



UNSW Student Life

Clubs Procedures

Responsible Officer	Clubs Manager
Approved by	Director of Student Engagement
Approval date	26 July 2019
Related documents	Clubs Policy, Grants Policy, Grants Procedures
To be reviewed	May/June 2019
Modifications / Amendment history	V26 – 26/7/19

Contents

A. POLICY STATEMENT 2

B. SCOPE 2

C. REVIEW PROCESS 2

D. DEFINITIONS 3

E. AFFILIATION POLICY 4

F. EXECUTIVE ELECTIONS.....23

G. ALCOHOL POLICY25

H. ADMINISTRATIVE SUPPORT28

I. DISPUTE RESOLUTION, GRIEVANCES & COMPLAINTS29

J. INCIDENT REPORTING36

K. TRAINING & COMMUNICATION37

APPENDIX A – ARC CLUBS AFFILIATION AGREEMENT38

APPENDIX B – MODEL CLUB CONSTITUTION41

APPENDIX C – NOTES ACCOMPANYING THE MODEL CONSTITUTION47

APPENDIX D – PROXY FORM48

APPENDIX E – TEMPLATE CLUB GRIEVANCE RESOLUTION POLICY AND PROCEDURE49

A. Policy Statement

- 1 Arc is committed to providing high quality student development opportunities to its members. One avenue through which Arc aims to achieve this by supporting and funding Arc-affiliated Clubs. Arc supports a diverse range of Clubs to foster the development of successful communities of Arc members. A further goal is to maximise participation of Arc members in both Arc and Club activities. Arc aims to provide readily accessible information, resources and support to Arc-affiliated Clubs

B. Scope

- 1 These Procedures apply to the Clubs & Volunteering section (within the Student Services department) and all affiliated Clubs.
- 2 Arc-affiliated Clubs are supported by Arc, but independently run. Arc's requirements for Clubs are to be read as requirements of Clubs in order to remain affiliated. Arc can at any time suspend or discontinue a Club's affiliation (i.e. disaffiliate a Club) due to breaches of these Procedures. Similarly, a Club can at any time decide that they no longer wish to be an affiliated Club of Arc and therefore are no longer required to abide by these procedures.
- 3 Management will maintain an online Arc Clubs Handbook, which covers the key information from these Procedures and expands on it to provide practical, user-friendly information for Clubs, including links to related information and forms.

C. Review Process

- 1 The Arc Clubs Procedures will be formally reviewed annually in May/June during the break between Term 1 and Term 2.
 - 1.1 Amendments resulting from the formal review must be finalised by the start of Term 2 via approval from the Director of Student Engagement.
 - (i) Any changes must be carried across into the Arc Clubs Handbook by the end of Week 3, Term 2.
 - (ii) Any changes must be communicated to Clubs at least through the Clubs Newsletter by the end of Week 5, Term 2.
- 2 Management may review the Arc Clubs Procedures outside of the formal annual review on an ad hoc basis.

D. Definitions

Activity/ies	An activity, program or event planned or undertaken by a Club, provided that the activity is legal and does not contravene Arc policies;
AGM	Annual General Meeting;
Associate Members	Members of the Club that are ineligible to become full members (see E.28.2);
Club	Any Club affiliated with Arc;
EGM	Extraordinary General Meeting;
Executive	The body responsible for overseeing the management and activities of a Club, as specified in a Club's Constitution. A Club may refer to this body by a different name;
Grant	Support granted to a Club by Arc that involves a financial transaction from Arc to the Club or a payment by Arc on behalf of the Club;
IGM	Inaugural General Meeting;
Member(s)	A full Club member (or members); not Associate Members (see E.28.2);
Management	Staff of the Clubs & Volunteering section of the Arc Student Services Department;
New Club(s)	A Club that has not previously been affiliated with Arc, or whose affiliation with Arc has not been active for more than twenty-four (24) months.
Procedural Fairness	A fair and proper procedure must be used when making a decision. The basic rules of procedural fairness require: <ul style="list-style-type: none"> • a person's right to be heard and to comment on allegations made against them; • that an investigator make reasonable inquiry into matters in dispute; • a lack of bias during the investigation; • the decision is supported by evidence/reasons.
SDC	The Student Development Committee is a subcommittee of the Arc Board.

E. Affiliation Policy

- 1 Affiliated Clubs are entitled to the services, funding and support provided by Arc to affiliated Clubs.
- 2 Affiliated Clubs must apply for reaffiliation on a yearly basis. Their AGM must be held during the AGM Period, and their reaffiliation application submitted during the Reaffiliation Period.
- 3 Non-affiliated Clubs can apply for affiliation as New Clubs during Term 1, Term 2 or Term 3;
 - 3.1 There will be at least two New Club affiliation rounds each in Terms 1 and 2, with deadlines to be determined by Management. These deadlines will be made available on the Arc Website no later than the start of that Term.
 - 3.2 Applications submitted in Term 3 must be submitted within the Reaffiliation Period, with the IGM taking place within the relevant AGM Period.
- 4 A Club that was previously affiliated with Arc and wants to become affiliated again, but whose affiliation has not been active for more than twenty-four (24) months must apply as a New Club.
- 5 The AGM Period is set by Management each year. This will be open for at least 4 weeks in Term 3, concluding no later than the end of the Reaffiliation Period. The dates of the next AGM Period will be made available to all affiliated Clubs via the Arc Clubs Newsletter and Arc Website throughout Term 3 each year.
- 6 The Reaffiliation Period is set by Management each year. This will be open for at least 4 weeks in the second half of Term 3. The dates of the next Reaffiliation Period must be made available to all affiliated Clubs via the Arc Clubs Newsletter and Arc Website throughout Term 3 each year.
- 7 The period of a Club's affiliation will be from the date of the approval of affiliation or reaffiliation
 - 7.1 until the end of the next Reaffiliation Period, or;
 - 7.2 until Management suspends or discontinues a Club's affiliation due to Club breaches of Arc policies, or after a review of the Club's affiliation or;
 - 7.3 until the Club notifies Arc in writing that they no longer wish to be an Arc-affiliated Club (by emailing clubs@arc.unsw.edu.au).
- 8 Where a Club's reaffiliation application is submitted on time, the Club will be considered to be Provisionally Reaffiliated until the Affiliation Reset Date, at which point the Club will be approved for reaffiliation or have their application queried or denied.

8.1 A Provisionally Reaffiliated Club has access to all the same services, funding and support of an affiliated Club, at the discretion of Management, except that any cash payments other than refunds may not be made until affiliation is finalised (e.g. cash grants).

8.2 The Affiliation Reset Date is the same for all existing Clubs with an ongoing affiliation with Arc, and will be set by Management to be a date no later than 5 weeks following the last academic day of Term 3, excluding any weeks that Arc is closed for business. This Affiliation Reset Date must be made available to all affiliated Clubs via the Arc Clubs Newsletter and Arc Website throughout Term 3.

8.3 A Club's reaffiliation application will be queried if the application has been submitted in its entirety (or almost in its entirety, at the discretion of Management), and there have been no issues identified that would suggest that the application is unlikely to be approved if some small outstanding details are clarified/resolved satisfactorily.

(i) The Club will be notified of the details to be clarified/resolved by email.

(ii) A Club that has had their application queried has 2 weeks to submit the required information/documentation from the date of notification, and will be considered to be Provisionally Reaffiliated during this period, unless reaffiliation has been approved. This can be extended to up to two (2) months, at the discretion of Management.

(iii) Where a Club fails to address issues relating to the reaffiliation application by the deadline, the Club's affiliation will expire immediately after the deadline until such time as the Club is approved for reaffiliation. This means that the Club will lose access to all the services, funding and support of an affiliated Club, unless exceptions are made by Management.

(a) This includes that activities/events held while the Club is not affiliated will not be eligible for funding as an affiliated Club activity/event, at the discretion of Management.

(iv) Management will notify the Club of the deadline to address issues relating to their reaffiliation application (as well any approved extensions to the deadline), including the consequences of missing the deadline.

9 While applications may be accepted outside of the Reaffiliation period, the Club's existing affiliation will have expired at the end of the Reaffiliation Period and the Club may (at the discretion of Management) be ineligible for services, funding and support as an affiliated Club until their application has been successfully approved. This includes (but is not exclusive to) access to stalls at Arc events, rooms, space and equipment bookings, Club printing services, grant applications and legal advice.

- 10 Management will hold workshops and provide other support to Clubs ahead of the Affiliation Period to assist Club Executives in preparing complete applications for submission.
- 11 Clubs may be unincorporated or incorporated. While there is no legal requirement for clubs to incorporate, not doing so may expose Club Executives to personal liability for the debts of the Club. Any Club which frequently enters into large commercial contracts should consider either becoming incorporated under the Associations Incorporation Act 2009 or register as a company under ASIC.
- 12 There are two (2) types of Clubs:

12.1 Constituent Clubs

- (i) Constituent Clubs officially represent the UNSW students enrolled in a specific degree program (or multiple programs), School or Faculty, who reside at a specific Residence of UNSW or who study at UNSW Canberra. They must be recognised as the official representative group by the relevant School, Faculty, Residence Office (or for UNSW Canberra, recognised by the UNSW Canberra campus Office).
- (ii) Constituent Clubs must have at least fifteen (15) members;
- (iii) There are five categories of Constituent Clubs;
 - (a) A Program Club is linked to a major or degree program within a School or a Faculty. Arc recognises a maximum of one Program Club per major or degree program;
 - (b) A School Club is linked to a School in a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate (research) and one postgraduate (coursework) School Club per School;
 - (c) A Faculty Club is linked to a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate (research) and one postgraduate (coursework) Faculty Club per Faculty;
 - (d) A Residence Club is linked to a Residence of UNSW. Arc recognises a maximum of one Residence Club per Residence. Eligible UNSW-based Residences include:
 - Basser College
 - Goldstein College
 - Philip Baxter College
 - Colombo House
 - Fig Tree Hall
 - UNSW Hall

- UNSW Village
- Creston College
- International House
- New College
- New College Village
- Shalom College
- Warrane College

(e) The UNSW Canberra Constituent Club is linked to the UNSW Canberra campus. Arc recognises a maximum of one UNSW Canberra Constituent Club.

(iv) See section E.28.2 for requirements relating to membership eligibility and joining and section E.28.4 for requirements relating to membership fees.

12.2 Regular Clubs;

- (i) Regular Clubs are Clubs other than Constituent Clubs.
- (ii) Regular Clubs must have at least five (5) members;
- (iii) See section E.28.2 for requirements relating to membership eligibility and joining and section E.28.4 for requirements relating to membership fees.

13 Management will set the specific requirements for affiliation and reaffiliation applications. At minimum the following must be provided:

- 13.1 Details of the Executives;
- 13.2 A contact email for the Club, which will be made publicly available;
- 13.3 Documentation to verify the legitimacy of the AGM/IGM;
 - (i) Minutes
 - (ii) Notice
- 13.4 The Club's constitution;
- 13.5 Details of the Club's membership fees;
- 13.6 Details of any other organisations that the Club has a formal ongoing relationship with (or likely develop a formal ongoing relationship with) and the nature of the relationship;
- 13.7 An outline of intended Club activities;
- 13.8 A Club description suitable for publication;
- 13.9 A statement on how the Club will contribute to the UNSW Student Community;
- 13.10 Club financial records (for existing Clubs only)
- 13.11 A full membership list (for New Clubs only)
- 13.12 A signed Affiliation Agreement

13.13 for Constituent Clubs only: A letter from the office of the relevant School, Faculty, Residence or Campus.

