

# MONSU CAULFIELD CLUB + SOCIETIES

## RULES & REGULATIONS



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MONSU Caulfield is governed by the MONSU Caulfield Inc. Constitution, which outlines the rules and responsibilities of the organisation. All Clubs and Societies affiliated with MONSU Caulfield are also bound by these Rules & Regulations and must operate in accordance with its regulations, including the associated rules, regulations and policies presented in this document.

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## 2 DEFINITIONS

In these rules and regulations, the following definitions apply:

**“MONSU CAULFIELD”** refers to MONSU Caulfield Inc.

**“Club” or “Society”** refers to an association of people with a common objective, affiliated with MONSU Caulfield.

**“Clubs”** is an abbreviation of MONSU Caulfield Clubs and Societies.

**“Club Executive”** refers to the elected office-bearers of a Club, typically including the President, Vice President, Secretary, and Treasurer, who are responsible for the leadership, management, and operation of the Club.

**“General Committee”** refers to any individual elected or appointed to a Club committee who holds a designated role and is responsible for assisting in the management, planning, and delivery of the Club’s activities.

**“Member”** refers to any individual who has paid the membership fee to a Club.

**“Non-Financial Member”** refers to any individual who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting rights.

**“Student”** refers to an individual who is currently enrolled at Monash University.

**“Alumni”** refers to an individual who has previously been enrolled at Monash University.

**“Donor”** refers to an individual, group, business, organisation, or entity that provides a service, currency, or benefit to a club in a unidirectional manner, where the club receives a donation but does not provide an exchange.

**“Sponsor”** refers to an individual, group, business, organisation, or entity that provides a service, currency, or benefit to a club in a transactional manner, where the club receives support in exchange for promotion, recognition, or other agreed benefits.

**“Donation”** refers to any voluntary contribution made to a club, which may include money, services, time, goods, or any other item or action of value.

**“Attendee”** refers to any individual who participates in or is present at events hosted by a club, including those who:

- a) have not been granted membership privileges, and/or
- b) do not attend meetings, AGMs, SGMs, etc.

**“Advisor”** refers to an individual who provides consultation, guidance, or support to a club, its members, or its Executive Committee for purposes related to club administration, governance, training, or initiatives. An Advisor must not be listed as a club member and may be registered as either a Non-Monash Member or a Non-Financial Member.

**“Registered Club”** refers to a Club whose Registered Club Application has been approved by the MONSU Caulfield Student Council.

**“Active”** club status refers to a Club which is a Registered Club, is compliant with all policies, Rules and Regulations, and is currently operating.

**"Inactive"** club status refers to a club which is a registered club, is not currently operating, does not have an elected Club Executive team and has no paid members for the current financial year.

**“Club Asset”** refers to any item, equipment, material, or resource purchased, acquired, or owned by the Club for use in its activities, events, or operations. Club Assets remain the property of the Club and must be used solely for club-related purposes. Assets may include, but are not limited to, physical equipment, merchandise, digital resources, and inventory.

**“MONSU Caulfield Staff”** refers to a full-time, part-time or casual employee of MONSU Caulfield

**“MONSU Caulfield Clubs Officer”** refers to the student representative elected to the MONSU Caulfield Student Council, whose primary role is to oversee the clubs of the Caulfield Campus and shall hereafter be known as Clubs Officer.

### **3 RULES OF ASSOCIATION**

#### **3.1 Purpose**

**1** The purpose of MONSU Caulfield Clubs is to build a connected campus community through active clubs, engaged members and volunteers, whilst activating the Caulfield Campus.

- a) Fostering a strong and connected campus community.
- b) Cultivate continuous club engagement across Caulfield Campus.
- c) Create a vibrant student volunteer community.
- d) Develop a lively MONSU Caulfield building and spaces

#### **3.2 Not-for-profit organisation**

**1** MONSU Caulfield is a not-for-profit organisation with the purpose of advancing the education and experience of the students attending the Monash University Caulfield Campus.

**2** A Club's assets and income shall be applied solely towards achieving the purpose of the Club and the specific aims and objectives of the Club.

**3** The Club must not distribute club funds directly or indirectly to members, except as genuine reimbursement for expenses incurred in good faith on behalf of the Club or as approved compensation for services rendered, in accordance with these Rules & Regulations (and the MONSU Caulfield Inc. Constitution).

