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C&S Regulations

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**UNIVERSITY OF
SYDNEY UNION**

1. DICTIONARY

a. DEFINITIONS

In these Regulations, the following words have these meanings when they commence with a capital letter in the text:

- i. **Access Card Holder**
Any person in possession of a current Access Card including, but not limited to, USU Members
- ii. **Board**
The Board of the Union constituted by clause 7.3 of the Constitution of the University of Sydney Union
- iii. **Committee**
The Clubs & Societies Committee established by Section 5.3 of the Regulations and Director's Duty. Statements of the University of Sydney Union
- iv. **Clubs and Societies**
The Clubs and Societies registered with the Union's Clubs and Societies Program
- v. **Regulations**
The Regulations of the Union's Clubs and Societies Program
- vi. **University**
The University of Sydney established by the University of Sydney Act
- vii. **USU / Union**
The University of Sydney Union
- viii. **USU Member**
A Member of the Union defined by clause 5 of the Constitution of the University of Sydney Union
- ix. **Ordinary Member**
All Members of The University of Sydney Union, who by virtue of being USU members will hold a current Access card
- x. **Associate Member**
All holders of a current Access Card of The University of Sydney Union other than those who qualify for Ordinary Membership

2. NAME

a. Defined

The name of the Program is the "Clubs and Societies Program"

3. OBJECTS

a. Defined

The Objects of the Program shall be to:

- i. Enrich the student experience at the University
- ii. Foster a campus community at the University

- iii. Provide students at the University with opportunities for personal growth
- iv. Provide leadership skills and training for students at the University
- v. Support the faculties, departments and colleges of the University
- vi. Encourage interaction between student groups

4. PRINCIPLES

a. Membership

- i. All Ordinary Members of Clubs and Societies must be USU Members
- ii. All Associate Members of Clubs and Societies must be Access Card Holders.
- iii. All Executives of Clubs and Societies must be Ordinary Members of the Club or Society.
- iv. Clubs and Societies must have a minimum of twenty (20) Ordinary Members.
- v. Faculty Clubs and Societies and Affiliated Sites Clubs and Societies shall be exempt from Sections 4.a.i. and 4.a.ii.

b. Accessibility

- i. Ordinary membership of Clubs and Societies must be equally accessible to all USU Members.
- ii. Associate membership of Clubs and Societies must be equally accessible to all Access Card Holders.
- iii. Exemptions to Sections 4.b.i and 4.b.ii. may be granted to Clubs and Societies that provide autonomous space for specific special-needs groups in society, subject to Board approval.

c. Member Control

- i. Clubs and Societies shall operate according to democratic principles.
- ii. Clubs and Societies shall not be controlled by external organisations
- iii. Clubs and Societies shall disclose any external affiliations to both their members and USU

d. Communication

- i. Clubs and Societies shall take all reasonable steps to communicate with their members regularly.
- ii. Clubs and Societies shall respect the right to freedom of speech of all members of the Program
- iii. Clubs and Societies shall not use freedom of speech to defame, vilify or incite violence against individuals or groups

e. Neutrality

- i. Admission into the Clubs & Societies Program will not be taken to inherently imply endorsement by the University of Sydney Union of the relevant Club or Society's activities or views.
- ii. Clubs & Societies will not be excluded from the program solely on the grounds of their ethical, political or religious views, except as required by law.

5. CATEGORIES OF CLUBS AND SOCIETIES

a. There shall be the following categories of Clubs and Societies:

- i. Faculty Clubs and Societies
 - a) A Faculty Club or Society that is a registered body open to the entire student body and staff of a particular Faculty of the University endorsed by the Dean of that Faculty.

- b) There shall be up to one Club or Society representing each of the following Faculties:
 - a. Agriculture, Food and Natural Resources
 - b. Architecture, Design and Planning
 - c. Arts and Social Sciences
 - d. Dentistry
 - e. School of Business
 - f. Education and Social Work
 - g. Engineering and Information Technologies
 - h. Health Sciences
 - i. Law
 - j. Medicine
 - k. Music (Sydney Conservatorium of Music)
 - l. Nursing and Midwifery
 - m. Pharmacy
 - n. Science
 - o. Veterinary Science
 - p. Visual Arts (Sydney College of the Arts)
- ii. Affiliated Site Clubs and Societies
 - a) A Club or Society that exists primarily for the benefit of a recognised campus of the University of Sydney that is not the Camperdown/Darlington Campus.
 - b) There shall be no more than one Affiliated Site Clubs or Society per campus.
- iii. College Clubs and Societies
 - a) A college Club or Society that is a registered body of the entire membership of a particular residential college located within and recognized by the University.
 - b) There shall be no more than one College Club or Society per residential college.
- iv. Revue Clubs and Societies
 - a) A Club or Society that exists primarily to produce an annual Revue as part of the USU Revues Season.
 - b) All Revue Clubs and Societies shall be endorsed by the Revues Coordinator and administered in accordance with the Revues Handbook.
 - c) All Revue Clubs and Societies shall be run in accordance with the Revue funding regulations. Section 7 does not apply to Revue clubs.
- v. Standard Clubs and Societies
 - a) Any Club or Society that is a registered body that is not a Faculty, Affiliated Site, Revue or College Club or Society.