- 14 Management will consider applications for affiliation and assess whether the application meets the criteria for affiliation and any other requirements set out in these procedures before issuing a letter of affiliation to the Club.
- 15 Management will assess all Club affiliation and reaffiliation applications using the following procedures:
- 15.1 Examine all documents to ensure they are complete and legitimate. Any misleading information will prevent affiliation.
 - 15.2 Determine the meeting (the AGM/IGM) to be legitimate, including that the meeting was appropriately notified to members and quorum was met.
 - 15.3 Determine the elections to be fair and democratic, including but not exclusive to meeting the requirements in F.
 - 15.4 Determine that the Club's constitution meets the requirements outlined in E.28 to E.28.9(ii)28.9(ii).
 - 15.5 Where the Club has existed previously, determine that the Club is keeping adequate financial records and that that Arc does not have concerns about the misuse of the Club's funds.
 - 15.6 Determine that the Club is compliant with other requirements set out in these Procedures (including but not exclusive to membership fee structure).
 - 15.7 Management will also use the following procedures in assessing all New Club applications and when reviewing the ongoing affiliation a Club as per E.19:
 - (i) Determine that the aims, objectives, purpose, activities and name of the Club will contribute to the UNSW student community in a significant and positive way.
 - (ii) Determine that the name of the Club can be reasonably expected to represent of the aims, objectives or activities of the Club to the UNSW community.
 - (iii) Determine that the proposed Club meet at least one of the following criteria (however, fulfilling this criteria does not necessarily signify that the Club will contribute positively to the UNSW student community):
 - (a) Cater to a specific cultural group;
 - (b) Cater to a specific religious group;
 - (c) Represent specific political views;
 - (d) Cater to a specific academic group;

- (e) Cater to a recreational or special interest pursuit;
- (f) Provide a service to UNSW Students or community;
- (g) Represent a specific charitable cause

- (iv) Ensure that the aims, objectives, purpose activities and name of the Club are not substantially similar to those of an existing Club, Program, Initiative or Collective within Arc;
- (v) Ensure that the club caters to a component of the Student Community that is not currently catered for by and existing Club, Program, Initiative or Collective within Arc.
- (vi) Ensure that the aims, objectives, purpose, activities and name of the Club are not likely to bring Arc into disrepute.
- (vii) Where a Club's aims & objectives relate to sport, Management and Arc Sport will determine whether the Club is better placed as a Club affiliated with Arc Clubs & Volunteering or a Club affiliated with Arc Sport. If the latter, the Club will need to follow Arc Sport's affiliation process.

16 All Club Executives must be current Arc members.

- 16.1 A Club member does not need to be an Arc member at the time of their election.
- 16.2 At the beginning of each calendar year, Arc will allow Executives at least the first 2 Weeks of Term 1 to complete all procedures required to become an Arc member for that year.
- 16.3 For new Clubs or Executives that are elected outside of the mandatory AGM Period, those Executives must become an Arc Member within 2 weeks, if this is later than the requirement in E.16.2.

17 Where a Club membership fee is charged, all Clubs must differentiate between the fees charged to Arc members and non-Arc members.

- 17.1 Arc members must be charged the base membership fee
- 17.2 Non-Arc members must be charged at least double the base membership fee.
- 17.3 A Club's associate members may be charged the non-Arc membership fee or a higher amount.

For example if the base, Arc-member fee is \$1, non-Arc members and associate members must be charged at least \$2.

18 Club executives bear the responsibility for the Club to remain affiliated. In particular, they must adhere to the requirements set out into the Arc Clubs Affiliation Agreement.

Reviewing Affiliation

19 Management may review the ongoing affiliation of a Club at any time.

19.1 When conducting a review of a Clubs affiliation, the following procedure will be applied:

- (i) Management may request the following information from the Club:
 - (a) Club records including financial records;
 - (b) A history of Club events;
 - (c) A statement from the Club on its contribution to the UNSW Student Community;
 - (d) Any other information as determined by the Management.
- (ii) The Club will be re-assessed in line with the criteria stipulated in E.15.
- (iii) Management may choose the following courses of action:
 - (a) Maintain the affiliation of the Club;
 - (b) Discontinue the affiliation of the Club (where this decision is based on the existence of a similar Club, Management will advise the disaffiliated Club that they should merge with the existing Club);
 - (c) Any other course of action deemed necessary by the Management.
- (iv) Management will notify the Club of the outcome of the review within fourteen (14) days of the decision.

Delegation and Referrals

20 Arc delegates authority to the Clubs Manager or delegate to approve affiliation and reaffiliation applications through the process and criteria set out in the Affiliation Policy.

21 Any decision made regarding Club affiliation (including Club constitutions), may be appealed or referred to the SDC.

21.1 The Management may choose to refer an application to the SDC for advice or determination.

21.2 Clubs may make an appeal regarding a decision of Management about their affiliation as long as the issue isn't directly addressed in Arc policies & procedures. Management will make the Club aware of the avenue of appeal to the SDC.

- (i) Management may choose to revise their decision and approve the Club's affiliation instead of taking the appeal to the SDC.

21.3 Management will provide the SDC with all relevant documentation to allow the SDC to come to an informed opinion.

Rejecting Applications for Affiliation

22 If a Club's application for affiliation is rejected by Management, the following procedure will be adhered to:

22.1 Management must provide the Club Executive with a brief statement, in writing, as to the reason for rejection. The Club will have fourteen (14) days to submit a written request to appeal the decision. The Club may submit additional information or documentation (such as a letter of explanation) to be considered by Management.

22.2 If Management agree that aspects of the application have not been considered, Management will reexamine the application.

22.3 In the event of further continued and protracted disagreement, the Department Manager will be informed and asked to provide a final determination.

22.4 The Department Manager may refer an application to the SDC if they would like the input of the SDC.

22.5 The decision of SDC is final.

22.6 If the Club's application is rejected,

- (i) the Club may apply again during the next New Club application round if:
 - (a) There has been a significant change in the aims, objectives or activities of the Club; or
 - (b) Any other issues raised by Management have been addressed.
- (ii) Arc will not accept another application from the Club for twenty-four (24) months where the conditions in E.22.6(i) have not been satisfied (i.e. there have not been significant changes to the aims, objectives or activities of the Club and/or any other issues raised by Management have not been addressed).

General Meetings of Clubs (IGMs, AGMs & EGMs)

- 23 Timing requirements for AGMs and IGMs are specified in E.2, **Error! Reference source not found.** and E.5.
- 24 For all Clubs holding an AGM, IGM or EGM, the following requirements apply:
- 24.1 The Club must give at least seven (7) days' notice of the meeting. This is achieved by sending an email to the Club mailing list and to the Arc Clubs email at least seven (7) days before the Club AGM or IGM. The email must at a minimum include the time, date, location and basic agenda of the meeting.
- (i) Social media & other forms of communication can be used to supplement the emailed notice, but cannot be used as a substitute.
- 24.2 Voting members of the Club must not be charged a fee to attend the meeting. For example where the meeting is taking place as part of a charged event (e.g. during an end of year social), the meeting could be held in the same venue at the start or end of the larger event, where non-paying attendees are allowed entry only for the meeting.
- (i) Arc representatives attending the meeting as an observer must also not be charged a fee.
- 24.3 Quorum is fifteen (15) Club members or one half of the Club membership, whichever is the lesser. If the Club's constitution requires higher attendance for quorum, those requirements must be adhered to.
- (i) Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures.
- 24.4 Where proxies are allowed in the Club's constitution, a Club must allow Club members who are entitled to cast a vote at a meeting to vote by proxy. Appendix D is an example of a proxy form that it is recommended Clubs use.
- (i) Club members who will be absent from the relevant meeting may choose to give their vote to any Club member who will be in attendance at the meeting (the proxy holder).
 - (ii) Clubs members who want to vote by proxy must fill in a similar form to the one provided by Arc. Clubs members at a minimum must write their full name, student number, sign and date the form and write the full name and student number of their proxy. Club members may choose to specifically state how they intend to vote on a particular motion on the form or they may leave it up to the discretion of their proxy holder.
 - (iii) The proxy holder must bring all proxy forms to the relevant meeting and show them to the returning officer before they may exercise their proxy vote(s).
 - (iv) A Club member may hold an unlimited number of proxy votes (unless this number is restricted in the Club's constitution), however, quorum for the meeting is calculated on the number of

voting Club members in attendance at the meeting. Proxy votes are included when calculating majority or the number of votes needed for a motion to pass.

25 For all Clubs holding an AGM or IGM, the following business must be conducted:

25.1 For New Clubs at an IGM:

- (i) Before holding any elections, the Club must adopt a constitution that complies with the minimum requirements of Arc as outlined in E.28 to E.28.9(ii). This should be proposed as a motion and passed by a majority of the members in attendance. All Club members are entitled to one (1) vote. Within the constitution, the Club must agree on the aims and objectives of the Club.

25.2 For reaffiliating Clubs at an AGM:

- (i) Annual reports from relevant Executives are to be heard and tabled
 - (a) The President must present a report;
 - (b) The Treasurer must present a report and table the Club's financial records;
 - (c) Other Executive positions as necessary may present reports.
- (ii) The Club may amend their constitution at the AGM by majority vote.

25.3 If required by the Club's constitution, democratic elections for Executive positions, which adhere to the requirements set out in F, including which positions must be elected and how the elections are conducted.

- (i) Some Executive positions may be elected at a subsequent EGM if this is specified in the Club's constitution (e.g. year representatives), however all other positions must be elected at the AGM/IGM. If there are other unfilled positions, the Club will not be approved for affiliation until these positions are filled or removed from the constitution via the process stipulated by the constitution.
- (ii) Elections may be conducted separately from a General Meeting, so long as this is stipulated in the Club's Constitution.

25.4 At the IGM, the following requirements apply

- (i) If the Club has an existing membership list before applying for affiliation, quorum for an IGM is fifteen (15) Club members or one half of the Club membership, whichever is the lesser.

- (ii) If the club is new, attendees (unless they are attending as observers) should sign-up as members at the meeting and the same rules for quorum will apply as in (i).
- (iii) Management or their delegate must be allowed to attend the IGM as an observer.
- (iv) Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures.
 - (a) It is recommended (but not required) that observers also sign in, but they must be differentiated from those attending the meeting as voting member (e.g. by specifying on the same list that they are only an observer, or by signing a separate list).

25.5 At the EGM, the following business may be conducted:

- (i) Motioning the vacation of an Executive position
- (ii) Amend their constitution by majority vote (the number or proportion of votes required to amend the constitution is specified in the Club's constitution).
- (iii) Conduct democratic election of vacant Executive positions
 - (a) Elections must meet the requirements stipulated in F.

25.6 Within two (2) weeks of the EGM, the club must submit the following to Arc:

- (i) Full Executive list (Names, student number, email address, phone number) for any Executive positions that were elected at the meeting;
- (ii) EGM attendance list (Names, Student number, signatures);
- (iii) EGM minutes (showing all resolutions at the meeting; these may include election results, constitutional amendments, etc.);
- (iv) Where the constitution was amended at the meeting, the Club's updated constitution;
- (v) An Arc Clubs Affiliation Agreement signed by all newly elected Executives;
- (vi) Any other information deemed necessary by Arc.

