

TASMANIAN

UNIVERSITY

STUDENT

ASSOCIATION

**CLUBS & SOCIETIES
POLICIES**

March 2021

Policy of the Tasmanian University Student Association Clubs and Societies

DEFINITIONS

- “Committee” shall mean the Clubs and Societies Student Experience Committee of the Tasmanian University Student Association.
- “State Council” shall mean the State-wide Council of the Tasmanian University Student Association Inc.
- “Club or Society” shall mean a club or society ratified by the TUSA Clubs and Societies Council of the Tasmanian University Student Association Inc.
- “University” shall mean the University of Tasmania.
- “TUSA’ shall mean the Tasmanian University Student Association
- “Student” shall mean any currently enrolled student at the University of Tasmania.

PART 1: GENERAL POLICY

1. Provisions

All prior Council policies relating to General Policy are hereby repealed and the policy detailed herein shall be the current policy

2. Requirements for a Club or Society

(1) Club/Society Annual General Meeting (AGM) should be held no later than March 31st, where possible.

(2) Following the AGM, the club/society must provide the details of the new executive committee to the Clubs and Societies Office as soon as possible.

(3) Should the club/society choose to make changes to the constitution at the AGM they must provide an updated version of the constitution to the Clubs and Societies Office for approval by the TUSA Clubs and Societies Student Experience Committee.

(4) When a club/society is ratified by the TUSA Clubs and Societies Student Experience Committee in the first instance, it does not need to apply for reaffiliation on an annual basis. The club/society only needs to submit the new club/society executive committee details following the AGM.

(5) The Clubs and Societies Student Experience Committee (South/North) reserves the right to disaffiliate a club/society on the grounds of non-compliance by a club/society with its stated aims, misconduct, or non-compliance with the above and other requirements contained in the Clubs and Societies Policy.

3. Clubs/Societies subject to TUSA Regulations and Clubs and Societies Policy

(1) The club/society is subject to all TUSA regulations relating to clubs and societies, and anything in its constitution, any by-law of the club/society or its office-bearers which is inconsistent with the said regulation, or any amendment to a special rule thereunder, shall be void and of no effect insofar as it is inconsistent.

(2) The Standing Orders of the TUSA relating to meeting procedure are to be adopted by the club/society. At the AGM, [Roberts Rules of Order](#) must be observed and minutes taken.

4. Eligibility for Membership

(1) Full Membership: Any currently enrolled University of Tasmania student is eligible to be a full member of any club/society on payment of the required membership fee. No such member of the TUSA may be discriminated against on any grounds with regard to membership of any club/society.

(2) Associate Membership: Any person, who is not a currently enrolled student of the University of Tasmania, is eligible to be an associate member of any club/society on payment of the required membership fee. No such person may be discriminated against on

any grounds with regard to membership of any club/society. Junior members of clubs/societies are not eligible to be part of the club/society's executive committee.

5. Expulsion from a Club/Society

(1) A club/society shall have the power to expel any member from the club/society for misconduct of a nature opposed to the objects of the club/society, and/or the interests and reputation of the club/society and/or its members.

(a) Such expulsion shall be made by way of a motion at an extra-ordinary meeting of that club/society.

(b) Debate regarding the expulsion shall be held in camera.

(2) Where a club/society has expelled any one of its members according to section 5(1), section 4 shall be void with regard to that member or members, and such expulsion shall be permanent unless revoked by way of a motion at an Annual General Meeting or extra-ordinary general meeting of that club/society.

6. Composition of a Club/Society's Executive

No more than one half of a club/society's executive members may be Associate members as defined in section 4(2).

7. Requirements for Club/Society Meetings

(2) Annual General Meetings: A club/society shall have an Annual General Meeting for which the executive of the club/society shall set a date, time, and venue. The AGM will be held yearly between October and March 31st of the following year, where possible. Notice of a meeting must be given to members of the club/society at least seven (7) days prior to the meeting. The purpose of the Annual General Meeting shall be, among other things:

(a) To elect a new executive; and

(b) To issue the club/society's financial records for the past twelve (12) months; and

(c) To hear reports from each executive member.

