



CLUB REGISTRATION

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1. Purpose of Policy

- 1.1 This policy exists to define the rules and requirements associated with the registration of new Clubs and the re-registration of eligible existing Clubs.

2. Definitions

Word/Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne Student. Clubs may opt, by Resolution, to offer Associate Memberships, following the rules laid out in Student Life Club Membership Policy.
Base Funding	A monetary amount issued annually to each Student Life Club, with the exception of Political Clubs, on the completion of the club registration/re-registration process. The amount of Base Funding received is dependent on each Club's Size, determined by the number of current Club Members (not including Associate Members.) See Student Life Club Governance & Management Policy for more information.
Club Account	A mechanism for storing and tracking a Club's funds separately from the funds of other Clubs. The Club Account is set up and maintained by Student Life. Clubs are not permitted to operate their own independent mechanisms for funds storage, such as a bank account or online payment account.
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management, finances and day-to-day operation of a Club, as well as handling most communication between the Club and Student Life. Club Committee Members are chosen in an Election. For more information, see Student Life Club Governance & Management Policy.
Club Description	A clear, concise explanation of the reason(s) for a Club's existence.
Club Founder	A currently enrolled Swinburne Student, who will handle all Club-related correspondence with Student Life, until the Club's first Club Committee can be elected at the Club's Inaugural General Meeting. From this point on, the Club Founder holds no special status or entitlement.
Club Member	A currently enrolled Swinburne Student who has registered to be a Member of a Club. May also include Associate Members, where this is specifically referred to.
Club Portal	An area of the Clubs & Sport Software for a specific Club, which Club Committee Members can administer; creating content pages, membership groups and events.
Club Registration Meeting	A face-to-face information session, with Student Life, where Club Founders and Club Committee Members can learn and ask questions about what is involved in operating a Club. This includes, but is not limited to running a General Meeting, holding Club Events and managing Club finances.
Clubs & Sport Software	Software resources used to manage the majority of communication between Student Life, Clubs and Club Members. As of the time of implementation of this policy, the current Clubs & Sport Software is the "UniOne" package.



Dissolved	A club which has been subject to Dissolution as per Section 6 of Student Life Club Discipline & Dispute Resolution Policy.
Final Approval	Approval for a new Club to formally begin operation. When Final Approval is received from Student Life, the Club will be given a Club Account and Base Funding will be provided.
General Meeting	An official Club Meeting where Resolutions may be passed and Elections held, provided a Quorum is present. All Clubs must hold one General Meeting each year, known as the Annual General Meeting. In exceptional circumstances, Special General Meetings can be held, however Student Life must be notified in advance. A General Meeting Minutes Form must be filled out at each General Meeting and uploaded to the Club's Files area on the Clubs & Sport Software.
Member Vote	A Simple Majority vote held at a General Meeting where each Club Member (excluding Associate Members) present is entitled to a single vote. Clubs are free to adopt a method for collecting votes that best suits their needs. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
Provisional Approval	Approval provided to a Club Founder to begin formally recruiting prospective Club Members, and once 10 current Swinburne Students have joined, hold an Inaugural General Meeting. Clubs with Provisional Approval will have access to a Club Portal, a section for the Club on the Clubs & Sport Software. Clubs are not permitted to begin normal operation until Final Approval has been received.
Resolution	A decision subject to a Member Vote during a General Meeting. Usually in the form of a "yes/no" question. For example: <ul style="list-style-type: none"> • Does the Club adopt a proposed change to the Club Constitution? • Will a proposed Club Policy take effect? • Does the Club offer Associate Memberships?
Simple Majority	A voting system where the position, option or candidate with the greatest number of votes becomes the adopted position/elected candidate. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
Student Life	Swinburne Student Life, formally known as the Student Life or Swinburne Student Amenities Association

3. Application & Scope - Exclusions or Special Conditions

- 3.1 This Policy applies to all current and future Swinburne Clubs, Club Members and Club Committee Members. This Policy will also guide Student Life Staff when making decisions regarding Club/Club Member discipline, dispute resolution and appeals, in consultation with the Team Leader, Clubs & Sport.
- 3.2 This Policy does not apply to PAVE Groups or Leadership Groups. See the relevant handbooks for more information on these groups.
- 3.3 Student Life Staff have the authority to clarify, interpret or propose amendments to this Policy as necessary.



4. Policy Principles

- 4.1 New Clubs should be formed to serve an interest group that is not catered to by a current Swinburne Club.
- 4.2 Students should only seek to found a new Club in order to benefit other, like-minded students who share similar interests.
- 4.3 Breaches of this Policy by Clubs, Club Committees or Club Members, may result in action as per Student Life Club Discipline & Dispute Resolution Policy.