25.7 Management will review EGM documentation submitted as per the process stipulated in E.15.

Requirements of Club Constitutions

- 26 Arc will only affiliate Clubs that operate under a constitution that meets the requirements of Arc.
- 27 The Club's constitution must have been accepted at the Inaugural General Meeting of the members of the Club. Clubs may make amendments or accept a new constitution at an Annual or Extraordinary General Meeting of the members of the Club.
- 28 At minimum, a Club's constitution must address the following matters:
- 28.1 Name, aims and objectives:
- (i) The constitution must stipulate the Club's full name, aims and objectives.
- 28.2 Membership;
- (i) Define membership types (if there is more than one (1)), and stipulate eligibility;
 - (a) For Regular Clubs, all UNSW students are eligible for Club membership;
 - (b) For Constituent Clubs, all students with the agreed Program, School, Faculty, Residence or Campus are eligible for Club membership;
 - (c) For both Regular and Constituent Clubs, the Club may allow for associate membership for those that are ineligible for full membership. The Club may restrict associate membership to specific groups (e.g. UNSW staff or alumni), as long as these restrictions do not contravene Anti-Discrimination legislation;
 - (ii) For both Regular and Constituent Clubs, individuals must complete a membership form set by the Club and pay a set membership fee in order to become a Member or Associate Member (refer to E.17 for fee requirements)
 - (iii) Stipulate the duration of membership. This should be no more than one calendar year from the commencement of their membership, after which point membership will need to be renewed by the individual.
- 28.3 Register of Members;
- (i) The Club must maintain a register of Club members including name, student number and email;
 - (ii) The membership list may not be distributed with any third party other than Arc without the expressed written permission of individual members.
- 28.4 Membership Fees;
- (i) The constitution must explicitly stating any membership fees or delegate the determination of fees to the Club Executives.

- (a) Where fees are stated explicitly, these fees must meet the requirements in E.17.
- (ii) For Regular Clubs, both full and associate members may be charged a membership fee;
- (iii) For Constituent Clubs, full members must not be charged a membership fee by the Club;
- (iv) For Constituent Clubs, associate members may be charged a membership fee.

28.5 Accepting/Removing members and Executives:

- (i) The constitution must stipulate a fair and democratic process for the removal of members and executives;
- (ii) Any removal of members and Executive may only occur at a general meeting of the Club by a vote of the members.
- (iii) A decision to not accept the membership of an eligible candidate may only be made at a general meeting of the Club by a vote of the members.

28.6 Executives and committee

- (i) The make-up of the Executive, including the number of people holding the position at any time (e.g. Two (2) co-presidents, a Treasurer);
- (ii) The roles and responsibility of the Executive as a whole, and each member of the Executive individually;
- (iii) At minimum, the Executive must include (but may be differently titled):
 - (a) A President;
 - (b) A Treasurer;
 - (c) A Secretary;
 - (d) An Arc delegate;.
 - (e) A Grievance Officer (unless the Club meets exception criteria outlined in I.8).
- (iv) At least three members must hold the positions stipulated in E.28.6(iii) and the same person may not hold the position of President and Treasurer.
- (v) Clubs may add additional executives to their constitution, but must include the position title in the list of Executive roles (in 3.1 of the model constitution (see Appendix B) and a position description (in 3.9 of the model constitution (see Appendix B))). The following provides an example for how to include a Vice-President position (note: the numbering may differ depending on each Club's constitution. These are based on the current Model Constitution):

Insert

3.1.2 A Vice President;

Insert

3.9.2 Vice President

- (a) *In the absence of the president, to chair all club, Committee, General and Annual General Meetings (held during their term) of the club;*
- (b) *To assist the President in coordinating the activities and administration of the club;*
- (c) *To have a thorough knowledge of the club's constitution;*
- (d) *To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;*
- (e) *To ensure that motions made at any Meeting of the club are reflective of the constitution;*
- (f) *To ensure that Arc is informed of any changes to the Executive;*
- (g) *To liaise with fellow office bearers; and*
- (h) *To assist the President in their duties wherever practical.*

(vi) For Clubs where one or more Executive positions are held jointly (i.e. the same position is held by more than one person), this must be stated within the Club's Constitution (note: the numbering may differ depending on each Club's constitution. These are based on the current Model Constitution):

- (a) The number of people that hold the position must be specified, e.g.

3.1.1 Two (2) Co-Presidents

- (b) The following clauses are also required:

3.3 *Unless specified in 3.1, job sharing of any Executive position is not permitted.*

3.3.1 *All Executives holding a shared position are jointly responsible for all the duties of the position that are specified in Section 3.8.*

3.3.2 *Each Executive position is only entitled to one vote in Executive decisions, even if the position is held by more than one person. This vote cannot be divided to allow partial votes to be cast by those holding a joint position*

(vii) The constitution must stipulate a fair and democratic election process for the Executive that does not breach the requirements in F. This includes specifying the voting system, e.g. first-past-the-post or preferential voting.

- (a) At most, voting rights can be restricted to members that had joined the Club at the time that notice of the election was given, except in the instance of Executive elections where the position represents a specific subset of members such as year representatives, voting rights can be restricted to the members represented by this position (e.g. the members in the relevant year of study). Allowances for these positions and restrictions are at the discretion of Management;
 - (b) Associate members do not have voting rights;
 - (c) Any member must be eligible to stand for election to an Executive position if they are eligible to vote in the election of that position.
- (viii) Executive positions may be referred to by names other than those specified in (iii). The responsibilities of these roles may also be combined within the constitution as long as the President does not hold the responsibilities of the Treasurer, and there are at least three (3) executive positions and at least three (3) separate persons on the executive at all times.
- (ix) The Club may also have a committee, which may be appointed by the Executive or elected by the members at a General Meeting;
- (x) The constitution must stipulate the functions and processes of the executive and committee (if it exists). The executive is responsible for the activities and finances of the Club, as well as maintaining and reviewing the policies and procedures of the Club, including its Grievance Resolution Policy & Procedure. The committee (if one exists) operates under the direction of the Executive;
- (xi) The constitution must stipulate that The Executive (and Committee, if it exists) is at all times bound by the decisions of a club Inaugural, Annual or Extraordinary General Meeting.

28.7 General Meetings

- (i) The constitution must stipulate an appropriate process for calling general meetings.
- (ii) The constitution must stipulate requirements and processes for giving notice of general meetings.
 - (a) At minimum, notice must be provided in writing to all members and to Arc at least 7 days in advance.
- (iii) The constitution must stipulate voting rights

- (a) All members are entitled to one (1) vote, with the following exceptions:
 - (i) voting rights can be restricted to members that had joined the Club at the time that notice of the meeting was given or
 - (ii) in the instance of elections, voting rights can be restricted as per E.28.6(vii)(a).
- (b) Associate members do not have voting rights.
- (iv) The constitution must stipulate democratic requirements for a motion to be passed at a General meeting (e.g. a simple majority). The requirement must be no less than half of those eligible to vote on the motion at the meeting.
- (v) The constitution must stipulate quorum, and this must be at minimum be fifteen members or half of the Club membership, whichever is the lesser.
- (vi) The constitution must stipulate a process by which members can petition the Executive in writing to hold an Extraordinary General Meeting, including at minimum
 - (a) the number of members of the Club that must be a party to the petition (this must at minimum be fifteen (15) members of half of the Club Membership, whichever is the lesser);
 - (b) a require timeframe for the meeting to be held once the petition has been submitted to the Executive (this must be no sooner than 7 days and no later than 21 days).

28.8 Constitutional Amendments

- (i) The constitution must stipulate that constitutional amendments may only be approved by a vote of the members at a General Meeting of the Club.

28.9 Proxy Voting

- (i) The constitution may stipulate if and when proxies are allowed at meetings (e.g. meetings not held on academic days or held off Kensington campus)
- (ii) Clubs must allow proxy votes at General Meetings held on a non-academic day. It is up to the discretion of Clubs whether meetings held on academic days can have proxies or not. Therefore, clubs whose constitution states that their AGMs and EGMs MUST be held on academic days may choose to use a clause that states proxies are not allowed in meetings. Or, if the club chooses, they

may insert a clause to the effect that proxies are allowed in all meetings, whether they are held on an academic day or not.

- (iii) The constitution may stipulate additional requirements for proxy voting in addition to the requirements stipulated in E.28.9(i) and E.28.9(ii), as long as they do not contravene Arc's requirements in E.24.4.

28.10 Management of Funds

- (i) The constitution must stipulate how the Club's funds are to be managed.
- (ii) At minimum, the constitution must stipulate:
 - (a) That the executive must approve all accounts and expenditure for payment;
 - (b) Which Executive is responsible for the management of Club funds, including
 - (i) keeping and maintaining Club financial records;
 - (ii) ensuring that funds are not misused;
 - (iii) ensuring that the Executive is kept informed of the Club's financial position;
 - (iv) carrying out financial transactions as directed by the Executive
 - (v) that this Executive must be one of the signatories on all Club bank accounts;
 - (c) That all payments must be conducted by dual-signatory;
 - (d) That only Executive members can be signatories on Club bank accounts;
 - (e) That the Club must maintain full and up-to-date financial records including a general ledger;
 - (f) That the Club may not lend money under any circumstances;
 - (g) That the Club must remain solvent at all times;
 - (h) That all club expenses must be met with documentation.

28.11 Inspection of Books

- (i) The constitution must stipulate that all Club records are open to inspection by Arc at any time.

28.12 Dissolution

- (i) The constitution must stipulate a process for dissolving the Club including at minimum,
 - (a) That an EGM is called, following the same petition and notification requirements as all General meetings, with the addition that the notice of the meeting must specify that the meeting is being called to vote on dissolving the Club
 - (b) Quorum for the meeting, which must at minimum be twenty (20) members or three-quarters of the Club membership, whichever is lesser;
 - (c) That only business directly related to potential dissolution is conducted at the meeting

- (d) That after a representative of those proposing the dissolution states its case, any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
 - (e) The votes required to pass the motion to dissolve the Club (this must be no less than twenty (20) members or three-quarters of the club membership, whichever is the lesser).
- (ii) The constitution must stipulate a period of financial and administrative inactivity after which the Club is automatically dissolved. This period must be no more than eighteen (18) months.
 - (iii) The constitution must stipulate that:
 - (a) On dissolution of the club, the club is not to distribute assets to members.
 - (b) All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs.

28.13 Anti-discrimination

- (i) The constitution must stipulate that the club will comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.