(3) Extra-Ordinary General Meetings: An extra-ordinary general meeting shall be deemed necessary on the request of no less than five (5) members of the club/society. This request shall be submitted to the secretary of the club/society in writing, outlining the reasons for the request. The secretary of the club/society must call the meeting within fourteen (14) days of receiving the request. Notice of a meeting must be given to members of the club/society at least seven (7) days prior to the meeting. At the meeting, the only matter to be discussed shall be that/those topics to which the request refers.

(4) Voting: Only Full members, and Associate members who are members of the club/society shall be entitled to vote. Such members present shall be entitled to one vote each upon every voting matter.

(5) Quorum for Meetings: The quorum at all general meetings shall be at least one half of all present members.

8. Liability of Non-Executive Members

The liability of non-executive members of a club/society is at all times limited to the prescribed (annual) membership fee for that society.

9. Liability of Executive Members

(1) The elected executive of a club/society is personally liable for any debt or obligation which:

(a) Is incurred by that executive due to the negligence or recklessness of the executive members;

(b) Is incurred by any other person who has been able to appear to a third party as if they were acting on behalf of the club/society due to the negligence or recklessness of the executive members.

(2) Any debt or obligation incurred by a member or members of the executive while validly acting in their role as such (under the rules of the club/society) may be made from the funds and resources of the club/society as received by grants or otherwise raised in that financial year of the club/society.

(3) Executive members of a club/society cannot be held liable for debts or obligations incurred on behalf of the club/society prior to their period of office unless they knowingly accept those debts or obligations.

(4) Any member of a club/society who purports to incur a debt or obligation on behalf of the club/society while acting without due authorisation will be personally liable for such a debt or obligation.

(5) The Clubs and Societies Student Experience Committee or the TUSA Executive may at its discretion indemnify in whole or in part an individual who has incurred such a debt if they believe that in all the circumstances it is justifiable to do so.

10. Defunct Clubs and Societies

A club/society shall be deemed to be defunct if it has not held an AGM, elected an executive committee and submitted the details to the Clubs and Societies Office.

11. Term of Membership

Membership of a club/society shall be from sign up until the end of February of the following year unless a member resigns or is expelled in accordance with Part 1, Section 5.

PART 2: BEHAVIOUR AND DISCIPLINE OF CLUBS AND SOCIETIES POLICY

1. Provisions

All prior Clubs and Societies policies relating to Behaviour of Clubs and Societies and Disciplinary matters and other related matters are hereby repealed and the policy detailed herein shall be the current policy

2. Examples of Misconduct

No club/society, through its members or representatives, at a club/society activity, conference/intersociety, function or any other club/society event; or in its promotional material or productions, shall, for example:

- (1) Cause damage to, or destroy, any property unless an exemption has been obtained from the Executive.
- (2) Cause harm to, or act in any manner that is likely to cause harm to, any person.
- (3) Act in a manner so as to bring the reputation of the University, the TUSA, and/or that club/society into disrepute.
- (4) Use obscene or vulgar language such that a typical member of the public, other than a member of that club/society, would be offended.
- (5) Cause such noise as to amount to a disturbance to members of the public, other than a member or members of that club/society.

3. Discipline of Clubs/Societies

- (1) If a written complaint is received by the Committee against a club/society, or a party representing that club/society, then that complaint shall be forwarded to the TUSA General Manager and the club/society in question if a majority of the Committee believes there is a case to be answered.
- (2) Any club/society breaching part 2, section 2 of this policy may be suitably punished through the imposition of a penalty at the discretion of the Committee, with action to be ratified at the next meeting of the Committee.
- (3) Any club/society subject to a complaint against it shall have the opportunity to respond to the allegations, in writing, to the Committee. Such explanation will be taken into account when considering what action should be taken.
- (4) Any club/society violating part 2, section 2 of this policy may be required by the Committee, in addition to any other penalty, to send a written apology to the complainant or any other party affected by the misconduct.

