THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

Affiliation of Student Clubs

Effective: 20 November 2026

Audience: Staff and students

Policy Category: Governance
Policy Sub-category: Student representation

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Procedure Owner:	Associate Deputy Vice Chancellor, Academic and Academic Registrar
Responsible Officer:	National Director, Student Engagement and Success
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1 PURPOSE

1.1 This Procedure sets out the main processes to support implementation of the *Policy: Affiliation of Student Clubs*.

2 CONDITIONS FOR AFFILIATION

2.1 Unless otherwise noted at the time of formal affiliation, all Student Clubs are affiliated on an ongoing basis.

2.2 A Student Club may become affiliated with a Student Association if it meets the eligibility requirements in section 5 of the *Policy: Affiliation of Student Clubs*.

2.3 As a condition of affiliation, the Treasurer (or, if necessary, Student Club President) must ensure that the Student Club:

2.3.1 operates bank accounts approved by the Student Association

2.3.2 have one executive member of the Student Association and the Student Club President as signatories on the account, and

2.3.3 update these signatories annually.

Ongoing Conditions of Affiliation

2.4 Once a Student Club is affiliated, the Student Club President must ensure that, on an ongoing basis:

2.4.1 the activities of the club and members participation in club activities is consistent with the University's Objects and values

2.4.2 the club is not linked to or associated with the alcohol, gambling or tobacco industries, or an activist, lobby group or any other industry whose activities are inconsistent with the core values of the University, and

2.4.3 the club operates primarily for the benefit of current students, with any alumni involvement limited to approved roles.

Affiliation With External Organisations

2.5 A club must not enter into, maintain or renew an affiliation with an external organisation unless approved by the Director, Student Engagement and Success.

2.6 A club seeking approval under clause 2.5 must submit a formal application to the Director, Student Engagement and Success outlining:

2.6.1 the nature of the proposed affiliation

2.6.2 the rationale for the affiliation, and

2.6.3 the anticipated benefits to students and the University community.

2.7 The decision of the Director, Student Engagement and Success is final.

Annual review and reporting requirements

2.8 Each Student Club President must ensure that their Student Club continues to satisfy the eligibility requirements for affiliation and those requirements will be reviewed annually by the Student Association to ensure that they do.

2.9 All Student Club Presidents of Affiliated Student Clubs must present an annual report to the University and Student Association setting out:

2.9.1 minutes of all meetings (specifically the Annual General Meeting)
2.9.2 list of current membership
2.9.3 list of activities, sponsorships and events carried out through the year
2.9.4 full financial records for the year, and
2.9.5 any other matters advised by the University and Student Association from time to time.

2.10 The Treasurers (or, if necessary, Student Club Presidents) of all Affiliated Student Clubs must also submit financial records and minutes of meetings required in accordance with the Club Guidelines of the relevant Student Association. The financial records must clearly note where funds originated from, including the relevant Student Association, directly from members and others.

3 APPLYING FOR AFFILIATION

3.1 The Student Club President and other student members who intend to seek affiliation of a Student Club with a Student Association, will meet with representatives of the Student Association to discuss eligibility requirements and the application process.

3.2 Applications for affiliation must be submitted by the Student Club President to the relevant Student Association. Applications must be in writing and signed by at least five (5) club members who are in Good Standing and give a continuing commitment to be involved in the Club should it be affiliated, and include the following:

3.2.1 a statement of the objectives and purposes of the club
3.2.2 a statement outlining how the proposed activities of the club are aligned with the University's Objects and values
3.2.3 a draft constitution, prepared in consultation with the office holders of the club using the template provided by the Student Association, and
3.2.4 a declaration that the club and its members will abide by all University Statutes, Rules, Regulations, Procedures and Policies which are in force.

4 DETERMINATION OF APPLICATION FOR AFFILIATION

4.1 Applications for affiliation are initially assessed by the Student Association Committee on the relevant Campus.

4.2 The Student Association Committee will provide a recommendation regarding the application, together with all relevant paperwork, to the National Manager, Student Life.

4.3 The National Manager, Student Life will consider the application in accordance with the Policy and forward the application, supporting documentation, the Student Association's recommendation, and the National Manager's recommendation to the National Director, Student Engagement and Success.

4.4 If necessary, the National Manager, Student Life may request further information from applicants, or meet with representatives of the Student Association and/or members of the Student Club, to discuss the application.

4.5 Normally a final decision regarding affiliation will be made within six (6) weeks of receiving the completed application.

4.6 The final decision to formally affiliate a Student Club with a Student Association will be made at the sole discretion of the National Director, Student Engagement and Success.

4.7 When a final decision is made, Student Life will send notification of the decision, including the reasons for the decision, in writing to the person nominated as the Student Club President for the application, and the President of the relevant Student Association.

4.8 A Student Club whose application for affiliation is denied will have the right to re-apply for affiliation six (6) months after the date of notification of the decision.

5 PROCEDURE FOR APPEAL

5.1 If a Student Club wishes to appeal a decision to deny its application for affiliation, the Student Club President must lodge an appeal in writing to the Associate Deputy Vice Chancellor, Academic and Academic Registrar within three (3) weeks of being notified of the decision.

5.2 The appeal lodged by the Student Club President must include:

5.2.1 a copy of the decision against which the appeal is being lodged

5.2.2 all relevant paperwork including, but not limited to, the original application

5.2.3 a written explanation of the basis on which the Student Club is appealing the decision, and

5.2.4 any written submissions the Student Club wishes to make in support of the appeal.

5.3 The appeal will, as far as is practicable, be determined within three (3) weeks of the full and complete appeal being lodged with the Associate Deputy Vice Chancellor, Academic and Academic Registrar.