6. Notice for Inaugural General Meetings, Annual General Meetings, General Meetings and Special Election Meetings

- a. At least 14 days' notice for IGMs, AGMs, GMs and SEMs must be given via the method approved by the C&S Committee
- b. In the case of AGMs, GMs and SEMs, clubs may not accept new members for a period bounded by seven days before the date of the AGM, GM or SEM and the close of the AGM, GM or SEM.
- c. In the case of IGMs, membership may be accepted until immediately before the advertised starting time of the meeting.

7. REGISTRATION

- a. Applications for Proposed Clubs and Societies
 - i. Applications may be made to propose new Clubs and Societies to the Program.
 - a) Such applications should be submitted to the C&S Office with all required supporting documentation
 - ii. Committee shall approve, subject to ratification by Board, the registration of such proposed Clubs and Societies that:
 - a) Will substantially contribute to the Objects of the Program;
 - b) Will uphold the Principles of the Program;
 - c) Provide sufficient evidence in their application that they are substantially different from existing Clubs and Societies in the Program;
 - d) Submit all required application material to the C&S Office in a timely manner;
 - e) Have a minimum of twenty (20) USU Members on their prospective members list
 - a. Proposed Faculty and College Clubs and Societies shall be exempt from this requirement.
 - iii. In deciding whether an application is 'substantially different', the C&S Committee may consider:
 - a) Types of events the club or society will hold;
 - b) The club or society's prospective membership base;
 - c) The primary focus of the club or society's aims;
 - d) Similar clubs or societies registered in the C&S Program;
 - a. How the club or society distinguishes themselves from similar societies
 - iv. Committee may grant Probationary status to any approved new Club or Society for a specified period, after which time their status shall be reviewed by Committee.
 - a) Clubs and Societies with Probationary Registration shall only be eligible to claim up to the portion of their Annual Funding that corresponds to the length of their probation
 - b) In order to have Probationary status removed, Clubs and Societies must demonstrate to Committee an ability to:
 - a. Operate effectively and meet their objects
 - b. Operate in accordance with their Constitution
 - c. Operate in accordance with the Handbooks of the Program
 - d. Abide by all Union and University regulations, policies and all relevant legislation.
 - v. Clubs and Societies which have been both unregistered and inactive with the Program for longer than twenty-four months may make an application to restart the Club or Society. This procedure shall be the same as for a new Club or Society.
 - vi. If in the view of the Committee the proposed club does not satisfy the requirements of 6.a.ii or is conflicted by virtue of 6.a.iii the Committee may either recommend that the proposed club not be registered or that the proposed club make changes to its constitution.
 - a) In the event that Committee recommends that a proposed club not be registered the Resolution of the Committee shall clearly and concisely detail the reasons for the refusal, in accordance with 6.a.
 - b) The Chair of the Committee shall write to the President-elect of the proposed club, informing them of the Committee's decision giving detailed reasons for the Committee's decision and if appropriate what