4. Disaffiliation

If the complaint is felt by the Committee to be sufficiently serious it may recommend that the relevant club/society be disaffiliated and immediately lose all privileges and benefits

flowing from affiliation. A club/society affected by such a recommendation shall have the right to address the Committee and speak against such a recommendation on:

- (a) The basis of appeal; or
- (b) On the basis of seriousness.

5. Withholding of Funding

If a breach of part 2, section 2 occurs at a club/society's activity, function, conference/intervarsity, or any other event, funding for that event may be withheld subject to ratification by the Committee. Even if funding is not withheld permanently it may be withheld by the Committee until its orders or penalties have been complied with and until satisfactory compensation (or apology) is made to any party affected by the misconduct.

PART 3: BANK ACCOUNT MANAGEMENT POLICY

1. Provisions

All prior Clubs and Societies policies relating to Bank Account Management and Control and other related matters are hereby repealed and the policy detailed herein shall be the current policy.

2. Requirements

- (1) A club/society shall have a bank account in its name with the Commonwealth Bank.
- (2) Each club/society is required to notify the Clubs and Societies Office of which bank accounts, and bank addresses are being used by that club/society.
- (3) Each club/society must require all dealings with its bank account to have the signatures of at least two (2) of its executive committee members of which President and Treasurer must be included.
- (4) All money received by a club/society must be banked into the club/society's bank account.
- (5) Club/society funds shall only be invested in a bank and shall not be invested in any form of speculative interest.
- (6) The Clubs and Societies Officer is to be listed as an authorised person on the bank account form.

3. Closing of Accounts

(1) The last executive of a club/society failing to re-affiliate shall undertake to close that club/society's bank account(s) and transfer any remaining balance, plus any remaining petty cash, to the TUSA.

(2) The Committee shall be entitled to request the bank account(s) used by: defunct club/societies (see section 10); clubs/societies that have been disaffiliated clubs/societies (see part 2, section 4; to close such accounts and to transfer any accumulated funds to the TUSA.

PART 4: GENERAL FUNDING POLICY

1. Provisions

All prior Council policies relating to General Funding Policy and other related matters are hereby repealed and the policy detailed herein shall be the current policy.

2. Audits

Audits of clubs and societies shall be performed at the end of the academic year, and when the treasurer of a club/society vacates that position. The Clubs and Societies Committee may request audits in addition to those required in this policy.

3. Requirements for Funding

(1) In order to be eligible for funding, a club/society must have:

(a) A minimum of ten (10) currently enrolled UTAS student members;

(b) Completed and forwarded membership lists to the Clubs and Societies Office;

and

(c) Not had its funds frozen.

4. Freezing of Funds

(1) No grants of any form shall be payable from the Club and Societies Committee to a club/society while that club/society's funds are frozen.

(2) Funds of a club/society may be frozen for the purposes of section 4(1) in the following circumstances and no other circumstances:

(3) If a club/society fails to perform an act determined by the Club and Societies Committee

(4) If it is brought to the attention of the Committee that a club/society has an outstanding bill of greater than 120 days duration, unless an exemption is given by the Clubs and Societies Student Experience Committee.

(5) The Committee shall be entitled to freeze the funds of clubs/societies according to section 4(2), and must notify a club/society in writing that its funds will be frozen as soon as the Committee makes such a decision.

(6) When the Club and Societies Student Experience Committee specifies an act for the purposes of section 4(2)(b) the Committee shall only make such requirements for special once-off acts and these are not to become a part of permanent Clubs and Societies Council Policy.

5. Unfreezing of Funds

A club/society's funds will be unfrozen if and when the Committee determines this to be so.

6. Deadline for Recouping Expenditure

Club/societies must present to the Clubs and Societies Officer details of expenditure to be recouped from the Clubs and Societies Committee grants within three (3) months of the date of approval of the application unless an extension is specifically asked for and approved by the Clubs and Societies Officer and or the Clubs and Societies Committee.