29 It is strongly recommended that a Club's constitution address the following matters:

29.1 Additional Executive Roles

- (i) Clubs should have one or more of the following roles in their Executive and/or their associated duties. The roles may be differently titled, and these roles/duties may be combined with other appropriate Executive positions instead of creating additional standalone roles;
 - (a) A Cultural Diversity Officer, with the following duties:
 - (i) Fostering an inclusive culture within the Club;
 - (ii) Facilitating & promoting the engagement of local and international students from diverse cultures with the Club;
 - (iii) Engaging & representing culturally diverse members of the Club;
 - (iv) Ensuring the Club takes into consideration needs and requirements of culturally diverse students in its events and activities;
 - (v) Ensuring that all Club communications can be understood clearly by culturally diverse students (e.g avoiding the use of slang and idioms);

- (vi) Being an accessible contact for members, UNSW students and UNSW staff to raise feedback, suggestions or concerns regarding the Club's inclusiveness of culturally diverse students;
 - (vii) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave that are inclusive of culturally diverse students;
 - (viii) Keeping apprised of any significant issues affecting culturally diverse students and report any relevant issues to the Club Executive;
 - (ix) Monitoring culturally diverse student engagement and membership of the Club and provide regular updates to the Club Executive;
 - (x) Other relevant duties as required
- (b) A Women's Officer, with the following duties:
- (i) Fostering an inclusive culture within the Club;
 - (ii) Facilitating and promoting the engagement of female-identifying students with the Club;
 - (iii) Engaging and representing female-identifying student members of the Club;
 - (iv) Ensuring the Club's events and activities are approachable and run in a manner that is open and inclusive towards female-identifying students;
 - (v) Being an accessible contact for members, UNSW students and UNSW staff to raise feedback, suggestions or concerns regarding the Club's inclusiveness of female students;
 - (vi) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave that are inclusive of female-identifying students;
 - (vii) Keeping apprised of any significant issues affecting female-identifying students and report any relevant issues to the Club Executive;
 - (viii) Monitoring female-identifying student engagement and membership of the Club and provide regular updates to the Club Executive;
 - (ix) Other relevant duties as required
- (c) An Equity, Diversity & Inclusion Officer, with the following duties:
- (i) Fostering an inclusive culture within the Club;
 - (ii) Facilitating & promoting the engagement of non-majority demographics of the Club (which may include culturally diverse students, students with disabilities, female-identifying students, gender diverse students and LGBTQIA+ students and indigenous students);
 - (iii) Engaging & representing student members of non-majority demographics of the Club;
 - (iv) Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club

- in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays);
- (v) Ensuring that all Club communications can be understood clearly by all students (e.g avoiding the use of slang and idioms);
 - (vi) Being an accessible contact for members, UNSW students and UNSW staff for matters regarding equitable events, activities, conduct and diversity within the Club;
 - (vii) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave inclusively;
 - (viii) Keeping apprised of any significant issues affecting students from non-majority demographics within the Club and report any relevant issues to the Club Executive;
 - (ix) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive;
 - (x) Other relevant duties as required

30 The Club may adopt or amend the model constitution provided in Appendix B.

31 References to legacy organisations need to be amended to Arc.

F. Executive Elections

- 1 Arc will consider Executive elections to be valid if they comply with the requirements set out in these Procedures. Management may at its discretion make exceptions as long as the process followed is deemed democratic.
- 2 Executive elections must be democratic and in compliance with the requirements of the Club's constitution. The results of the election are final. The incumbent Executive or any other individuals or groups may not bias the results of the election in any way, for example they may not refuse nominations of eligible candidates, have their votes weighted more strongly, or appoint members to an Executive position rather than the members electing the position.
- 3 Any Club member that is eligible to vote in the election must be eligible to be nominated to any Executive position, unless otherwise specified in the Club's constitution (see E.28.6(vii)(a) for permitted restrictions). The Club must keep adequate records of members to determine their eligibility to vote in and stand for election.
- 4 Nominations for Executive positions

- 4.1 Nominations may be made in advance or on the day of the AGM/IGM/EGM, as determined by the Club Executive, unless it is stipulated in the Club's constitution.
- (i) If nominations are taken in advance, members must receive notice of the nominations period before the commencement of the nomination period, and nominations must be open for at least 7 days.
- 4.2 All candidates must have the same opportunity to present themselves and their vision for the position/Club all to the members that are eligible to vote. This could for example be the time allotted to make a statement and/or time allotted to taking questions to members.
- 4.3 If statements are submitted in advance, Clubs may limit the word or character count of these statements, and truncate any longer statements at the predetermined limit, as long as candidates are made aware of the limit before they submit their statement, including the outcome if they exceed it.
- 5 Where elections are held outside of a General Meeting (including online or in person through another process)
- 5.1 Election Notice
- (i) The Club must provide least 7 days' notice to Club members and to the Arc Clubs Office and before voting commences.
- (ii) The election notice must include:
- (a) the date and time that the voting will commence & conclude, and how voting will take place (at a polling booth, online through a link to be released on the day, etc)
- (b) details of how and when details about the candidates will be released (unless these details are included in the election notice)
- (c) details of who is eligible to vote, and how a member can confirm their eligibility (e.g. only members that have joined before a specified date is eligible and will receive an email confirming their eligibility within the next 24 hours, if you don't receive this email and believe you are eligible, please contact *[designated club email]* by *[reasonable deadline]*).
- 5.2 Announcement of Results
- (i) The Club must hold an AGM or EGM on the next academic day after the voting ends to announce the results of the election. This meeting must adhere to the AGM or EGM requirements (whichever is appropriate) as set out in the Club's Constitution and in the Arc Clubs Procedures.
- (a) The election process can be challenged by any member who wishes to at the AGM/EGM. If a vote of the members at the meeting shows that the members believe that the process by which the election took place was undemocratic, the election must be re-held. The same requirements apply to the re-held election, except that
- (i) Those members eligible to vote in the new election are the same as in the original election

- (ii) the members at the meeting may pass a motion that nominations do not need to be opened again

5.3 Online Elections

- (i) Elections may only be conducted online if this is stipulated within the Club's constitution, for example: *The Executive of the Club shall be elected from the full members. Elections shall take place at the Annual General Meeting (and Extraordinary General Meetings, where relevant), or through an online process that satisfies the election requirements set out in this constitution. The results of online elections shall be declared at a General Meeting held within 2 academic days after the conclusion of voting.*
- (ii) The link for the voting must to be emailed to all members that are eligible to vote.
 - (a) A copy of this should be forwarded to clubs@arc.unsw.edu.au, but does not need to include a valid voting link.
- (iii) Voting must be open for a minimum of 24 hours.
- (iv) The election system must be able to administer voting in a way that adheres to the requirements set out in the Club's constitution and in these guidelines, including only permitting votes by members and allowing only one vote per member.
- (v) Where the online election system records the votes of each individual voter, this information must not be disclosed to any individuals other than those administering the election process (Executive and/or Returning Officer) and Arc. Any incumbent Executives that are standing for election should be restricted from accessing the voting records.

G. Alcohol Policy

- 1 Arc encourages moderation in and a responsible attitude towards the safe consumption of alcohol, and aims to create a climate that enables individuals to make a free and informed choice as to the level of their alcohol consumption in an environment free of inducement and social pressure to drink alcohol. Arc recognises that alcohol consumption is enjoyed by many members of the University community and that Arc clubs may want to incorporate alcohol into their activities, and while Arc will not attempt to stop drinking at club events, our specific goals are to:
 - 1.1 minimise alcohol-related harm to the individual;
 - 1.2 minimise alcohol-related damage to property;
 - 1.3 preserve the reputation of Arc in the community.
- 2 Arc affiliated Clubs must comply with the requirements specified in this Alcohol Policy at all Club activities. Any breaches by a Club may result in the Club becoming disaffiliated.

- 3 Arc reserves the right to reject any grant application if Arc determines that this policy has been breached.
- 4 It is the responsibility of the Club Executive to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to.
- 5 Club activities must at all times comply with relevant Commonwealth and State laws, University Policies and Procedures and Arc Policies and Procedures.
- 6 General requirements of Club activities:
 - 6.1 Club members under the age of 18 must not consume alcohol;
 - 6.2 Club members must not be subjected to any pressure to drink;
 - 6.3 Desirable non-alcoholic drinks must be available in adequate quantities.
Where drinks are being sold, non-alcoholic drinks must be available at lower prices than their comparable alcoholic alternative. Water must be available for free at all times;
 - 6.4 Drinking alcohol and becoming intoxicated must not be the primary objective of the Club activity;
 - 6.5 There must be food and other forms of entertainment at events where alcohol is served;
 - 6.6 Club members will not drink with the aim of becoming intoxicated;
 - 6.7 Club members who are intoxicated will not continue drinking;
 - 6.8 Club members who prefer not to drink will be supported;
 - 6.9 Use of serving practices consistent with the "National Guidelines For Responsible Serving Of Alcohol";
 - 6.10 At least one activity organiser must be designated not to drink for the entirety of the event and must be responsible for the clubs adherence to relevant policies and procedures including this Policy;
 - 6.11 Activity organisers must make every reasonable attempt to ensure the safety of attendees at Club activities. This includes not allowing intoxicated Club members to continue drinking, assisting members to get home safely, monitoring the health and well-being of members and providing assistance where necessary;
 - 6.12 All activity attendees are subject to the same rights and responsibilities as Club Members under this Alcohol Policy;
 - 6.13 Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of Arc or the University into disrepute.
- 7 Club activities held in licensed venues must comply with venue policies and procedures as well as this Policy.
- 8 Club activities not held in a licensed venue must comply with the following additional requirements:
 - 8.1 Only a Responsible Service of Alcohol (RSA) certified person can serve alcohol at the event. This person must use serving practices consistent with those learnt in an approved RSA training course. Student notes can be found at http://www.liquorandgaming.nsw.gov.au/Documents/liquor/serving-alcohol-responsibly/rsa_classroom_course.pdf;

- 8.2 Only licensed entities from licensed premises may sell alcohol as per Australian law;
- 8.3 The University of New South Wales does allow consumption of alcohol on their campuses. UNSW Facilities Management must approve all Club activities held on UNSW outdoor spaces. As per their conditions of use a license is required if alcohol is served and any fee is charged (<http://www.facilities.unsw.edu.au/fm-assist/outdoor-function-bookings/unsw-outdoor-spaces-conditions-of-use>);
- 8.4 Conditions of Use for UNSW facilities can be found here www.facilities.unsw.edu.au/index.php/download_file/-/view/68;
- 8.5 Food and drink are not allowed in UNSW Centrally Allocated Teaching Spaces (CATS);
- 8.6 University Rules and Codes of Conduct for Students can be found here <https://my.unsw.edu.au/student/academiclife/assessment/AcademicMisconductStudentMisconduct.html>. These do not relate specifically to the consumption or provision of alcohol; however, alcohol consumption may increase the risk that students engage in student misconduct. Activity organisers should familiarise themselves with these rules and codes of conduct and make every reasonable effort to ensure Club members do not engage in misconduct;
- 8.7 Clubs must comply with the requirements, policies and procedures of the venue where the activity is being held. This includes complying with informal requests from the host, for example, when a Club activity is held in a private residence Club members must comply with the rules set down by the host.
- 9 Banned practices:
- 9.1 Promotional activities, including alcohol promotions conducted in cooperation with alcohol suppliers, which offer inducements or otherwise encourage drinking;
- 9.2 Customs which exert social pressure on students to drink to excess including competitive drinking practices;
- 9.3 No event is to advertise or promote the provision of an unlimited amount of alcohol (e.g. "all you can drink") or promote the event with alcohol consumption as the main activity of the event.
- 10 For any event where the ticket price structure factors in the inclusion of alcohol, Clubs must provide non-alcoholic beverages of equal value for attendees who will not be consuming alcohol.
- 11 Members of the University community who require further information about alcohol and its effects or who wish to seek help in connection with their drinking are invited to consult either the University Health Service or Counselling Service. Fact sheets and guidelines are available from the NSW Office of Liquor, Gaming & Racing website at http://www.dgr.nsw.gov.au/liquor_fact_sheets.asp.
- 12 If Club Executives are unsure about certain aspects of this Policy it is their responsibility to seek advice from the Arc Clubs Team. The Arc Clubs Manager is available to answer questions about this Policy, its interpretation or implementation.

- 13 This policy is modified from the University of Sydney Alcohol: Policy and Guidelines on Consumption and the Kensington Colleges Alcohol: Policies and Procedures. Acknowledgements go to the authors of these sources.