- steps the club might take to ensure approval in accordance with 6.a.ii and 6.a.iii.
- vii. If in the view of the Committee the club no longer satisfies the requirements of 6.b.ii or is conflicted by virtue of 6.a.iii the Committee may recommend that the club not be reregistered.
 - a) In the event that Committee recommends that a club not be re-registered the Resolution of the Committee shall clearly and concisely detail the reasons for the refusal, in accordance with 6.a and 6.b.
 - b) The Chair of the Committee shall write to the President of the club, informing them of the Committee's decision giving detailed reasons for the Committee's decision giving detailed reasons for the Committee's decision and if appropriate what steps the club might take to ensure approval in accordance with 6.a.iii and 6.b.ii.
- b. Re-Registration for Existing Clubs and Societies
- i. The C&S Office shall be empowered to re-Register Clubs and Societies on an annual basis upon receiving all required Registration documentation.
 - ii. Decisions on re-Registration will consider, where relevant, whether the Club or Society:
 - a) Provides all required Re-Registration material to the C&S Office in a timely manner;
 - b) Has an ordinary Membership comprised entirely of USU Members;
 - a. Faculty Clubs and Societies, College Clubs and Societies, Affiliated Sites Clubs and Societies shall be exempt from this requirement for the purposes of Re-Registration.
 - c) Substantially contributes to the Objects of the Program;
 - d) Uphold the Principles of the Program;
 - e) Operates in accordance with their Constitution;
 - f) Operates in accordance with all Handbooks of the Program;
 - g) Abides by all Union and University regulations and policies, and all relevant legislation;
 - h) Has a minimum of twenty (20) USU Members on their members list at all times.
 - iii. In the event of a disagreement or contention regarding an application of a Club or Society's re-Registration made to the C&S Office, the matter will be referred directly to the Committee.
- c. Suspension and De-Registration from the Program
- i. Committee may, subject to ratification to Board, implement disciplinary action against and Clubs or Society if that Club or Society:
 - a) Fails to operate within these Regulations and/or University By-Laws and/or laws of the State of NSW or the Commonwealth of Australia
 - a. Committee may refer such matters to the relevant authorities.
 - ii. The Committee may, subject to ratification by Board, implement disciplinary action including, but not limited to:
 - a) Warning in writing.
 - b) Removal of any privileges of the Program.
 - c) De-Registration of the offending Club or Society from the Program.
- d. Appeals Against Committee Decisions To Not Register or Re-Register a Club or Society
- i. In the event that a proposed club's application for registration is refused by Committee, the proposed club may appeal to the Committee to reconsider its decision.
 - a) Appeals should be made in writing and submitted to the C&S Office no later than 2 weeks before the Committee Meeting at which the proposed club wishes its appeal to be heard.

- b) The executive-elect of the proposed club may attend and speak at the Committee meeting at which the appeal is being considered.
- ii. In the event that the Committee rejects the application for registration by a proposed club for a second time, the proposed club may appeal to the Board of Directors to overturn the Committee's decision.
 - a) Appeals should be made in writing and directed to the President such that they are received not less than 14 days from the first meeting of the Board after the Committee meeting at which the decision to not register the proposed club was made.
 - b) The executive-elect of the proposed club may attend the Board meeting at which their appeal is to be considered in order to speak to their appeal.
 - c) The decision of the Board will be final.
- iii. In the event that a proposed club's application for re-registration is refused by Committee, the proposed club may appeal to the Committee to reconsider its decision.
 - a) Appeals should be made in writing and submitted to the C&S Office no later than 2 weeks before the Committee Meeting at which the proposed club wishes its appeal to be heard.
 - b) The executive-elect of the proposed club may attend and speak at the Committee meeting at which the appeal is being considered.
- iv. In the event that a club's application for re-registration is refused by Committee for a second time, the club may appeal to the Board of Directors to overturn the Committee's decision.
 - a) Appeals should be made in writing and directed to the President such that they are received not less than 14 days from the first meeting of the Board after the Committee meeting at which the decision to not re-register the club was made.
 - b) The executive of the club may attend the Board meeting at which their appeal is to be considered in order to speak to their appeal.
 - c) The decision of the Board will be final.

8. FUNDING

- a. The Union shall provide Funding to Clubs and Societies to subsidise the participation of Access Card Holders in the Program.
- b. Funding shall open on 1 February and close on 30 November of each calendar year.
 - i. No funding shall be provided for events undertaken at other times
 - ii. Funding may only be sought in the same calendar year the expenditure that the funding relates to was incurred.
- c. Annual Standard Funding for Clubs and Societies through the Program shall be limited to \$4,000.
 - i. All Event Funding and Other Funding shall contribute to a Club's annual funding limit. Annual funding limits are not affected by USU Grants or Awards.
 - ii. Clubs and Societies may apply to Committee to increase their limit to \$6,000, and then further to \$8,000. The Committee shall review such applications based upon the Club or Society's contribution to the Objects of the Program and any other criteria the Committee deems relevant. To be eligible a Club must first satisfy the following criteria:
 - a) Have at least 150 current Ordinary Members on record;
 - b) Have held Events or activities in the last twelve months at which the total attendance of at least 500 non-unique Access Card Holders is recorded;

