls under the banner of the BSA and uphold and respect the BSA organisation and name- including the use of the BSA logo in advertisements

In the event that any of the above is broken by an individual or executive/committee of said clubs/society the penalties outlined in section ... may be actioned by the BSA student community officer in consultation with the BSA CEO as they deem fit, dependant on the severity of breach of conduct the Directors of the Board may be involved in the decision.

This code applies to all members of a club/society executive/committee and should be monitored by fellow club executive/committee members, the financial members of the club and the BSA.

### **2019 Code of Conduct**

In signing below the president confirms that they have been authorised to do so by the election of an AGM/SGM, its members and the executive in accordance with the constitution

Signed by the President on behalf of them as an individual executive and the whole executive/committee

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Name (IN BLOCK LETTERS)

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness by another member of executive - Signature

\_\_\_\_\_  
Name and Position (IN BLOCK LETTERS)