



## 1. CLUB NAME

1. This Club shall be known as \_\_\_\_\_  
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## 2. OBJECTIVES OR PURPOSE OF THE CLUB

- 2.1 The purpose and/or objectives of the Club are:

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## 3. ESTABLISHMENT OF A USASA CLUB

- 3.1 The Club is established as a 'club committee' under section 11 of the University of South Australia Student Association (USASA) Constitution.
- 3.2 USASA Clubs are in effect 'sub committees' of the USASA Board and operate under the authority and direction of the USASA Board.
- 3.3 The Club must meet all requirements for establishment set by USASA as prescribed in the USASA Constitution and USASA Policy from time to time.

## 4. MEMBERSHIP OF A CLUB

- 4.1 Membership of the Club is open to all current University of South Australia students.
- 4.2 The Club shall not discriminate on the basis of gender, marital status, race, age, religion, sexual preference or ability.
- 4.3 Members may join as long as they complete any membership forms, pay any subscription or membership fees, or any other requirements that have been approved by the Executive Committee of the Club.
- 4.4 University of South Australia students shall comprise a minimum two thirds of the membership of the Club at all times.
- 4.5 The Club must maintain a minimum membership of 10 current University of South Australia Students with all members registered on the USASA club database.
- 4.6 A member may resign from membership of the Club at any time. Any resigning member will be liable for any outstanding subscriptions or membership fees which may be recovered as a debt due to the Club.
- 4.7 Subject to giving a member an opportunity to be heard or to make a written submission, the Executive Committee may recommend the expulsion of a member upon a charge of misconduct detrimental to the interest of the Club, USASA or the University of South Australia.

## 5. EXECUTIVE COMMITTEE OF THE CLUB

5.1 The Executive Committee shall be responsible for the management and control of the funds and other property held by the Club.

5.2 The Executive of the Club consists of one of each of the following:

- (a) President;
- (b) Treasurer; and
- (c) Secretary.

5.3 The Executive Committee of this club will also include the following positions:

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5.4 The Executive Committee shall be chosen at the Annual Special Meeting by secret ballot for a term of one year.

5.5 If a position is uncontested the nominee will be elected unopposed.

5.6 A Special Meeting may establish other Executive positions.

5.7 All Executive Committee members must be current UniSA students.

5.8 Executive Members cease to hold office if they:

- (a) resign by writing to the Secretary (or, in the case of the Secretary, to the President);
- (b) cease to be a current student; or
- (c) are removed by a resolution of no confidence passed by a two-thirds majority of Members present and voting at a Special Meeting.

5.9 Where an Executive Member ceases to hold office under section 5.8 an election will be held at the next meeting of members to fill the position.

5.10 Membership of the Executive Committee will be approved by the USASA General Manager or their delegate.

5.11 All Club members are required to adhere to the USASA Clubs Code of Conduct. The USASA General Manager has the right to dissolve the Executive and call for a General meeting at any time.

## 6. DUTIES OF EXECUTIVE MEMBERS

6.1 The duties of the **President** include:

- (a) to co-ordinate Club activities;
- (b) to be chief spokesperson for the Club;
- (c) to chair Special and Executive Meetings;
- (d) to act as the Club's first representative to all external bodies;
- (e) to be a signatory for the Club's bank account and all financial transactions;
- (f) to help, advise, and support all Members of the Club.

6.2 The duties of the **Secretary** include:

- (a) to ensure all members are registered on the USASA Club database;
- (b) to arrange Special and Executive Meetings;
- (c) to take minutes of all Special and Executive meetings;
- (d) to be responsible for the inward and outward correspondence of the Club;

## **6. DUTIES OF EXECUTIVE MEMBERS (cont.)**

- (e) to arrange events, book facilities, equipment, transport etc.; and
- (f) to manage the clubs' membership database on the USASA website.

6.3 The duties of the **Treasurer** include:

- (a) to be responsible for all the Club's money and to record all income received and payments made by the Club;
- (b) to keep a register of all property held by the Club;
- (c) to present a financial report to each Executive meeting;
- (d) to present a financial report to the Annual Special Meeting the last financial year;
- (e) to be a signatory for the Club's bank account and all financial transactions; and
- (f) to keep the Club's committee and Members informed of the Club's financial situation.

## **7. PROCEEDINGS OF EXECUTIVE**

7.1 The Executive must meet at least twice during each semester.

7.2 Executive meetings may be called by the Secretary, President or any two Executive Members.

7.3 At least five days' notice in writing of the date, time and place of Executive meetings must be given to each Executive Member.

7.4 The quorum for Executive meetings is the presence of a majority of Members of the Executive at the time, including at least one of the President, Treasurer and Secretary.

7.5 The Executive may establish committees and delegate its powers as it thinks appropriate.

## **8. MEETING OF MEMBERS**

8.1 The Executive must call at least three Special meetings of Members each year, including the Annual Special Meeting.

8.2 A quorum for a general meeting of the club shall be a minimum of six members of the Club or 10% of the Club membership whichever is the larger number of club members, of which at least 3 must be a member of the Executive Committee.

8.3 The Annual Special Meeting must be held by the 30<sup>th</sup> of April each year. Its business includes:

- (a) to confirm the minutes of the last Annual Special Meeting and any subsequent Special meetings;
- (b) to consider reports from Executive Members, including the Treasurer's financial report;
- (c) to elect the Executive; and
- (d) any other business of which notice has been given.

8.4 Five days' notice shall be given to all members and USASA for an Annual Special Meeting. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

8.5 One Student Representative or Staff Member from USASA is required to attend the Annual Special Meeting and will act as Returning Officer for any elections of Executive Committee members.

## **8. MEETING OF MEMBERS (cont.)**

8.6 Each Member present at a meeting has one vote. Proxies are not allowed. Motions are passed by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.

8.7 All minutes from the Annual Special Meeting must be submitted to the USASA Clubs Officer within 10 business days.

## **9. CLUB FINANCES**

9.1 The financial year of the Club is from 1 January to 31 December.

9.2 The Club will maintain all funds in a USASA sub account established with the National Australia Bank.

9.3 The President and Treasurer will be the signatories on the Club Bank account.

9.4 The income and capital of the Club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of a Club.

9.5 All income (including Membership fees) received by the Club must be promptly paid into the Club's account.

9.6 All assets held by the Club are the property of USASA, including those purchased by the Club.

## **10. APPROVAL AND AMENDMENT**

10.1 Before coming into effect the Rules of Governance for the Club must be approved by the USASA Clubs Officer.

10.2 These Rules may only be amended by the USASA Board under a recommendation from the USASA Clubs Committee.

## **11. WINDING UP**

11.1 The Club may be wound up voluntarily by resolution passed by a two-thirds majority of Members present and voting at a Special Meeting of the club where a minimum 5 (five) academic days' notice is given.

11.2 The Club may be wound up by the USASA General Manager under the USASA Constitution and USASA Policy.

11.3 If the Club is wound up (whether voluntarily or by USASA), any remaining assets must not be distributed to any Member, but must instead be returned to the USASA who will hold these assets in trust until a Club of similar purpose is established.

## **12. PRIVACY**

All executive committee members are responsible for maintaining the privacy of their members personal contact details in accordance with the Privacy Act 1988 (Cth) and USASA Privacy Policy <https://usasa.sa.edu.au/privacypolicy>  
Contact details will only be used for purposes directly related to the functioning of the club.

## **13. INTERPRETATION**

Any disputes about the interpretation of these rules shall be decided by the USASA Board.