## 3.4 Rules of association

- 1** All Clubs are governed by the model rules of association outlined in Part Three (3) of the Associations Incorporations Reform Regulations 2012 (VIC).
- 2** A Club shall adopt their own rules of association (Rules). Provided that:
  - a) Approval is obtained in writing from the MONSU Caulfield, and
  - b) A motion to adopt the Rules is passed either at the Club's Annual General Meeting or at a Special General Meeting called specifically for that purpose, and
  - c) In the case of a Special General Meeting, the Rules must be adopted by a special resolution in accordance with MONSU Caulfield procedures.
- 3** A club may be deemed inactive if it fails to meet the following requirements:
  - a) Hold at least two (2) activities per semester. A Club activity will include any meeting or event to which the entire membership is invited.
  - b) Maintain regular contact with MONSU Caulfield Staff, with Club Executives being uncontactable for a continuous period of one (1) month;
  - c) Complete all mandatory training and certification requirements as prescribed by the MONSU Caulfield.
  - d) Not following the policies or protocols set by MONSU Caulfield.

## 4 ESTABLISHMENT

### 4.1 Application process

- 1** Students wishing to establish a new club follow the registration process set by MONSU Caulfield.
- 2** All students who wish to start a new club or reactivate an existing one (1), must be currently enrolled as undergraduate students at Monash University Caulfield campus.

**3** The students must gain approval from the MONSU Caulfield Student Council and meet all requirements set by MONSU Caulfield before the club can operate as a registered club.

## 4.2 New club registration

**1** Upon registration, a Club will receive a grant of \$500 into its club account. MONSU Caulfield reserves the absolute discretion to vary this amount at any time

**2** No club that falls under these purposes set by the MONSU Caulfield Funding Agreement shall receive funding from MONSU Caulfield:

- a) a political party; or
- b) the election of a person as a member of the legislature of the Commonwealth, a State or a Territory, or of a local government body.

## 4.3 Club re-registration

**1** Upon re-registration, a Club will have access to a profit and loss statement of the re-registered club.

**2** Upon re-registration, a Club must have a minimum balance of \$500 in its club account. MONSU Caulfield reserves the absolute discretion to increase or decrease this required amount.

# 5 MEMBERSHIP

## 5.1 Membership Fees

**1** All newly established Clubs shall adopt an initial membership fee as determined by MONSU Caulfield, set at \$10 for Semester One (1) and \$5 for Semester Two (2).

**2** Clubs may choose to change the set amount or run temporary discounts for brief periods. If a club wishes to permanently change the set amount or run a discount, they must send through their official minutes with a motion approving the change.

## 5.2 Application for Membership

**1** All Monash students are eligible to become members; all Monash students can sign into the MONSU Caulfield website with their Monash University student details and purchase membership via each club's page.

**2** Membership shall be non-transferable and shall expire annually at the end of the calendar year.

**3** Membership must be non-discriminatory.

**4** Members can attend general meetings, including Annual General Meetings and Special General Meetings, and have voting rights. Voting rights only apply to members, not to general event attendees.

## 5.3 General rights of members

**1** A member of a club who is entitled to vote has the right:

- a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- b) to submit items of business for consideration at a general meeting; and
- c) to attend and be heard at general meetings; and
- d) to vote at a general meeting; and
- e) to have access to the minutes of general meetings and other documents of the club.

## 5.4 Register of members

**1** Clubs must keep current records on membership for Non-Monash members and Non-Financial members, which should at minimum record full name, email



address, contact number, and how each was linked to the club (e.g., through sponsorship, events, social media, club promotion, etc.)

- a) MONSU Caulfield may ask for full membership records at any time.
- b) Non-Monash members do not have voting rights and are not Non-Financial members.
- c) Non-Monash individuals can log in to MONSU Caulfield portals via the guest account, but cannot purchase membership through the MONSU Caulfield website.
- d) Non-Monash members cannot comprise more than 25% of the club's overall membership.

**2** Club Executives must have members' medical forms readily accessible when clubs are on overnight excursions or trips.

## 5.5 Associate members

**1** Members of the Student Council Executive and MONSU Caulfield Staff shall receive non-financial membership privileges automatically to all clubs.