- c) Have received Membership Fees of at least \$750 in the last twelve months
 - d) Faculty Clubs and Societies shall not be eligible for any increases to their funding limits.
 - iii. Faculty Clubs and Societies may receive additional direct annual funding of up to \$4 per Access Card Holder enrolled in the respective Faculty.
 - a) This funding will be paid semesterly based on compliance with any terms & conditions set by the Committee
 - b) Where an Access Card Holder is enrolled in courses across multiple faculties, their funding shall be distributed between those faculties
- d. There shall be two types of Standard Funding:
 - i. Event Funding
 - a) Clubs and Societies shall apply for Event Funding by submitting Pre-Event Funding and Post-Event Funding Forms with all required supporting documentation in accordance with the C&S Handbook.
 - b) Only one Event Funding application may be made for any event or activity, except as permitted for Accommodation Allowance funding in accordance with the C&S Handbook.
 - ii. Other Funding
 - a) Clubs and Societies shall apply for Other Funding by submitting an Other Funding Form with all required supporting documentation.
 - a. For O-Week Funding, Clubs and Societies shall submit an O-Week Funding Form.
 - b. Start-Up / Re-Start Funding shall be automatic upon Registration of the Club or Society.
- e. Event Funding
 - i. Definitions:
 - a) An **On Campus event** is an event that takes place entirely on one of the campuses of the University of Sydney.
 - b) An **Off Campus event** is an event that does not take place entirely on one of the campuses of the University of Sydney.
 - ii. Non-Major Event Funding
 - a) Non-Major Events shall be funded up to
 - a. \$6 per Access Card Holder for an **On Campus event**.
 - b. \$4 per Access Card Holder for an **Off Campus event**.
 - iii. Major Event Funding
 - a) Major Events shall be funded up to:
 - a. \$10 per Access Card Holder for an **On Campus event**.
 - b. \$6 per Access Card Holder for an **Off Campus event**.
 - b) Clubs and Societies may receive up to four (4) Major Event Funding grants in a calendar year.
 - iv. Accommodation Allowance
 - a) Accommodation shall be funded up to
 - a. \$5 per Access Card Holder per day for a camp or other residential activity.
 - b. \$1200 per year.
 - b) Clubs and Societies may receive up to one (1) Accommodation Allowance grant in a calendar year.
 - c) Clubs & Societies may receive up to one (1) Non-Major Event Funding grant per day for the camp or other residential activity for which the Accommodation Allowance is provided.
 - v. Restrictions on Event Funding
 - a) Event Funding per Access Card Holder shall not be more than the difference between the highest ticket price of any Access Card Holder and the lowest ticket price of any non-Access Card Holder.

- b) Funding for any Event funding application shall be reduced by the extent to which the:
 - a. Total amount claimed is greater than 100% of net expenditure
- f. Other Funding
 - i. Photocopying, Printing, Publishing and Websites
 - a) Photocopying, Printing, Publishing and Websites shall be funded up to
 - a. 50% of expenses
 - b. \$1,000 per year
 - ii. Postage and Locker Hire
 - a) Postage and Locker Hire shall be funded up to
 - a. 75% of postage expenses and 100% of letterbox and locker hire
 - b. \$300 per year
 - b) Off-campus locker hire may be funded only if the club can demonstrate that on-campus locker hire is impractical.
 - iii. T-Shirts
 - a) T-Shirts shall be funded up to
 - a. \$7.50 per T-Shirt
 - b. \$750 per year
 - b) Funding per T-Shirt shall not be more than the difference between the highest price charged of any Access Card Holder and the lowest price of any non-Access Card Holder to purchase a T-Shirt.
 - iv. Capital Expenditure
 - a) Capital Expenditure shall be funded up to
 - a. \$500 per application
 - b. \$500 per year for Standard Clubs and Societies.
 - c. \$2,000 per two year period for Faculty, Affiliated Site and College Clubs and Societies
 - b) The Committee may recommend to Board to deny funding for any Club or Society application if funding for a similar or identical item has been granted in the previous three years
 - c) Funding shall be contingent on evidence from the Club or Society that an appropriate on-campus storage facility will be utilised and that the item(s) will be available for the use and/or good of all Members of the Club or Society.
 - v. Orientation
 - a) Orientation shall be funded up to
 - a. \$350 for O-Week
 - b. \$100 for Re-O Day
 - vi. Start-Up / Re-Start
 - a) Start-Up / Re-Start shall be funded up to
 - a. \$250 for new Clubs and Societies granted Registration with the Program by Board
 - b. \$150 for new Clubs and Societies who have been both unregistered and inactive with the Program for longer than two calendar years, and granted new Registration with the Program by Board
- g. Where a Club or Society can demonstrate that it is unable to receive the necessary support through Standard Funding, the Committee may provide access to Special Purpose Funding
 - i. Clubs or Societies receiving Special Purpose Funding shall not be entitled to any Standard Funding from the Union
 - ii. Special Purpose Funding shall only be provided to reimburse legitimate expenses, and the specific terms of accessing the funding will be negotiated between the Committee and the Club or Society

