



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:

UNIVERSITY AFFILIATION OF STUDENT CLUBS

Purpose: Establishes the grounds upon which UNDA students can formally affiliate a group, club, society, organisation with the Student Associations of the University.

Responsible Executive: University Secretary

Responsible Office: Student Services

Effective Date: 18 October 2016

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1 PREAMBLE

The Objects of the University are to provide University education within a context of Catholic faith and values. The University's vision, as expressed in the University's Strategic Plan 2013–2016, is to make a *distinctive contribution to intellectual and public life based on its commitment to the harmony of faith and reason at the centre of Catholic discourse*. It seeks to be authentically Catholic in all that it does: *to follow the rich intellectual and pastoral tradition of the Catholic faith and in fidelity to this tradition, engage in the rigorous pursuit of truth and wisdom*. The University seeks to build a *culture and environment of life, of respect and of commitment that is conducive to the development of the whole human person*. The University strives to *ensure that graduates are recognized for attributes which go beyond excellent disciplinary expertise and/or technical knowledge, including skills, values and characteristics that enable them to connect with and serve the community through active participation, engagement and reflection*. The University recognizes and actively encourages its students to be actively engaged with society and the world in which they live.

To assist in the pursuit of its Objects and vision, the University seeks to provide opportunities for students to engage in and pursue activities outside of the formal learning structures. Assisting the University in these goals are the Students Associations of the University. The Student Associations of the University are independent associations of students on their respective campuses. Their purpose, endorsed by the University and set out in their constitutions, is to act for and on behalf of the students of UNDA to foster and promote the mission of the University and to engage in and undertake a number of activities. In the pursuit of their objects and purposes, the Student Associations must comply with all University Statutes, Rules, Regulations, Procedures and Policies as are from time to time in force.

The University encourages the development and formal affiliation of a wide variety of student groups whose purposes are compatible with the University Objects and vision to assist in providing opportunities for students to come together outside of the formal learning structure. The University and Student Associations will provide assistance and support to formally affiliated clubs in such manner as is determined appropriate from time to time, and which may include access to office space, financial support and promotion of activities and events. It is the joint responsibility of the Student Associations and the University to assess and determine applications for formal affiliation with the University from prospective student clubs, groups, societies and organizations.

There are times when a judgment is made by the University that a particular club, group, society or organisation should not be formally affiliated with the University because to do so would be inconsistent with and/or compromise the University's Catholic identity and mission. The University's refusal to affiliate a particular club, group, society or organisation from formal affiliation does not, in any way, prevent students from exercising their own judgment and discernment and continuing to be engaged with an external club, group, society or organisation. Moreover, the University recognizes that there are cases where formal affiliation is not appropriate but that the issues and/or ideas put forward by an external club, group, society or organisation are important and should be discussed and/or debated at the University.

2 PURPOSE

The purpose of this Policy is to establish the grounds upon which UNDA students can formally affiliate a group, club, society, organisation with the Student Associations of the University of Notre Dame Australia.

3 DEFINITIONS

For the purpose of this Policy, the following definitions apply:

Affiliated Club means a group, club, society or organisation affiliated with either of the Student Associations of the University of Notre Dame Australia

Campus means either the Fremantle Campus (including Broome) or the Sydney Campus of UNDA, whichever is relevant to the particular application

Club means a group, club, society or organisation

Head of Campus means the Head of Campus on the Campus on which the Club is seeking to be affiliated

Procedure means the *Procedure: University Affiliation of Student Clubs*

Student Association means either the Student Association of the University of Notre Dame Australia (Fremantle Campus) Incorporated or the Student Association of the University of Notre Dame Australia (Sydney Campus)

Student means a student enrolled to study at UNDA

UNDA means The University of Notre Dame Australia

University Officer means the person appointed by the Vice Chancellor from time to time to exercise the delegated powers set out in this Policy

University Senior Officer means the person appointed by the Vice Chancellor from time to time to exercise the delegated powers set out in this Policy.

4 SCOPE

This Policy applies to all campuses of UNDA.

5 EXCLUSIONS

None.

6 ELIGIBILITY TO APPLY FOR AFFILIATION

In order to be eligible to apply for formal affiliation, a Club must be able to demonstrate that:

- 6.1 There is a clear demand for such a club at UNDA and that a minimum of five (5) currently enrolled UNDA students in good standing are willing to be actively involved and take responsibility for the Club; and
- 6.2 the objectives, purposes and proposed activities of the Club are consistent with the Objects and vision of UNDA.