H. Administrative support

- 1 Arc shall provide administrative support for affiliated Clubs by providing the following:

1.1 Secretarial Allowance

- (i) The Secretarial Allowance is designed to assist affiliated Clubs on Kensington campus in meeting the costs of their administration at Kensington campus. A Club receives the Secretarial Allowance upon affiliation.
- (ii) The Secretarial Allowance will be updated three times a year and is based on the Arc members that are registered as members of the Club on SpArc:
 - (a) Clubs with between 0-49 Arc members will receive \$25 per term
 - (b) Clubs with between 50-199 Arc members will receive \$65 per term
 - (c) Clubs with greater than 200 Arc members will receive \$130 per term
- (iii) The Secretarial Allowance is used to pay for Club use of the following resources in the Clubs Resource Centre:
 - (a) photocopying and printing;
 - (b) laminating;
 - (c) badge making;
 - (d) other administrative resources as determined by the Clubs Manager from time to time.
- (iv) The appropriate login information and/or authorisation cards for computers and photocopy use will be provided by Arc.
- (v) The Club Executive is responsible for all resources that are used under the Club login. Any misconduct, including, but not limited to, using the facilities for non-club related matters may result in the Club's access to the Secretarial Allowance until a new Executive is elected or for a period of three (3) months, whichever is the longer.
- (vi) The allowance is only available for use at the Clubs Space; no funding will be provided in the form of other Grants for activities that may be funded under the secretarial allowance. Once a Club has spent its Secretarial Allowance a Club may choose to pay Arc for the use of its resources. If a Club does not use a part of its Secretarial Allowance in one calendar year, then it is not 'rolled

over' to following calendar year or made available for other purposes. The Secretarial Allowance is not transferable.

1.2 Limited insurance;

- (i) Arc does not provide any personal accident, property or indemnity insurance cover for Club members.
- (ii) It is the responsibility of each Club Executive to manage the risks associated with club-run events, and seek advice where necessary. Clubs are encouraged to use risk waivers where appropriate.
- (iii) Club Executives will be personally and legally responsible for any commercial contracts and/or sponsorship agreements entered into on behalf of the Club.
- (iv) Limited public liability insurance may be available in relation to third parties claims for low-risk Club Events. Clubs must provide details of their event through the Arc Clubs Insurance Request Form, which will be reviewed by Management. Any approved insurance coverage approved and relevant certificates provided to Clubs can only be used for the specific event/activity for which it was requested.

1.3 Training of Club executives (see K.1);

1.4 Arc space hire;

1.5 Support in the hiring of UNSW space;

1.6 Computer access;

1.7 Club asset storage; and

1.8 Other administrative support as determined by the Clubs Manager from time to time.

I. Dispute Resolution, Grievances & Complaints

- 1 Any Club member, Arc member or member of the UNSW community may raise a dispute, resolution or complaint about an Arc-affiliated Club.
- 2 In the first instance, those involved in the dispute should attempt to resolve the issue between themselves through discussion and an exchange of views.
- 3 If the attempts to resolve the matter informally are not successful, the matter should be raised with the Club under a formal grievance resolution procedure.
- 4 Unless otherwise specified in these procedures, all Arc-affiliated Clubs must have clauses in its constitution that address the following:
 - 4.1 At least one Grievance Officer position on the Club Executive

- (i) The Grievance Officer role may be one or more standalone positions on the Club Executive, or the responsibilities of the Grievance Officer position may be added to responsibilities of one or more Club Executive roles (e.g. the Secretary position may be modified to include the Grievance Officer responsibilities, or the Secretary and Vice President positions may both be modified to include Grievance officer responsibilities).
- 4.2 A role description for the Grievance Officer(s) including at minimum:
- (i) To receive complaints and grievances relating to the Club;
 - (ii) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
 - (iii) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
 - (iv) To notify those involved of the outcome of the grievance
- 5 Unless otherwise specified in these procedures, all Arc-affiliated Clubs must have a formal Grievance Resolution Policy & Procedure that addresses the following:
- 5.1 At minimum, specify that the formal Grievance Resolution Policy & Procedure applies to current UNSW students, staff and members of the Club.
- 5.2 Requirements for formally reporting a grievance to a Grievance Officer of the Club
- (i) These requirements must include setting out the grievance in writing, including names, dates and reasons for the grievance, and the desired result of raising the grievance.
 - (ii) The requirements must not present a substantial barrier to the reporting of grievances.
- 5.3 Delegation of the grievance where the Grievance Officer is not the appropriate person to handle the grievance
- (i) When deciding on their suitability for handling the grievance, the Grievance Officer/Club must consider
 - (a) whether the grievance directly involves the Grievance Officer
 - (b) the Grievance Officer's ability to remain impartial during any grievance procedure
 - (c) the Grievance Officer's ability to successfully handle the grievance process
 - (ii) If the Grievance Officer is not an appropriate person to handle the grievance, the grievance must be referred on to another Grievance Officer of the Club (where applicable/appropriate), otherwise an appropriate person on the Club Executive.
- 5.4 The standard procedure followed by the Grievance Officer, including
- (i) Advising the complainant of the Club's Grievance Resolution Policy & Procedure (including requiring a grievance to be set out in writing)
 - (ii) Gathering sufficient information about the grievance from the complainant to determine the necessary steps to be taken in order to deal with, and resolve the grievance, including whether or not the

Grievance Officer is the appropriate person to handle the grievance.

- (iii) Investigating the grievance and resolving the issue, including contacting relevant parties for further information, notifying those alleged to have caused the grievance of the allegations made against them and giving them the opportunity to respond.
 - (a) Where approval/agreement from the Club Executive is required (e.g. agreement on changes to events or procedures), the Grievance Officer will make a recommendation to the Club Executive on how the grievance should be resolved. Where a decision is required from the Executive, the Executive should take steps to make an impartial decision.
- (iv) Specifying that details of all conversations and dates will be documented in writing for Club records (which must be kept secure & confidential)

5.5 Appeal / Review of decision

- (i) If the complainant is not satisfied with the way the grievance has been handled they can refer to other appropriate Club Executives for review (taking into consideration any conflicts of interest on the matter). The appeal needs to be submitted in writing within a specified period (no less than five (5) working days) of receiving notification of the outcome of the formal grievance and must specify the reasons for the appeal (i.e. why the original decision was incorrect based on a lack of procedural fairness).
- (ii) Once notified, the Executives receiving the appeal will conduct a review of the procedure followed, the outcome issued and make a final determination by the Club on the issue. Once this determination is made, the person who has made the appeal will be notified of the outcome.

5.6 A statement of procedural fairness - that any person involved in an investigation will be afforded:

- (i) Adequate notice of any investigation or meeting (at least five (5) working days);
- (ii) Sufficient information about the allegations, the relevant facts and evidence;
- (iii) Time to consider their response (at least five (5) working days);
- (iv) An opportunity to respond to allegations;
- (v) A fair and reasonable inquiry into the matters in dispute;
- (vi) A right of appeal

5.7 Requirements of confidentiality and discretion

- (i) That those involved in any procedure under the Club's Grievance Resolution Policy & Procedure maintain the confidentiality of the identity of the person(s) and the incident(s) alleged to have occurred to warrant a grievance being lodged.
- (ii) Where incidents are required to be reported to Arc, UNSW or the police, the complainant will be informed and upon request the report will be de-identified unless identification is required by law.
 - (a) If the Grievance Officer is of the reasonable opinion that it is not appropriate to notify the complainant before reporting to Arc, UNSW or the police, this notification can be withheld but

- the Grievance Officer must let the organisation/s receiving the report that this notification was not given to the complainant.
- (iii) Any breaches of confidentiality will be taken seriously and may be reported to UNSW.
- 5.8 Specify that the Club should not be formally engaged in resolving personal disputes where none of the parties involved are acting on behalf of the Club.
- 5.9 Specify a standard maximum time frame for raising grievances for which no reasonable excuse explaining the delay has been provided to the relevant Club/s or Arc @ UNSW (this must not be less than three (3) months from the incident/s).
- (i) In the case of longer-term or repetitive issues, at least once instance must have occurred within this period.
- 6 It is recommended (but not required) that a Club's applicable grievance resolution policy & procedure address the following:
- 6.1 That informal grievance resolution should be attempted before following formal grievance resolution procedures.
- 7 Appendix E provides a template Grievance Resolution Policy & Procedure that Clubs can use, however Clubs may develop their own as long as they meet Arc's requirements.
- 8 For Constituent Clubs where there is a formal Grievance Resolution Policy & Procedure relating to Club matters but where the Grievance Officer role is external to the Club Executive (e.g. via the Faculty or Residence), these Clubs are not required to have a Grievance Officer role on the Club Executive, however the Club must ensure that the applicable Grievance Resolution Policy & Procedure meets the following requirements:
- 8.1 The formal Grievance Resolution Policy & Procedure addresses the requirements in I 5
- 8.2 The formal Grievance Resolution Policy & Procedure is reviewed and implemented by groups that officially represent UNSW (e.g. a Committee within a School of UNSW that is recognised by the University)
- 8.3 The Grievance Officer/s must only be current UNSW students or staff within the relevant School/Faculty/Residence of UNSW that are appointed by that School/Faculty/Residence independently of the Club's structure.
- 8.4 The Club's constitution makes reference to the applicable grievance resolution policy & procedure, including the person/s group responsible for review and implementation.
- 9 The relevant grievance resolution policy & procedure of a Club and appropriate contact information and forms must be readily accessible to its members.
- 10 If attempts to resolve the matter within the Club are not successful, the matter may be referred to the Clubs Coordinator as a complaint.
- 11 Complaints to Arc must be made in writing via the online Club Complaints form.

- 12 Depending on the nature of the complaint, Arc may offer to mediate the complaint between the complainant and the Club.
- 12.1 The Clubs Coordinator, or their delegate, will act as a mediator.
- 12.2 If, after a mediation process has been attempted, the issue still cannot be resolved between the parties, the issue may be referred to the Clubs Manager, and then Clubs Manager the Deputy Director of Student Engagement. The Deputy Director of Student Engagement may refer the matter to the Student Development Committee to make a determination under this Procedure.
- 13 Depending on the nature of the complaint, details of the complaint may be shared with UNSW. If the complainant declines to have their details and specifics of the complaint shared with UNSW, the complaint may be de-identified before sharing with UNSW. This includes (but is not limited to) potential breaches of the UNSW Student Code of Conduct.
- 13.1 Deidentified complaints or complaints with insufficient detail may not be investigated/resolved.
- 14 Arc is not responsible for grievance and dispute resolution between individual club members, or between club members and a member of the executive, except where the Club Executive is acting in their official capacity on behalf of the Club.
- 14.1 Any such matters should be resolved under the UNSW Complaints Procedure.
- 15 If, in the opinion of Arc, a Club (or at least one member of its Executive) is not adhering to the Clubs Procedures or any other relevant Arc policy, Arc has the power to investigate the breach and the following action may be taken:
- 15.1 In the case of a minor breach, the Club may be issued with a written formal warning by email and letter, and no further action taken.
- 15.2 In the case of a serious breach, or a second breach after an initial formal warning, the Club's affiliation may be immediately suspended by the Clubs Manager.
- (i) The club will be provided written notice of its suspension by email.
- (ii) Suspension will prevent the club from having access to the services, funding and support provided by Arc to affiliated Clubs, for the duration of the suspension. This includes that activities/events held while the Club's affiliation is suspended will not be eligible for funding as an affiliated Club activity/event, at the discretion of Management.
- (iii) The suspension will remain in effect until such time as the breach can be investigated and finalised or rectified to the satisfaction of the Clubs Manager.