5.4 The decision of the Associate Deputy Vice Chancellor, Academic and Academic Registrar will be notified in writing to:

5.4.1 the person nominated as the Student Club President

5.4.2 the President of the relevant Student Association

5.4.3 the National Manager, Student Life, and

5.4.4 the National Director, Student Engagement and Success.

5.5 The decision of the Associate Deputy Vice Chancellor, Academic and Academic Registrar will be final and a further appeal by the Student Club will not be accepted.

6 NON COMPLIANCE WITH CONDITIONS FOR AFFILIATION

6.1 Where a Student Club fails to comply with the conditions of affiliation set out in section 2 of this Procedure, any or all of the following measures may be taken by the National Director, Student Engagement and Success on the recommendation of the Student Association:

6.1.1 reclaiming of club privileges

6.1.2 freezing of club accounts

6.1.3 declaring all positions in the club as vacant and calling a general election

6.1.4 suspending the club, or

6.1.5 any other measures the University considers appropriate in the circumstances.

6.2 Such measures may be taken on a temporary or permanent basis, depending on the circumstances.

7 DE-AFFILIATION

7.1 The reasons for de-affiliation of Clubs are outlined in section 6 of the *Policy: Affiliation of Student Clubs.*

7.2 Power to de-affiliate a Student Club will be exercised by the National Director, Student Engagement and Success in a considered manner and will normally include consultation with the Student Association and the club prior to a decision being made. However, the University reserves the right to act to de-affiliate a student club of its own accord and without prior consultation.

7.3 A decision by the National Director, Student Engagement and Success to de-affiliate a Student Club will be provided in writing to the Student Club President by the President of the relevant Student Association.

7.4 The University will not accept an appeal against a decision made to de-affiliate a Student Club.

7.5 A Student Club that has been de-affiliated will have the right to re-apply for affiliation one year from the date of being notified of its de-affiliation.

7.6 Subject to prior approval of the National Director, Student Engagement and Success, any unspent funds originating from the relevant Student Association of a de-affiliated Student Club will be transferred back to the relevant Student Association.

7.7 Any unspent funds of a de-affiliated Student Club that did not originate from the relevant Student Association must not be transferred to the Student Association. The Student Club President must account for such funds and ensure they are distributed in accordance with the Student Club's Constitution, including returning member contributions where practicable. Evidence of the proposed distribution of funds must be provided to the National Director, Student Engagement and Success upon request.

7.8 If a de-affiliated Student Club does not have a Student Club President at the date of de-affiliation, the Treasurer or, if there is no Treasurer, the longest serving member of the Student Club will be deemed to be the Student Club President for the purposes of this section.

8 ROLES AND RESPONSIBILITIES

8.1 A **Student Club President** is responsible for:

- 8.1.1 compliance with the conditions of affiliation
- 8.1.2 submitting an application for affiliation with a Student Association
- 8.1.3 receiving notices about applications for affiliation
- 8.1.4 lodging appeals from decisions denying a Student Club's application for affiliation
- 8.1.5 receiving notices about de-affiliation of a Student Club, and
- 8.1.6 accounting for the funds of a Student Club following de-affiliation.

8.2 The **Student Association President (or delegate)** is responsible for:

- 8.2.1 meeting with students and providing guidance to Student Clubs seeking affiliation on the steps which need to be taken to be considered for formal affiliation
- 8.2.2 receiving all applications for affiliation from Student Clubs

8.2.3 ensuring that all necessary paperwork and forms have been completed by Student Clubs seeking affiliation
8.2.4 making a preliminary assessment of a Student Club's eligibility affiliation
8.2.5 presenting the application, together with a written recommendation regarding that application, to the National Manager, Student Life
8.2.6 conducting an annual review of all Affiliated Student Clubs to ensure ongoing eligibility, and
8.2.7 notifying the University of any Student Club's non-compliance with conditions of affiliation.

8.3 The **National Manager, Student Life** is responsible for:
8.3.1 receiving and reviewing applications and recommendations from the Student Association, and
8.3.2 forwarding the application, the Student Association's recommunication and their own recommendation to the National Director, Student Engagement and Success for a final decision.

8.4 The **National Director, Student Engagement and Success** is responsible for deciding whether or not to formally affiliate a Student Club with the University.

8.5 The **Associate Deputy Vice Chancellor, Academic and Academic Registrar** is responsible for deciding whether or not to uphold an appeal against a decision to reject an application from a Student Club for affiliation.

9 RELATED DOCUMENTS

9.1 *Policy: Affiliation of Student Clubs*
9.2 *General Regulations*
9.3 *Code of Conduct: Students*
9.4 Template for Student Club Constitution
9.5 *Guideline: Affiliation of Student Services and Amenities Fee (SSAF) Funding for Student Clubs*

10 DEFINITIONS

10.1 For the purpose of this Procedure, the definitions outlined in the *Policy: Affiliation of Student Clubs* apply here.

Version	Date of approval	Approved by	Amendment
1	14 October 2015 29 October 2015	Executive Council Student Board	Effective date – new procedure.
2	29 August 2019	Vice Chancellor, endorsed by the Student Board	Reformatting to new template; inclusion of procedural clauses from Policy referring to the determination of application and appeal processes.
3	15 June 2022	University Secretary	Minor amendments – policy owner and responsible officer updated to reflect new organisational structure.

4	20 November 2026	Vice Chancellor	Major amendments - new sections relating to Conditions for affiliation and non-compliance, De-affiliation and Roles and Responsibilities; process summary updated to reflect current process.

11 PROCESS SUMMARY