# 6 EXECUTIVE & COMMITTEE MEMBERS

## 6.1 Eligibility

**1** The Club Executives must be enrolled undergraduate students of the Monash University Caulfield Campus.

**2** The Club Executives must be a member of their respective club.

**3** The Club Executives must be enrolled to study either part-time or full-time at the Caulfield Campus. Any member of the Club Executive shall have their position declared vacant if they:

- a) Cease to be a member of the club;
- b) Cease to be a currently enrolled Monash University student;

- c) Defers from their studies for a period of time;
- d) Resign by writing to the Executive with a copy to be provided to MONSU Caulfield;
- e) Are removed by the vote of the club's Executive
- f) MONSU Caulfield suspends or terminates the Executive Member:
- g) Where other Executive Member(s) or MONSU Caulfield are unable to engage with the Club Executive over an extended period of time, and evidence of this is provided to MONSU Caulfield.

## 6.2 Nominations

**1** If a position becomes vacant or at the time of the Annual General Meeting, all positions must be offered to and filled first by enrolled undergraduate students at Monash University Caulfield campus.

**2** In the case that no Caulfield enrolled undergraduate student can be identified or located to stand for a Club Executive position, non-Caulfield and postgraduate students may be offered Club Executive positions if:

- a) reasonable and verifiable efforts have been made to offer the opportunity to a Caulfield-enrolled undergraduate student.
- b) the Executive position is not the President and/or Vice President.
- c) Non-Caulfield undergraduate and postgraduate members do not exceed 50% of the entire Club Executive .

**3** The position of President and or Vice President must always be held by an enrolled undergraduate student at Monash University Caulfield campus.

**4** No Caulfield campus enrolled undergraduate student shall be deprived of the opportunity for a Club Executive position in favour of a non-Caulfield or postgraduate enrolled student.

**5** If an Club Executive position becomes vacant during a term and a new individual is nominated to fill the role, the appointment must be formally recognised

through a motion recorded in the club's official meeting minutes and submitted to MONSU Caulfield for acknowledgment.

### 6.3 Executive positions

**1** Pursuant to MONSU Caulfield discretion, eligible clubs may be permitted two (2) club executive positions if:

- a) total club membership is less than 20 members.
- b) consultation with MONSU Caulfield staff.
- c) additional training requirements are satisfied.
- d) two (2) Executive members are fulfilling duties of a President, Vice President, Treasurer, and Secretary with tracked development records.

**2** At the time of the Club's Annual General Meeting, Clubs with a membership between 40 and 300 members must have an Executive Committee comprising a minimum of four (4) and a maximum of six (6) members. Four (4) of these members must hold the core positions of President, Vice-President, Treasurer, and Secretary.

**3** At the time of the Club's Annual General Meeting, Clubs with 300 or more members must have a minimum of four (4) Executive members holding the positions of President, Vice-President, Treasurer, and Secretary. Such Clubs may have up to six (6) Executive members by default. MONSU Caulfield may, at its discretion, approve an increase of up to eight (8) Executive roles in total.

**4.** Any changes to the structure of executive positions must be reflected in the Club's Constitution, including the title of the position and a clear description of its responsibilities.

**5.** Advisors to Club Executive can not be a club member, but can be Non-Financial or Non-Monash members.

**6.** No member of the MONSU Caulfield Student Council shall be permitted to hold a Club Executive position within any Club.

## 6.4 General Committee responsibilities

**1** General Committee members shall not hold any executive powers or authority within the Club. Executive powers are reserved solely for members of the Club Executive.

**2** General Committee members shall not have any authority or access to MONSU Caulfield financial processes, procedures, or systems. Such authority is reserved for Club Executive members only.

**3** The General Committee is the responsibility of the Club Executive and shall operate in accordance with the Club's Constitution and MONSU Caulfield Rules & Regulations. The Executive Committee must ensure that the roles, responsibilities, and conduct of General Committee members align with the provisions outlined in the Club's governing documents.

**4** No member of the MONSU Caulfield Student Council shall be permitted to hold a General Committee position within any Club.

## **7 FINANCE**

### 7.1 Source of funds

**1** The funds of the Association may be derived from membership fees, annual subscriptions, donations, fundraising activities, grants, interest and any other sources approved by the Committee.

### 7.2 Management of funds

**1** Clubs bank accounts are held and managed by MONSU Caulfield.

- a) This is accessible through MONSU Caulfield Finance processes and procedures.
- b) All clubs must use MONSU Caulfield ticketing and banking accounts.
- c) Clubs cannot operate their own bank accounts, ticketing accounts, or any accounts where currency is received, kept, stored, or otherwise held.