- 15.3 A serious breach may include (but is not limited to):
- (i) Failing to act per the Club's Constitution
 - (ii) Incorrect use of Clubs resources;
 - (iii) Breaching members' voting rights;
 - (iv) Impersonating another Executive;
 - (v) Misuse of Club funds;
 - (vi) Failure to supply information or complete actions requested by Arc;
 - (vii) Abuse of executive privileges;
 - (viii) Repeated failure to follow Arc's directions regarding chalking and/or postering;
 - (ix) Any criminal or illegal activity conducted by the Club;
 - (x) Failure to comply with Arc's WHS policy;
 - (xi) Bullying, harassment, or discrimination against a club member in the way a Club:
 - (a) Accepts or denies Club membership;
 - (b) Advertises or promotes Club events;
 - (c) Provides or limits access to any benefit provided by the Club to members
 - (xii) Any other behavior which is unbecoming a Club member, prejudicial to the interests of Arc or brings Arc into disrepute, including but not limited to:
 - (a) Sexual Assault
 - (b) Physical assault (or threatened assault/violence)
 - (c) Damage to property

16 Arc Staff may initiate a complaint where there are reasonable grounds to suspect that a breach of these Procedures has occurred.

- 17 Before commencing a formal investigation against a Club, the Clubs Manager (or their delegate) should give the Executive written notice of the complaint outlining:
- Nature and details of the breach
 - How to respond (Executives can request a meeting or give written submissions)
 - Deadline for responding (at least five (5) working days from the date of notice).
 - (i) If the Clubs Manager is of the reasonable opinion that it is not appropriate to notify the Executive before commencement of the formal investigation, this notification can be delayed. If the likely outcomes of the investigation involve any action against a Club, the Executive must be notified and given adequate information and opportunity to respond before the outcomes are decided.

- 18 The investigator will:
- (i) review all relevant material
 - (ii) make further inquiries, if necessary
 - (iii) make a determination as to outcome

- (iv) advise parties in writing of the decision and the reasons for the decision
 - (v) determine whether further action is necessary
 - (vi) advise the Club of any applicable penalties and appeal rights
- 19 Where the investigation has been delegated, the Investigator will prepare a report for the Clubs Manager, setting out only the findings of fact, and the Coordinator shall determine the outcome.
- 20 Complaints are to be decided on the balance of probabilities, i.e., is it more likely than not (based on all the evidence) the allegations stated in the complaint are true.
- 21 After an investigation, the Clubs Manager may decide to:
- (i) Dismiss the complaint;
 - (ii) Uphold the complaint but take no further action.
 - (iii) Uphold the complaint and issue a penalty
- 22 Whichever outcome is deemed appropriate, written reasons for the decision will be provided to both the complainant and the relevant Club Executive.
- 23 Should the complaint be upheld under I.21(iii), the following penalties may apply:
- (i) Warning
 - (ii) A formal recommendation that the Club make all reasonable efforts to rectify the breach and or take remedial action
 - (iii) Suspension of the Club from access to Club resources for a specified period of time;
 - (iv) Disaffiliation of the Club
 - (v) A formal recommendation to the Executive that specific Executive members be removed from the current Executive as per their Constitution
 - (vi) Any other action deemed necessary in the circumstances.
- 24 Where, in the opinion of Arc, the breach is so serious as to render the student unsuitable for holding any other Executive position, the student will be notified as part of the decision that, should they be again elected, Arc may disclose the adverse finding to the relevant Executive for action.
- 25 In the case of a misuse of Club funds, Arc cannot reimburse any Club for their loss nor initiate legal action against an Executive for the debt.
- 26 Should a Club not act on a formal recommendation made under this Procedure Arc may at its discretion decide to suspend the Clubs affiliation, disaffiliate the Club or not to re-affiliate the Club at the next Affiliation Reset Date.
- 27 Complaints will not be investigated where:
- (i) The dispute or complaint is between individual club members, or between club members and a member of the executive, where the Club executive is not acting on behalf of the Club. Any such matters should be resolved under the UNSW Complaints Procedure.
 - (ii) The complaint is made anonymously

- (iii) The event took place more than three (3) months ago
- (iv) It has been resolved or can be resolved via another relevant procedure.
- (v) It is deemed to be vexatious, frivolous or retaliatory
- (vi) The behaviour complained of does not come under this Procedure

28 Formal complaints can only be appealed on the basis of a lack of procedural fairness.

28.1 Appeals must be made in writing within ten (10) days of the decision being communicated and set out the reasons for the appeal.

28.2 Appeals will be decided by the Director of Student Engagement, who will conduct whatever investigations necessary to ascertain if the correct procedures have been followed.

28.3 The Director of Student Engagement may decide to:

- (i) Dismiss the appeal; or
- (ii) Uphold the appeal.

28.4 Where the appeal is upheld the Director of Student Engagement may:

- (i) Affirm the original decision;
- (ii) Dismiss the original complaint and impose no penalty;
- (iii) Uphold the original complaint but vary the previous penalty;
- (iv) Order a new investigation.

29 All parties to a complaint are expected to treat the matter confidentially. This includes the complainant, the respondent and any witnesses that may be called to give evidence in support.

J. Incident Reporting

- 1 Club Executives must report to Arc any notifiable incident that occurs during a club event. This applies to both on and off campus events.
- 2 A notifiable event includes:
 - Injury
 - Robbery – room or person
 - Drug/alcohol related incident
 - Inappropriate behaviour on behalf of a member
 - Physical assault
 - Sexual assault – Executives should also refer to the Sexual Assault Action Plan.
 - Property damage
 - Death
 - Any other event where external services are required (security/police/ambulance)
- 3 For clarity, inappropriate behavior includes any behavior which may constitute a serious breach under I.15.3.

- 4 Reports must be made in writing using the online [Arc Club Incident Report](#).
- 5 Reports must be made within five (5) working days of the incident.
- 6 This procedure should also be used where an Executive did not directly witness a notifiable incident but is informed by a club member or member of the public.
- 7 Where a notifiable incident is reported, Arc may investigate the incident under the complaints procedure in I.

K. Training & Communication

- 1 Management will provide training to Club Executives to bring them awareness of the responsibilities and liabilities of their roles.
 - 1.1 Areas of training that are compulsory for all Executives include (but is not limited to):
 - Arc & UNSW insurance coverage and limitations
 - the confidentiality of student data and the restrictions on sharing this information with third parties
 - sponsorship agreements and the permitted inclusions/exclusions in agreements (and recommend that they seek advice from Arc Legal & Advocacy if necessary)
 - the limitations and responsibilities of their roles
 - best practice handover processes
 - consideration of whether the Club should incorporate under the Associations Incorporation Act 2009 or register as a company under ASIC
 - gendered misconduct
 - Work Health & Safety
- 2 Management may from time to time run compulsory briefing sessions that must be attended by at least one representative from each Club, who is responsible for relaying the relevant information to the rest of their Club Executives. These briefing sessions will be used to inform Clubs of deadlines, requirements and other key information for the term, and at most will be held once before each term and once during each term. These briefings may be combined with training sessions, including those outlined in K.1.1.
- 3 Arc regularly publishes a Clubs Newsletter containing important information from Arc. Instructions are given to all Clubs on how to subscribe, and Arc assumes that all Clubs read the newsletter within one week of it being sent.

Appendix A – Arc Clubs Affiliation Agreement

The Club agrees to the following requirements of Arc affiliated Clubs:

- To adhere to Arc's membership requirements that all executive members must be Arc members
- To have a Constitution that complies with Arc's minimum requirements
- To attend all Clubs Briefings and read all official Arc emails
- To submit membership lists for auditing when requested
- To display the Arc Clubs logo on all Club publicity material and publications, including the Club's own website (if the Club has a website)
- To update Arc on any changes to the Club Executive
- To not cover or remove official in-date Arc promotional or information material
- To allow Arc representatives access as an observer to all AGMs, EGMs
- To keep financial accounts up-to-date and open for inspection by Arc for spot audits (2 weeks notice will be given)
- To abide by any reasonable requests and/or recommendations by Arc related to a complaint regarding the Club
- To comply with any reasonable requests and directions made by Arc that are necessary to ensure compliance with the Club Procedures and/or for the proper governance of the Club
- To allow Arc the right to monitor any Club activity
- To allow Arc the right to use images of your Club (including but not exclusive to photos posted on Facebook and submitted in grant applications) in its marketing and publications.
- That the Club's Membership fees will meet Arc's requirements as set out in E.17

The individual agrees

- that they have read and understand the Arc Clubs Alcohol Policy, will ensure that the Club abides at all its events, and acknowledge that breaches of the policy may result in Arc suspending the Club's affiliation or disaffiliation (this would mean that the Club temporarily or permanently loses Arc's support).
- that they have read and understand Arc's Club incident reporting requirements, and acknowledge that breaches of the policy may result in Arc suspending the Club's affiliation or disaffiliation (this would mean that the Club temporarily or permanently loses Arc's support).
- that they have read and understand Arc's insurance coverage in relation to Club activities, including its limitations (see H.1.2).
- that they have read and understand Arc's advice to Clubs regarding incorporation in E.11.
- that they are aware that the information they collect about individual members is confidential and cannot be given or sold to any other person without the written permission of the individual member(s).
- that they will attend or complete any mandatory training as required by Arc.
- that they will notify Arc by email if they decide to resign from their Executive position.

- that Arc may disclose to the current Executive, in limited circumstances, any formal adverse findings by Arc against them which may render them unsuitable for holding an Executive position.

Work Health & Safety (WHS) Requirements

Arc @ UNSW Limited (“Arc”) affiliated Clubs are required to comply with Work Health and Safety legislation. Club Executives are required to ensure that they exercise their WHS duties and responsibilities in ensuring that all Club events or activities are conducted in a way that complies with WHS legislation. Compliance is mandatory, and if breaches occur this may result in the Club becoming disaffiliated.

Responsibilities of an Executive member of an Arc affiliated Club include, but are not limited to:

- Taking reasonable care for their own Health & Safety.
- Taking reasonable care for the Health & Safety of others.
- Not willfully placing at risk the health, safety or wellbeing of others or misusing safety equipment.
- Participating in discussion and consultation on the management of WHS risks that may affect them and/or their Club members.
- Developing a Work Health & Safety Policy; planning and conducting the Club and all its events and activities in a fashion which is in line with said procedure.
 - The WHS Policy should form part of a larger Risk Management Policy & Procedure of the Club.
 - Clubs should consider their personal responsibility for Work Health & Safety (WHS), when developing their Work Health & Safety Policy.
 - Clubs can refer to Arc’s WHS Policy & Arc’s Work Health and Safety Management System (WHSMS) when developing their own Work Health & Safety Policy and Risk Management Policy & Procedure.
- Engaging in safe work practices (if applicable) whilst on any Arc premises, taking reasonable care for their own health and safety and that of other who may be affected by their acts or omissions.
- Cooperating with Arc and/or UNSW to ensure the compliance with WHS legislation, including cooperating with Arc and/or UNSW WHS policies and procedures when conducting events involving Arc or UNSW facilities.
- Seeking WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Ensuring that executive members participate in WHS education and training as provided by Arc where possible.
- Wearing appropriate clothing, footwear and protective equipment for all work being done and properly use relevant safety devices while on Arc premises or when participating in Arc-run events and activities.
- Ensuring whilst on any Arc premises that they are familiar with Safe Working Procedures that are relevant to the tasks they are undertaking.
- Familiarising themselves with Arc, local and University-wide emergency procedures and cooperate with directions of emergency wardens.