All claims and relevant paperwork must be finalised by the end of the academic year unless an extension is granted by the Clubs and Societies Officer and or the Clubs and Societies Grant Committee.

PART 5: GRANTS

1. Provisions

All prior Clubs and Societies Council policies relating specifically to Running Expenses are hereby repealed and the policy detailed herein shall be the current policy of Clubs and Societies.

2. Purpose of Policy

(1) Grants are in place to assist club/society with the running of club/society activities.

(2) Grants are to be approved and awarded by the Clubs and Societies Grant Committee.

(3) Club/society are only entitled to apply and receive a grant if:

(a) They have carried out their AGM, elected their new executive committee and provided the Club and Societies Office with the new committee details and an up to date membership list;

(b) They have a minimum of ten 10 currently enrolled UTAS student members;

3. Procedure:

- (a) All grants will be applied for through the TUSA website
- (b) An outline of the proposal for which the grant is sought
- (c) What category of grant the club/society is applying for
- (d) A description as to how the proposal is related to the aims of the club/society

If applying for grant for an event:

- (e) An estimated budget for the event (where the event is yet to be held), or a copy of the budget for the event (where the event has been held), listing income and expenditure. Photocopies of receipts/invoices of listed expenditure must be attached to all claim forms.
- (f) How many people would be expected to attend the event if applicable.

The grant disbursed by the Grant Committee shall be conditional upon the club/society adequately acknowledging the contribution made by the TUSA and SSAF funding (if applicable). Adequate acknowledgement will entail the inclusion of the TUSA logo on applicable material. Adequate acknowledgement is to be determined by the Committee in exceptional circumstances.

- (g) Where relevant (e.g. activities, events etc.), clubs/societies should charge a reasonable fee to those attending.

4. Allowable and Unallowable Expenses

(1) In relation to running expenses, allowable expenses shall mean:

- (a) Food used at club/society meetings or functions;
- (b) Non-alcoholic drinks used at club/society meetings or functions;
- (c) Administration items such as stationery, stamps, pens, and the like, used by the club/society;
- (d) Any other expenditure not excluded in section 6(2).

(2) Allowable expenses shall not include:

- (a) Brewing equipment or equipment related directly to the production or consumption of alcohol in any way whatsoever;
- (b) Alcohol in any form whatsoever;
- (c) The payment of any fines imposed on a club/society by the Committee;
- (d) Tobacco in any form whatsoever;

(e) Illicit substances in any form whatsoever or any products for their consumption;

5. Payment

(1) Payment for an activities grant shall only be made upon production of photocopies of the relevant receipts proving the expenditure, and the submission of the appropriate form.

(2) The Clubs and Societies Grant Committee reserves the right to impose an upper limit on activities grants.

(3) The Clubs and Societies Grant Committee reserves the right to establish a rate of subsidy in specific areas of activities grants.

(4) (a) Payment shall be made directly to the club/society

(b) In exceptional circumstances, which must be justified and approved of by the Clubs and Societies Grant Committee, the grant may be made payable to a third party.

6. Restrictions

(1) Expenses listed under Part 6 section 4 cannot be claimed under the Grants Policy.

(2) If the party that the club/society is contracting with is in any way connected with the club/society, or members of that club/society, the club/society must show that price for the goods or services rendered was negotiated with no impropriety.

(3) Reimbursement of expenses for an event in which a profit was made will be subject to the discretion of the Clubs and Societies Grant Committee.

WORKING WITH VULNERABLE PEOPLE POLICY

RATIONALE

The Tasmanian University Student Association Club and Societies' Office recognises and values the significant contribution made by volunteers to clubs and societies. The richness and diversity of this contribution is both encouraged and supported by the TUSA, and this document seeks to ensure all club members and executives are aware of their responsibilities regarding legislative requirements and procedures relating to working with children and vulnerable people.