7 DETERMINATION OF APPLICATION FOR AFFILIATION

- 7.1 The relevant campus-based Student Association will be responsible for the following:
 - (a) meeting with students and assisting/advising Clubs seeking affiliation in accordance with this Policy on the steps which need to be undertaken to be considered for formal affiliation;
 - (b) receiving all applications for formal affiliation from Clubs;
 - (c) ensuring that all necessary paperwork and forms have been completed by Clubs seeking affiliation;
 - (d) making a preliminary assessment on the eligibility of the Club for formal affiliation;
 - (e) presenting the application, together with a written recommendation regarding that application, to the University Officer.
- 7.2 The University Officer will be responsible for receiving and reviewing applications from the Student Association and, in such cases as may be necessary, meeting with either or both representatives of the Student Association and/or members of the Club to discuss the application.
- 7.3 The University Officer will, within one week of receiving the completed application, forward the application, the Student Association's recommendation and his/her own recommendation to the University Senior Officer.
- 7.4 The University Senior Officer will be responsible for making the final decision as to whether a Club will be formally affiliated. This, as far as practicable, should occur within three (3) weeks of receipt of the application by the University Senior Officer.
- 7.5 The decision whether or not a Club will be formally affiliated in accordance with this Policy is at the sole discretion of the University Senior Officer.
- 7.6 The decision of the University Senior Officer will be notified in writing to:
 - (a) the person nominated as the contact for the application by the Club;
 - (b) the relevant Student Association of UNDA; and
 - (c) the University Officer

and will include reasons for the decision.

8 APPEAL AGAINST DECISION TO REJECT APPLICATION TO AFFILIATE

- 8.1 In the event that a Club is not satisfied with a decision made by the University Senior Officer to reject its application to affiliate, it may within three weeks of being notified of the decision, lodge an appeal to the Head of Campus in writing, including any documentation specified in the Procedure.
- 8.2 The decision of the Head of Campus will be notified in writing to:
- (a) the person nominated as the contact for the application by the Club;
 - (b) the relevant Student Association of UNDA;
 - (c) the University Officer; and
 - (d) the Senior University Officer.
- 8.3 The decision of the Head of Campus is final and cannot be further appealed by the Club.

9 CONDITIONS OF AFFILIATION

- 9.1 Unless otherwise noted at the time of formal affiliation, all Clubs are affiliated on an ongoing basis.
- 9.2 As a condition of affiliation the Club will:
- (a) operate bank accounts approved by the Student Association;
 - (b) have two executive members of the Student Association as signatories on the account; and
 - (c) update signatories annually.
- 9.3 The continued affiliation of a Club is subject to the following conditions:
- (a) activities encouraged, sponsored by, or participated in by the Club or any member acting on the Club's behalf must be consistent with the University's Objects and vision;
 - (b) Clubs must abide by applicable laws and all University Statutes, Rules, Regulations, Procedures and Policies (including the Code of Conduct) as are from time to time in force and any reasonable directions given to them by the University;
 - (c) Clubs must continue to satisfy the eligibility requirements for affiliation and all Clubs will be reviewed annually by the University and Student Association to ensure that they do;
 - (d) All Clubs must present an annual report to the University and Student Association setting out:
 - (i) minutes of all meetings (specifically the AGM)
 - (ii) list of current membership;
 - (iii) list of activities and events carried out through the year;
 - (iv) full financial records for the year; and
 - (v) any other matters advised by the University from time to time.
 - (e) All Clubs must also submit financial records and minutes of meetings required in accordance with the Club Guidelines of the relevant campus-based Student Association.

10 MEASURES TO ADDRESS NON-COMPLIANCE

- 10.1 If a Club fails to comply with the Conditions of Affiliation set out in Clause 9, the following measures may be taken by the University on the recommendation of the Student Association:
- (a) Reclaiming of Club privileges;
 - (b) Freezing of club accounts;
 - (c) Declaring all positions in the Club as vacant and calling a general election;
 - (d) Suspending the Club; or
 - (e) Any other measures the University considers appropriate in the circumstances.
- 10.2 Such measures may be taken on a temporary or permanent basis, depending on the circumstances.

11 DE-AFFILIATION

- 11.1 A Club may be de-affiliated by the University where:
- (a) the University reaches the conclusion that the continued affiliation of the Club is not in the best interests of the University;
 - (b) a Club, or any member acting on the Club's behalf breaches the law or a University Statute, Rule, Regulation, Procedure or Policy or reasonable direction of the University;
 - (c) a Club has not undertaken any activity within the previous 12 months;
 - (d) a Club no longer satisfies the eligibility requirements; or
 - (e) a Club does not submit an annual report in accordance with Clause 7.2.
- 11.2 While the power to de-affiliate will be exercised by the University in a considered manner and will generally include consultation with the Student Association and/or the Club prior to a decision being made, the University reserves the right to act of its own accord and without consultation.
- 11.3 There will be no appeal from a decision of the University to de-affiliate a Club.
- 11.4 Subject to prior approval of the University Senior Officer and the University's Finance Office, any unspent funds of the disaffiliated Club are to be transferred to the Student Association.

12 SUPPORTING PROCEDURES

Procedure: University Affiliation of Student Clubs

13 RELATED POLICIES AND REGULATIONS

General Regulations 5.2 – Good Standing

Policy: Provision of Funding to the University's Student Associations (Fremantle and Sydney)

Version	Date of approval	Approved by	Amendments
1	14 October 2015 29 October 2015	Executive Council Student Board	
2	13 October 2016 18 October 2016	Student Board Vice Chancellor	Clause 9.2 - includes bank account and signatory conditions Clause 10.1(d) - sets out measures to address non-compliance