For more information on Arc's policy and WHS legislation, visit http://kb.arc.unsw.edu.au/OHS_Information or contact WHSConsultation@arc.unsw.edu.au.

Club Name: _____

I, the undersigned, verify that I have read the Arc Clubs Affiliation Agreement and will comply with the requirements set out therein.

This declaration takes effect from the date of signing the agreement or the start of your term on the Executive (whichever is the later), and is effective for any period before the Club's next AGM (or when the new Executives elected at that AGM officially take their position) where you hold an Executive position within the Club. This includes resigning from your current Executive position/s and holding one or more new Executive positions during this time, or continuing in your current Executive position/s and being elected to one or more additional Executive positions during this time. It does not include any period during this time when you do not hold any Executive Positions within this Club.

Name: _____ Executive Position: _____

Signature: _____ Date: _____

Appendix B – Model Club Constitution

CONSTITUTION

1 Introduction

- 1.1 The official name of the club shall be _____.
- 1.2 The club shall be affiliated with Arc.
- 1.3 The aims and objectives of the club are:
- 1.3.1 _____.
- 1.3.2 _____.
- 1.3.3 _____.
- 1.4 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.R. Renton shall apply.

Definitions

- 1.5 For the purposes of this Constitution:
- 1.5.1 The University shall mean the University of New South Wales;
- 1.5.2 Arc shall mean Arc @ UNSW Limited;
- 1.5.3 Members shall mean full members of the club;
- 1.5.4 Associate members shall mean associate members of the club;
- 1.5.5 The Executive shall mean the Executive of the club;
- 1.5.6 The Committee shall mean the Executive of the club as well as any member appointed by the Executive to fill a specific role;
- 1.5.7 The Annual General Meeting shall mean the Annual General Meeting of the club;
- 1.5.8 An academic day shall mean a day during the first, second or third term of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and
- 1.5.9 Subjects shall mean units of study offered by the University in progression to the award of a degree.
- 1.6 Unless a contrary statement appears in Section 7 of this Constitution, the club shall be bound by all the clauses in Section 2 to Section 6 of this Constitution.

2 Membership

- 2.1 Contact details for members of the club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.
- 2.2 Full membership of the club shall be open to all UNSW students, and they shall be required to pay an annual club membership fee set by the club Executive, and complete a membership form.
- 2.3 Associate membership shall be open to all persons who are not UNSW students, provided that they pay a membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive.

- 2.4 The duration of a person's membership shall be until the club's next Annual General Meeting after they have become a member, or until the end of Week One in Term One of the University year after they have become a member, whichever is the later.
- 2.5 The club shall comply with Anti-Discrimination legislation in all of its activities and procedures, including the granting of club membership.
- 2.6 Notwithstanding clause 2.8, a member of a club Executive may have their position declared vacant according to the procedures set out in Section 3.6.
- 2.7 Notwithstanding clause 2.8, a member or associate member of a club may have their membership terminated after the following procedure is followed:
 - 2.7.1 A motion is carried by the Executive, or the Executive is petitioned by fifteen (15) members to instigate impeachment proceedings;
 - 2.7.2 The members of the club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
 - 2.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
 - 2.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
 - 2.7.5 The motion is carried by the Extraordinary General Meeting.
- 2.8 Any member of a club or club Executive who believes they have been wrongly expelled may appeal to Arc, who will arrive at the final resolution of the matter.

3 Executive

- 3.1 The Executive of the club shall be elected from the full members at the Annual General Meeting and shall consist of:
 - 3.1.1 A President;
 - 3.1.2 A Secretary;
 - 3.1.3 A Treasurer;
 - 3.1.4 An Arc Delegate;
 - 3.1.5 A Grievance Officer, and
 - 3.1.6 An Equity, Diversity and Inclusion Officer
- 3.2 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer may not be held by the same person.
- 3.3 Job sharing of any Executive position is not permitted.
- 3.4 The Executive shall be responsible for the following duties:
 - 3.4.1 The activities of the club;
 - 3.4.2 The finances of the club;
 - 3.4.3 Appointing members to the Committee;
 - a) Appointments will be made by majority vote of the Executive.
 - 3.4.4 The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- 3.5 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.
- 3.6 Any member of the Executive shall have their position declared vacant if they:
 - 3.6.1 Die;
 - 3.6.2 Cease to be a member of the club;
 - 3.6.3 Cease to be a UNSW student;
 - 3.6.4 Have their position declared vacant at an Extraordinary General Meeting.
- 3.7 Any member of the Committee shall have their position declared vacant if they:
 - 3.7.1 Meet the criteria outlined in section 3.6; or
 - 3.7.2 Are removed from their role by majority vote of the executive.
- 3.8 Any vacancy on the club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 4.

3.9 Duties of the following Executive positions shall include but not be limited to:

3.9.1 **President**

- a) To chair all club, Committee, General and Annual General Meetings (held during their term) of the club;
- b) To oversee and coordinate the activities and administration of the club;
- c) To ensure that the elected officers of the club perform duties as laid down by the clubs' Constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- d) To ensure that all other tasks necessary for the running of the activities of the club are performed, properly either by doing them or delegating the duties;
- e) To have a thorough knowledge of the club's Constitution;
- f) To plan the coming year's activities;
- g) To act as official spokesperson for the club;
- h) To arrive at a membership fee with the Executive;
- i) To liaise with fellow office bearers;
- j) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
- k) To liaise with Arc and departments of the University where necessary;
- l) To ensure that an "Application for Affiliation" form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to Arc;
- m) To ensure that the Treasurer submits a Financial Report to the club at the AGM and to Arc and that they have the club's finances in good order in preparation for Spot Audits by Arc;
- n) To ensure that Arc is informed of changes to the Executive;
- o) To pass on their knowledge to their successor; and
- p) Other duties as in accordance with the Constitution of the club.

3.9.2 **Secretary**

- a) To be responsible for receiving and replying to all correspondence on behalf of the club;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant club papers in order;
- d) To coordinate elections; and
- e) To maintain the membership list, updating when changes are made.

3.9.3 **Treasurer**

- a) To keep and maintain all club financial records;
- b) To hold cheque books, petty cash tins etc;
- c) To keep the club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters;
- d) To carry out financial transactions as directed by the club management;
- e) To not lend money, under any circumstances to themselves, club members or other clubs;
- f) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- g) To not put the club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;

- h) To always insist on a receipt or docket to validate any expenditure by the club;
- i) To pay all accounts by cheque;
- j) To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- k) To always provide a receipt to a person who gives money to the club for any reason and bank all money received IMMEDIATELY;
- l) To ensure the Club has at least two and not more than three signatories who are Executive members to the cheque account;
- m) To ensure that club funds are not misused at any time; and
- n) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;
- o) To ensure that under no circumstances are any expenses to be met without documentation.
- p)

3.9.4 **Arc Delegate**

- a) To be aware of the Arc funding system, its requirements and its possibilities for the club;
- b) To communicate with the Executive before and after each Arc Clubs Briefing to pass on information (about grants etc);
- c) To liaise with Arc and the club's Executive;
- d) To have a good working knowledge of Arc forms;
- e) To collect mail on behalf of the Club from the Arc Clubs Space at least every two weeks; and
- f) To attend Arc Clubs Briefings or nominate a fellow club member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, club, and the date of the meeting they cannot attend);

3.9.5 **Grievance Officer**

- a) To receive complaints and grievances relating to the Club;
- b) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
- c) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
- d) To notify those involved of the outcome of the grievance.

3.9.6 **Equity, Diversity and Inclusion Officer**

- a) Fostering an inclusive culture within the Club;
- b) Facilitating & promoting the engagement of non-majority demographics of the Club (which may include culturally diverse students, students with disabilities, female-identifying students, gender diverse students and LGBTQIA+ students and indigenous students);
- c) Engaging & representing student members of non-majority demographics of the Club;
- d) Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays);
- e) Ensuring that all Club communications can be understood clearly by all students (e.g avoiding the use of slang and idioms);

- f) Being an accessible contact for members, UNSW students and UNSW staff for matters regarding equitable events, activities, conduct and diversity within the Club;
- g) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave inclusively;
- h) Keeping apprised of any significant issues affecting students from non-majority demographics within the Club and report any relevant issues to the Club Executive;
- i) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive;
- j) Other relevant duties as required

4 Meetings

Annual General Meetings

- 4.1 There shall be one Annual General meeting every calendar year.
- 4.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than seven (7) days, and is to be:
 - 4.2.1 Given in writing to Arc;
 - 4.2.2 Given in writing to all club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among club members.
- 4.3 Quorum for the Annual General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser. This is based on the membership list at the time that notice of the meeting is given.
- 4.4 At an Annual General Meeting:
 - 4.4.1 Reports shall be presented by at least the President and the Treasurer;
 - 4.4.2 Full financial reports shall be presented and adopted;
 - 4.4.3 Elections for a new Executive shall be conducted; and
 - 4.4.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 4.5 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

Extraordinary General Meetings

- 4.6 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.8.
- 4.7 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.
- 4.8 To petition for an Extraordinary General Meeting, fifteen (15) members or half of the club membership, whichever is the lesser, must petition the Executive in writing.
- 4.9 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than seven (7) days.
- 4.10 There shall be other general meetings of the club as the Executive sees fit.

Meetings

- 4.11 General requirements for all meetings are as follows:

- 4.11.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
- 4.11.2 Each member is entitled to one vote;
- 4.11.3 Proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;
- 4.11.4 In the case of equality of voting the President shall have a casting vote;
- 4.11.5 Elections for Executive shall use the "first past the post" system;
- 4.11.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;
- 4.11.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

5 Finance

- 5.1 The club shall hold an account with a financial institution approved by Arc.
- 5.2 The Executive must approve all accounts and expenditures for payment.
- 5.3 All financial transactions shall require two signatures of members of the Executive.
- 5.4 The club shall nominate three members of the Executive as possible signatories for the account, one of which must be the club Treasurer
- 5.5 The financial records of the club shall be open for inspection by Arc at all times.

6 Dissolution

- 6.1 Dissolution of the club will occur after the following conditions have been met:
 - 6.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 4.8;
 - 6.1.2 Procedures for notification as set out in 4.2 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;
 - 6.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
 - 6.1.4 No other business may be conducted at the meeting to dissolve the club;
 - 6.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
 - 6.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
 - 6.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.
- 6.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
- 6.3 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty one (21) days to forward all relevant items to Arc before any action is instigated.

Appendix C – Notes Accompanying the Model Constitution

- 1) The appointment of a committee is not a requirement, but a practice undertaken by a large number of clubs to assist in the day to day operations of their Club. The inclusion of the Committee in the model constitution is designed to give legitimacy to those clubs that do appoint committee members, as well as allow latitude for the executive to make an appointment should the need arise.
- 2) When using the model constitution, at the very least a Club must insert the official Club Name in the first line and fill in the blanks in section 1.
- 3) The Equity, Diversity & Inclusion Officer executive position is strongly recommended, but not required.
- 4) For a Constituent Club, make the following changes:
 - a) Amend 2.2 of the model constitution to specify who the Club has an agreed association with, and who is eligible for full membership (e.g. *The Club has an agreed association with the UNSW School of Humanities & Languages. Full membership of the Club shall be open to all UNSW students enrolled subjects under the jurisdiction of the School*).
 - b) Amend 2.3 of the model constitution to specify who is eligible for Associate membership, or remove 2.3 if *there is no Associate membership* (e.g. *Associate membership shall be open to those UNSW students who are ineligible for membership, as well as UNSW alumni and current UNSW staff, provided that they pay an annual membership fee that is set by the club Executive, and they complete a membership form prepared by the club Executive*).