This policy is designed to lay down guidelines and procedures to best protect children and young people participating in TUSA affiliated organisations, related activities and ensure that volunteers for TUSA affiliated organisations (i.e. coaches, team managers) exercise their duty of care with respect to child protection responsibilities by providing a secure

environment that ensures the safety and well-being of all. A Volunteer Registration card alone does not protect children and young people from harm; sound policy and procedure along with diligence is the best safeguard for all involved.

POLICY

Whilst the TUSA encourages the involvement of volunteers and recognises their contribution to providing an active and positive community environment, we are required to provide a level of direction and support for volunteers that ensures their contribution aligns with the *Work with vulnerable people act 2013* (Tas)

DEFINITIONS

TUSA Affiliated Organisation: Any club or society ratified by the TUSA

Junior Participants: Persons under the age of 18 participating in club or society activities

Volunteers: Those invited parents, guardians and club members who contribute unpaid time, energy and expertise for the coaching and supervision of club activities.

Direct Contact Volunteers: Volunteers who are involved in providing coaching, management, guidance and/or supervision directly to junior participants and who would potentially provide supervision to junior participants in situations with limited or no supervision by the child's legal guardian during the normal course of providing the voluntary service.

Incidental Contact Volunteers: Volunteers who are involved in providing support to any TUSA affiliated organisations whilst not directly assisting a specific group of junior participants. Such volunteers would not have responsibility for supervising junior participants where they are the only adult during the normal course of providing the voluntary service (e.g. working bees, social activities, etc.).

PRINCIPLES

1. TUSA affiliated organisations should endeavour to utilise the benefits of appropriate voluntary help from the community for the benefit of the club.
2. Volunteers should be valued for the work that they do for the club.
3. Volunteers have a right to work in a safe and secure workplace environment.
4. Volunteers should be provided with appropriate support, and/or instruction to help them carry out their tasks at the club. They will not be required to carry out tasks with which they feel uncomfortable or not skilled enough to do.

5. Volunteers must be made aware of their legal rights and responsibilities within their workplace environment.

GENERAL GUIDELINES FOR ALL VOLUNTEERS

1. Volunteers are required to carry out tasks in a manner consistent with the expectations of the TUSA affiliated organisation, including maintenance of a professional, supportive, and cooperative working environment.
2. Injuries sustained by volunteers must be reported to the Club executive and safety officers. TUSA affiliated organisations will provide first aid as required. The TUSA will hold insurance policies in respect to liability claims from third parties, loss and injury, and for personal accidents that cover members volunteering with the activities of TUSA affiliated organisations.
3. Complaints by or regarding volunteers involved with a TUSA affiliated organisation will be addressed at the first available meeting of the organisation's executive body, or the President of the respective organisation.
4. It is recognised that within the TUSA community there are potentially two categories of volunteers, namely:
 - a) **Direct contact** volunteers who have specific responsibility for and involvement with junior participants; and
 - b) **Incidental contact** volunteers who assist TUSA affiliated organisations on specific occasions but do not have direct contact with or responsibility for junior participants.

Procedures FOR DIRECT CONTACT VOLUNTEERS:

4.1 Application procedures:

The "Working with Vulnerable People" check is designed to determine whether or not a person is suitable to work with children and vulnerable people. Application forms for a Volunteer Registration card are available from Service Tasmania on behalf of the Tasmanian Government Consumer, Building and Occupational Services (CBOS).

All volunteers working in direct contact with children and young people are required to complete a 'Volunteer Registration Application' Form. This Volunteer Registration application form enables the CBOS to investigate a person's criminal history, which may affect that person's suitability to work with children. An investigation of a person's full criminal history includes charges and convictions for offences no matter when or where in Australia they occurred, or whether they have been recorded or not.

4.2 Volunteers not wishing to apply for a Volunteer Registration:

Volunteers cannot be compelled to apply for a Volunteer Registration card. However, persons declining to do so may not have direct contact with or responsibility for junior participants at any stage, under any circumstances.