- iii. Special purpose funding shall be limited to half the amount the Club or Society may have been entitled to receive under Standard Funding
- h. Decision on funding applications may consider, where relevant:
- i. the nature of the Event or activity and the number of Access Card Holders expected to attend
 - ii. whether or not an annual membership fee for the Club or Society in question is charged, and the magnitude of this fee;
 - iii. the manner in which previous assistance from USU has been used;
 - iv. the number of people that have attended other recent Club or Society Events of a similar nature to the Event for which funding is being sought under these guidelines;
 - v. the effort made by the Club or Society to promote the Event to the broader university community, especially through the publications of the USU
- i. Funding applications will not be processed for:
- i. Events that are not open to the entire membership of the Club or Society, or the entire USU membership. This clause may be waived at the Committee's discretion for events that, for instance, are for specific year groups or are gender specific;
 - ii. Events or activities for which the inclusion of the USU logo and other acknowledgement of the USU's support on promotional material is not present;
 - iii. Expenses incurred at Events held by a Club or Society when such expenses are directly intended to promote a candidate or candidates for any office or appointment;
 - iv. Speakers fees and expenses;
 - v. Events that do not comply with the Clubs and Societies Alcohol Policy;
 - vi. The normal administration of a Club or Society, such as telephone or fax costs, letterhead production; or any services provided at the C&S Office;
 - vii. Personal or individual transport costs;
 - viii. Cash prizes;
 - ix. The purchase of items that become the personal property of Club or Society members, excluding applications for merchandise under O-Week Funding or T-Shirt Funding;
 - x. The payment of debts or overdrafts due to mismanagement of Club or Society finances;
 - xi. Any activity for which direct credit is received in academic course work;
 - xii. Any activity by a Club or Society which is intended to promote, or is in itself, an illegal activity;
 - xiii. Any activities (including their promotion) that do not comply with relevant federal and state antidiscrimination legislation;
 - xiv. Any activities that discriminate or harass on the basis of sex, race, age, marital status, sexuality, religion, or disability; or defame, coerce, intimidate or physically threaten an individual or group;
 - xv. Any promotional activities that do not comply with USU and University promotion policies;
 - xvi. Clubs and Societies affiliated with Sydney University Sport & Fitness;
 - xvii. Events held at private homes;
 - xviii. Clubs and Societies that are not registered when the Event or activity occurs and/or have been refused registration for the period in which the Event or activity occurred;
 - xix. Events where funding application forms were incomplete or not submitted in the appropriate time or manner set by the Clubs & Societies Office;
 - xx. Affiliation fees to other organisations;
 - xxi. Application forms completed by persons who are not executives of that Club or Society;

- xxii. Events where a discounted price for Access Card Holders has not been offered, including events where attendance is free for all attendees.

9. SPONSORSHIP AND ON-CAMPUS PROMOTION/SAMPLING

- j. Clubs and Societies may not invite other parties on to the University Campus(es) for sponsorship, promotional or sampling purposes without prior USU approval.
- k. A Club or Society that wishes to engage with a third party for on-campus promotional activity that involves sampling, collecting for charities or the promotion of external interests must first seek approval from the C&S Office.
- l. On-campus self promotion or fundraising that involves the sale of food or drink may only be undertaken after permission has been granted by the C&S Office at least seven days prior to the event taking place.

10. INACTIVITY

- a. A Club or Society shall be deemed inactive after any continuous six month period in which that Club or Society does not hold any events or engage in financial activity. If upon inactivity there remain any monies or properties, the control shall be assumed by the University of Sydney Union and held in trust.
 - i. The C&S Auditor, C&S Manager and USU Honorary Treasurer shall become signatories of that Club or Society's account and the Clubs and Societies Office shall control such properties and hold in trust.
 - ii. After a further six month period, all money will be deposited into a USU-administered trust account, and will be returned to the club should it reform.
 - iii. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

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