**2** If a club is found to be operating their own bank accounts, ticketing accounts, or financial accounts outside of MONSU Caulfield,

- a) The club's active status will immediately be suspended, until full records for the account(s) are provided to MONSU Caulfield, the account(s) are closed, and the account(s) are presented to the Finance Officer of MONSU Caulfield,
- b) The matter may be referred to the MONSU Caulfield Student Council for disciplinary action.

**3** Clubs must not commit themselves to spending more money than is available in the club account. MONSU Caulfield will not cover losses incurred by a club.

**4** Club Executives must complete the appropriate Club Finance form and submit all relevant supporting documentation, including receipts, invoices, and meeting minutes, in order to access funds from the club account.

**5** General Committee members are not permitted to authorise reimbursements for themselves under any circumstances.

**6** All reimbursement claims must be submitted and processed within three (3) months of the original purchase date. Claims made after this period may not be accepted.

**7** Clubs must not use club funds to cover any personal expenses of Club Executives, General Committee members, or general members that are not directly related to an approved Club function.

## 7.3 Financial records

- 1** Club account balances at the end of the calendar year will be carried forward to the following year.
- 2** MONSU Caulfield Clubs operates as a cashless organisation. All financial transactions must be conducted through approved electronic methods.
- 3** All Club expenditure must be approved at a Club Executive meeting where a voting quorum is present, via a motion being passed. The motion must be specifically recorded in the meeting minutes, including the amount approved and to whom the money is to be paid.
- 4** Sponsorship arrangements must be in line with the MONSU Caulfield Clubs + Societies Sponsorship Policy and these Rules & Regulations; all sponsorship arrangements must be approved, in writing, by MONSU Caulfield Staff. If sponsorship arrangements are approved, they must be signed in a written sponsorship agreement provided by MONSU Caulfield.
- 5** All donation arrangements must be authorised, in writing, by MONSU Caulfield Staff, and must be banked in accordance with 8.1. Thorough inquiry into a Donor will be undertaken to assess legitimacy and possible conflicts of interest.
- 6** All goods purchased by a Club should be sourced within Australia. If goods are purchased from overseas or in a foreign currency, the Club must ensure that all tax receipts are provided in English and must submit a copy of the relevant bank statement showing the currency conversion rate at the time of purchase.

## 7.4 Financial statements

- 1** A club can request a Profit & Loss Statement from MONSU Caulfield Finance at any time.

**2** Clubs are required to provide an annual financial statement at their Annual General Meeting outlining all club expenses for the year, including but not limited to sponsorship income, event costs, and other financial activities.

## **7.5 ASSETS**

**1** Items usable more than once, which are not food or drink, and which are purchased with funds from the Club Account, are Club Assets. Any Club Asset with a purchase price equal to or greater than \$50 is an Asset and must be recorded by the Club.

**2** All Club Assets and equipment of the club shall remain the property of MONSU Caulfield for use by the relevant club. In the event of the club becoming deactivated, assets must not be distributed to any members of the club.

**3** Any decision to sell or otherwise dispose of Club assets must be approved by a formal motion passed at an executive meeting. This decision must be recorded in the official meeting minutes.

**4** Club Assets should be stored in a neutral space, such as the MONSU Caulfield Club Resource room.

## **8 ORDINARY MEETINGS**

### **8.1 Meetings**

**1** Club Executive and General Committee Meetings must be conducted in the format outlined in the MONSU Caulfield training and documents.

**2** The Club Executives must ensure that minutes are taken and kept at each executive and committee meeting. The minutes must record the following:

- a) the names of the members in attendance at the meeting;
- b) the business considered at the meeting;
- c) any motion on which a vote is taken and the result of the vote;

**3** Club Executives must meet at least four (4) times in each year at the dates, times and places determined by the Committee.

## 8.2 Notice of meetings

**1** Notice of each club executive or committee meeting must be given to each attending member no later than seven (7) days before the date of the meeting.

- a) Notice may be given of more than one (1) committee meeting at the same time.
- b) The notice must state the date, time and place of the meeting.

## 8.3 Quorum

**1** No business may be conducted at a Committee meeting unless a quorum is present.

**2** Quorum for a club executive meeting shall be 50% of the Club Executives plus one (1).

- a) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting the meeting must be adjourned to a date no later than 14 days after the adjournment.