Appendix D – Proxy Form

I _____
(Club Member's Full Name and Student Number)

of _____
(Club Member's Address)

being a member of (Club Name) hereby appoint

_____ (Proxy's Full Name and Student Number)

of _____
(Address of Proxy)

to vote for me on my behalf at the (Annual General/ Extraordinary General/ Ordinary) Meeting of the (Club Name) to be held at (Location) on **(Date and Time)** and at any adjournment thereof.

This form assumes the appointment of one proxy.

Please sign this Proxy Form below:

FOR MEMBERS
_____ Signature of Club Member
_____ Name (Please Print)
_____ Date

Please show this form to the Club's Returning Officer (or Club Secretary) at the beginning of the relevant meeting. This proxy is only valid if the form is brought to the relevant meeting.

Appendix E – Template Club Grievance Resolution Policy and Procedure

Note: Clubs may use this template, adapt it or develop their own Grievance Resolution Policy and Procedure as long as it meets Arc's requirements as outlined in I.

<Club Name> Grievance Resolution Policy and Procedure

Purpose

<Club Name> encourages individuals to raise grievances where they arise in line with this policy and procedure. Most grievances should be raised directly with <Club Name> and handled internally, and <Club Name> Executives should aim to deal with any complaints received in a prompt, sensitive, impartial, confidential and supportive way to seek a resolution and to prevent future conflict.

All parties should co-operate constructively in resolving matters. Complainants are encouraged to only use the formal procedure of <Club Name> where the matter has not been resolved through an informal dialogue.

Scope

These policies and procedures apply to current UNSW students and staff, and members of <Club Name>.

This policy and procedure is designed to be a guide only and does not purport to prescribe the actions required to handle every complaint/grievance within the spectrum of potential Club conflict. Accordingly, <Club Name> Executives are expected to use their discretion as to how particular grievances should be handled having regard to the circumstances, purpose and principles of this policy and procedure.

Additionally, grievances which should not be pursued by this procedure include:

- Disputes relating to matters beyond the control of <Club Name> e.g. inappropriate behaviour of attendees at an event near an activity run by <Club Name>;
- Personal disputes where none of the parties involved are acting on behalf of <Club Name>;
- Grievances and complaints relating to incidents that occurred more than three (3) months prior to the grievance being raised for which no reasonable excuse explaining the delay has been provided to the <Club Name> or Arc @ UNSW
 - In the case of longer-term or repetitive issues, at least once instance must have occurred within this period.

Definitions

Appeal: Where an individual wishes to dispute or challenge a decision that has been made by <Club Name> in relation to a grievance that has been raised through the formal procedure outlined in this policy.

Complaint: An objection or criticism that is raised about any incident relating to <Club Name>. A complaint may not need to be responded to by way of formal resolution but should always be acknowledged.

Complainant: A person who makes a complaint or raises a grievance who has experienced, and been affected by, a grievance-worthy event.

Grievance Officer: Is the <Club Name> Executive member whose role is to receive and handle formal grievances (as specified in the <Club Name> constitution). If this is not practicable or appropriate, another member of the <Club Name> Executive will act as the Grievance Officer on the complaint/grievance.

Grievance: Any complaint, concern, dispute or problem to do with <Club Name>, its activities and events and the behaviour of Club Executives when performing their Executive duties can be a grievance. Grievances can arise due to <Club Name> behaviours, acts, situations, omissions, or decisions, which complainant considers to be unfair or unjustified and requires addressing by <Club Name> and is raised in accordance with this policy and procedure.

Procedural Fairness: A fair and proper procedure must be used when making a decision. The basic rules of procedural fairness require:

- a person's right to be heard and to comment on allegations made against them;
- that an investigator make reasonable inquiry into matters in dispute;
- a lack of bias during the investigation; and the decision is supported by evidence/reasons.

Procedure

The following procedural steps are a guideline of the actions which can be taken once a grievance has been identified. However, <Club Name> Executives should be mindful of the individual circumstances of each case and act appropriately in response to these.

Informal Grievance Resolution

Self-Resolution

Where the individual complainant feels comfortable doing so, they should attempt to seek a resolution to the grievance themselves with the person/persons involved. The focus on self-resolution is to avoid escalation of grievances in the future, to produce a positive result for the maximum number of parties and to encourage a culture where honest and constructive dialogue is valued. <Club Name> does not condone behaviour which is contrary to these objectives, and therefore will not tolerate individuals behaving in a confrontational, aggressive or abusive way in the pursuit of addressing a Club grievance.

Informal grievance mechanisms may also include:

- <Club Name> Executives attempt to resolve the grievance through informal discussions with the complainant and the respondent;
- Internal mediation between parties; and
- Club Executives raising awareness in relation to appropriate behaviour.

Formal Grievance Resolution

Where an individual does not feel comfortable addressing a grievance with the person/persons involved directly, or where they have attempted to resolve the grievance themselves without success, they should report the grievance to the Grievance Officer of <Club Name>. If the complainant does not feel comfortable reporting the grievance to <Club Name>'s Grievance Officer because the grievance directly involves them, or if they are unsatisfied with their response in the first instance, the complainant should report the grievance to another appropriate Club Executive.

Once a grievance has been raised with the Grievance Officer, the Grievance Officer will then determine how the grievance should be handled with regard to the steps set out below, or other appropriate measures which they think fit. This might include determining whether another more appropriate policy and procedure should be followed (e.g. UNSW Student Code of Conduct and UNSW Complaints) and whether any investigation(s) need to be conducted.

Where appropriate the Grievance Officer will make a decision on the resolution of the grievance. Where approval/agreement from the <Club Name> Executive is required (e.g. agreement on changes to events or procedures), the Grievance Officer will make a recommendation to the <Club Name> Executive on how the grievance should be resolved. Where a decision is required from the <Club Name> Executive, the Executive should consider any conflicts of interest within

the Executive and take steps to make an impartial decision (including receiving information from the Grievance Officer about any Club Executives that may be directly involved in the grievance.

The Grievance officer will communicate the outcome to all those involved.

When formally reporting the grievance to the Grievance Officer, the complainant will need to do the following:

- Set out their grievance in writing;
- Include full details of the grievance such as names, dates reasons for the grievance; and
- Detail the desired result of raising the grievance.

After reporting your grievance to the Grievance Officer, the Grievance Officer will follow the procedure below or one which is deemed relevant considering the circumstances.

Initial Steps

The Grievance Officer will follow up with the complainant within five (5) working days of the complaint being made, or as soon as practicable given the circumstances. Where practical this should be in person. The purpose of this follow-up includes:

- Determining the extent of the grievance and the desired outcome;
- Advising the complainant of this grievance policy and procedure (including requiring a grievance to be set out in writing if it has not already been submitted); and
- The Grievance Officer ascertaining the necessary steps to be taken in order to deal with and resolve the grievance, including whether or not the Grievance Officer is the appropriate person to handle the grievance (taking into consideration their ability to remain impartial during any grievance procedure and their ability to successfully handle the grievance process). If the Grievance Officer feels that they are unable to handle the procedure, then they must refer the grievance on to another person on the <Club Name> Executive.

Investigation

Where the Grievance Officer determines that the grievance requires further investigation, the following may occur:

- Interviews of relevant parties may be conducted;
- Individuals who are alleged to have caused the grievance will be notified of the allegations made against them;
- The opportunity afforded to respond to any allegations put to the person accused of causing the grievance, or being responsible for the actions leading to a grievance being made and time to prepare the response; and
- All relevant information, documentation and evidence to be considered by the Grievance Officer in order to make an accurate finding or recommendation as set out in 0.

If the outcomes of the investigation do not involve actions on any individual/s (but instead changes to how <Club Name> functions, e.g. updates to policies and procedures only), individuals involved in a grievance do not necessarily need to be notified or involved in the investigation.

If the Grievance Officer reasonably believes that it would benefit investigation to delay notifying a person involved in the investigation they may do so.

Any investigation resulting in actions on individual/s must include giving these individual/s adequate notice, information and opportunity to respond before outcomes are decided.

Procedural fairness

Any person involved in an investigation will be afforded the following:

- Adequate notice of any investigation or meeting (at least five (5) working days);
- That meetings are held in a reasonable location (e.g. reasonably private and easily accessible)
- Information about the allegations, the relevant facts and evidence;
- Time to consider their response (at least five (5) working days);
- An opportunity to respond to allegations;
- A fair and reasonable inquiry into the matters in dispute;
- An opportunity to have a support person present in any meeting where a request is made to the Grievance Officer; and
- A right of appeal.

Record keeping

At all times, details of all conversations and dates are to be recorded (in writing), and these may be shared with Arc, UNSW or law enforcement as required. These records must be kept secure and confidential

Victimisation

Where any actions taken resulting from the complaint, or the act of complaint itself breaches the UNSW Code, <Club Name> may report individuals to UNSW. This particularly includes individuals who are found to have victimised or retaliated against a complainant who has raised a grievance under this policy, or any individual who is found to have made false, vexatious or unsubstantiated complaints against another person under this policy.

Confidentiality and discretion

<Club Name> expects that all of those involved in any procedure under this policy maintain confidentiality of the identity of person(s) and the incident(s) alleged to have occurred to warrant a grievance being lodged. Where incidents are required to be reported to Arc, UNSW or the police, the complainant will be informed and upon request the report will be de-identified unless identification is required by law.

If the Grievance Officer is of the reasonable opinion that it is not appropriate to notify the complainant before reporting to Arc, UNSW or the police, this notification can be withheld but the Grievance Officer must let the organisation/s receiving the report that this notification was not given to the complainant.

Any breaches of confidentiality will be taken seriously and may result in a complaint being lodged with UNSW.

Appeal / Review of decisions

Internal Appeals procedure

If you are unhappy about the way the grievance has been handled, you can refer the matter to the <Club President> for review (or other <Club Name> Executive member if the <Club President> is involved in the grievance or grievance handling). The appeal needs to be submitted within five (5) working days of receiving notification of the outcome of the formal grievance and must specify the reasons for the appeal (e.g. why the original decision was incorrect based on a lack of procedural fairness).

Once notified, they will select 2 other Club Executives (taking into consideration any conflicts of interest) and together conduct a review of the procedure followed, the outcome issued and make <Club Name>'s final determination on the issue. Once this determination is made, the person who has made the appeal will be notified of the outcome.

Grievances or Appeals to Arc or UNSW

In certain circumstances, grievances with Arc-affiliated Clubs or appeals/reviews of decisions can be made to Arc. Wherever possible, the formal and informal procedures outlined in this policy should be followed before raising a grievance or appeal with Arc. For further information on Arc's Clubs Grievance Policies & Procedures, contact Arc Clubs (clubs@arc.unsw.edu.au // 9385 9840).

Matters involving grievance and dispute resolution between individual Club members, or between Club members and a member of the Executive where the Executive is not acting in their official capacity on behalf of <Club Name> should be resolved under the UNSW Complaints Procedure.