4.3 Failed application

In the case where a club member fails a Working with Children check, the matter will be forwarded to the executive body of the relevant TUSA committee to investigate the provided reasons for failure and an impartial evaluation to the person's fitness to continue to hold club membership.

This process allows for appeal where it is perceived that there has been a misjudgement against the applicant. Applicants seeking to appeal this decision are required to sign a statutory declaration relating to any pending or spent convictions or charges relating to children. At the committee's request, applicants may also be required to provide additional personal references demonstrating good character.

4.4 Volunteering whilst awaiting check:

It is permissible for volunteers to assist junior participants whilst a Working with Vulnerable People check is being assessed, provided that the volunteer is working with another volunteer that has a valid Volunteer Registration card and all voluntary activities are being conducted in a public space with the consent of parent or guardian.

4.5 Best practice for instruction of children and young people:

All **direct contact** volunteers working directly with junior participants must be aware of their responsibilities with regards to Child Protection and Protective Behaviour protocols, especially with regards to the obligations and processes for reporting suspected child abuse or neglect, and bullying, and are required to update and renew their volunteer status once every three years.

Sporting activity and training sessions should be conducted in a public space, clearly visible from external observation unless it cannot be avoided. Private or closed sessions are to be avoided unless there is the constant presence of a parent or guardian regardless of blue card status.

In the case where physical contact during instruction for coaching or demonstration purposes is required, all contact should be explained before it occurs, and instructors must ensure that the minor is certain of what will occur and have the option to decline. Should they decline contact, the option to observe demonstration being applied should be provided.

4.6 Non sporting activities:

Strictly no alcohol is to be provided to underage club members.

Events that are open to members of TUSA affiliated organisations of all ages must have parental consent for members under the age of 18. Such events should not have drinking related activities or promotions. It is preferable members under the age of 18 attending TUSA affiliated organisations events be dropped off to the event by a parent or guardian and retrieved from the same venue by a parent or guardian.

4.7 Register of Volunteers:

Each TUSA affiliated organisation must maintain a register of volunteers who are approved to have **direct contact** with and supervision of junior participants. This register will be maintained by the Secretary for each TUSA affiliated organisation. A copy of this register must be provided to the TUSA Clubs and Societies Officer as part of the affiliation requirements each year and must be updated as necessary.

In compliance with the CBOS regulations, the TUSA agrees to monitor the registration status of all **direct contact** volunteers listed upon the volunteer registers for each TUSA affiliated organisation. Where a registered **direct contact** volunteer undergoes a change in registration status with the CBOS the TUSA will take the necessary steps to notify the Executive bodies of all TUSA affiliated organisations for which that individual volunteer is registered.

4.8 Maintenance of Registration:

It is the responsibility of the TUSA affiliated organisation to ensure that their members holding a valid Volunteer Registration card have a current registration status.

GUIDELINES FOR INCIDENTAL CONTACT VOLUNTEERS

Volunteers who, in the normal course of their activities, will only be having **incidental contact** with junior participants are not required to obtain/complete a police check.

REFERENCES

- Tasmania Government Working with Vulnerable People Act 2013
- Tasmania Government Registration to Work with Vulnerable People Regulations 2014
- Tasmania Government Registration to Work with Vulnerable People (Risk Assessment for Child-related Activities) Order 2014

FURTHER INFORMATION

Working with Vulnerable People Registration <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

FORMS

Police Check <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications>

REGISTRATION STATUS

Verifying the Working with Vulnerable People registration can be checked via the Tasmanian Government Consumer, Building and Occupational Services website: <https://wwcforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx> by entering the application/ card number and surname.

GUIDELINES FOR THE RELEASE OF POLICE RECORD INFORMATION BY TASMANIA POLICE

Tasmania Police provides consent-based Police Record Check enquiry service for residents of, or employees based in, Tasmania. The Record Check is used primarily for the purpose of employment, occupation-related licensing, registration, voluntary work or personal information.

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