## 8.4 Conflict of interest

**1** A club executive or general committee member who has a material personal interest in a matter being considered at a club meeting must disclose the member's position and the nature and extent of that interest to the Committee. The member:

- a) must not be present while the matter is being considered at the meeting; and
- b) must not vote on the matter.



## **9 ANNUAL GENERAL MEETINGS**

### **9.1 Purpose**

- 1** The Annual General Meeting should be convened for the following purposes:
  - a) To confirm the minutes of the prior year's Annual General Meeting,
  - b) President's report – on strategic plans, goals and events,
  - c) Secretary's report – membership,
  - d) Treasurer's report – club financials,
  - e) To elect an executive team for the ensuing term,
  - f) To transact any other business, notice of which shall be duly submitted to the Secretary.

### **9.2 Requirements**

- 1** Clubs shall follow the procedures outlined by MONSU Caulfield Clubs Handbook as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by the Clubs Officer and/or MONSU Caulfield staff.
- 2** All Clubs must hold their Annual General Meeting in weeks eight (8) to 10 of Semester 2. Club Executives may determine the date, time and place, within the previously mentioned time frame and within the regulation set by MONSU Caulfield.
- 3** The minutes of the Annual General Meeting must be submitted to MONSU Caulfield as part of the AGM Pack, along with everything outlined in 9.1.1.

### **9.3 Eligibility**

- 1** Only members with voting rights shall be eligible to move motions, nominate for election and vote at an Annual General Meeting of the Club.

## 9.4 Quorum

**1** Quorum for an Annual General Meeting shall be double the number of club executives plus one (1). E.g., If you have four (4) Club Executives, then you must have five (5) members in attendance.

**2** If a quorum is not met within 30 minutes of the scheduled start time of the Annual General Meeting, the meeting must be closed and rescheduled. The Club must:

- a) Provide a minimum of 10 days' notice to members of the new meeting date, time, and location; and,
- b) Notify MONSU Caulfield staff of the rescheduled meeting details.
- c) If quorum is not met at the rescheduled Annual General Meeting, the Club will be required to attend a meeting with MONSU Caulfield staff and the Clubs Officer to discuss the Club's governance and future compliance requirements.

**3** All in attendance must be signed up as members prior to the Annual General Meeting commencing.

## 9.5 Notice Requirements

**1** All Clubs must provide at least two (2) weeks' notice to all members outlining the date, time, location of their Annual General Meeting and any special resolutions they intend to consider.

**2** Nominations for the Annual General Meeting must close seven (7) days prior to the date the Annual General Meeting is being held.

**3** All nominations must be sent to MONSU Caulfield five (5) days before the Annual General Meeting for eligibility to be checked.

**4** The requirement for a Club to hold an Annual General Meeting may be waived at the discretion of Clubs Officer or MONSU Caulfield Staff.

## **10 RE-AFFILIATION**

### **10.1 Reaffiliation requirements**

**1** Clubs must complete and submit the Annual General Meeting documentation pack to MONSU Caulfield within the required timeframe, as specified by the Clubs Officer.

**2** All Club Executives must complete the mandatory MONSU Caulfield training requirements and obtain any required certifications as determined by the Clubs Officer.

**3** All Club Executives are required to attend MONSU Caulfield induction sessions and development conferences as scheduled by the Clubs Officer or MONSU Caulfield Staff.

**4** If a Club is unable to complete the requirements outlined in 8.1 through 8.3 before the conclusion of Semester two (2), the Club will be deemed inactive.

## **11 ACKNOWLEDGMENTS**

### **11.1 Acknowledgements**

- 1** All Clubs must acknowledge MONSU Caulfield support by:
- a) Incorporating the MONSU Caulfield logo or 'affiliated with MONSU Caulfield Inc.' on all publicity and written material (i.e. newsletters, posters, Club websites, event promotional assets).
  - b) Displaying MONSU Caulfield logo events.

- c) Verbal acknowledgments at events, including sponsor events.

**2** Failure to comply with By-Law 12.1 will result in the following procedure:

- a) If evidence is found that a club has failed to appropriately acknowledge MONSU Caulfield, the club may receive up to two (2) formal written warnings.
- b) If, after receiving two (2) written warnings, the club continues to fail to acknowledge MONSU Caulfield, the matter will be referred to the MONSU Caulfield Student Council for further disciplinary action.