5. New Club Requirements

- 5.1 New Clubs must have a unique name and a clearly defined Description that is substantially different to those of existing Clubs. When considering what counts as a “substantial difference”, Student Life will take into consideration:
 - 5.1.1 The types of Events the Club will hold.
 - 5.1.2 The Club’s prospective member base.
 - 5.1.3 The primary focus of the Club and what it aims to accomplish.
- 5.2 Student Life Clubs must not provide services to Club Members that are direct competition with services offered by Swinburne, or for which Club Members are not qualified to deliver.
- 5.3 The Name and Description of any Student Life affiliated Club must reflect Swinburne values and not express hatred or be perceived to be racist, sexist, homophobic, harassing or exclusionary of any individual or group based on personal attributes. The Name and Description of a Club must not infringe on any trademarks or copyright.
- 5.4 Student Life Clubs and Members must abide by all Swinburne and Student Life Policy.

6. New Club Registration

- 6.1 Founding a Club requires a currently enrolled Swinburne Student to act as the Club Founder.
- 6.2 The Club Founder needs to consider the nature of the proposed Club, and choose the most relevant Club Type. See *Table 1 – Club Types* in Section 7 – Notes. The Club Founder should discuss with Student Life if unsure.
- 6.3 The Club Founder must submit a New Club Expression of Interest Form using the Clubs & Sport Software. The Expression of Interest will be considered by Student Life. If successful, the Club Founder will be notified that their Club has received Provisional Approval and receive access to a Club Portal on the Clubs & Sport Software. Other currently enrolled Swinburne Students will then be able to register to join the Club, via this software.
- 6.4 The Club Founder must decide, in consultation with Student Life, if there are to be any additional Club Committee Positions beyond the required President, Secretary and Treasurer. The creation of these positions must be proposed by Resolution at the Club’s IGM. For each such Resolution that passes, an Election must also be held for that position at the IGM.
- 6.5 All Clubs are strongly encouraged to levy an annual Club Membership Fee, payable by each Club Member, to help fund Club Activities and Events as well as to boost member



engagement and help meet quorum at General Meetings. Club Founders are responsible for choosing a proposed Membership Fee. Talk to a Clubs & Sport Officer for advice on what might be an appropriate Membership Fee.

- 6.6 Once a minimum of 10 currently enrolled Swinburne Students (inclusive of the Club Founder) have registered to join the Club, the Club Founders must hold an Inaugural General Meeting (IGM). The Club Founder is responsible for running the IGM and filling out the General Meeting Minutes Form.
- 6.7 At the IGM, there are several Resolutions that must be considered, they are as follows:
 - 6.7.1 "Does the Club formally adopt the Club's Name?"
 - 6.7.2 "Does the Club formally adopt the Club's Description?"
 - 6.7.3 "Does the Club agree to the proposed Club Membership Fee?"
 - 6.7.4 "Does the Club offer Associate Memberships?"
- 6.8 After holding a Member Vote for each Resolution, Elections must be held for all Club Committee Positions.
- 6.9 Once 6.6 – 6.8 have been completed, each Club Committee member must complete a Volunteer Working With Children Check and Consent Matters Training.
- 6.10 The Club Committee must then submit a New Club Registration Form along with all required supporting documentation.
- 6.11 Two committee members (Club President, Treasurer or Secretary) are required to attend the Clubs Conference or a Club Registration Meeting. It is recommended that all Club Committee Members attend. Club Registration Meetings are held regularly and will be arranged by a Clubs & Sport Officer.
- 6.12 Once 6.6 – 6.11 have been completed, Student Life will make a determination on whether or not to provide Final Approval.
- 6.13 Once Final Approval is obtained, the Club will be issued with a Club Account and Base Funding will be transferred. If a Membership Fee was agreed to during the IGM, all Club Members must pay this fee using the Clubs & Sport Software. For more information on Funding and Club Accounts, see Student Life Club Governance & Management Policy.
- 6.14 The Club may now hold Club Events, request funding from the Club Account and apply for Grants. See Student Life Club Events Policy and Student Life Club Governance & Management Policy for more information.

7. Existing Club Re-registration

- 7.1 All Clubs must re-register each year between the start of Higher-Ed Term 4 and the Club Re-Registration deadline in order to continue operating into the next year. See the Student Life Clubs Calendar for specific dates.
- 7.2 To be eligible for re-registration, a Club must have maintained a minimum of 10 Club Members, excluding any Associate Members, over the last calendar year. In addition, the club must have held a minimum of two Club Events per academic semester.



- 7.3 Eligible Clubs can re-register, by holding an AGM in which a new Club Committee is elected, and then submitting a Club Re-Registration Form using the Clubs & Sport Software. Two committee members must attend the Clubs Conference in Semester 1 or an alternate training pre-approved by a Clubs & Sport Officer.
- 7.4 Electronic voting is permitted for the AGM, but this must be pre-approved by a Clubs and Sport Officer and conducted through the Clubs & Sport Software.
- 7.5 If a Club does not complete its re-registration for the following year by the deadline, it will be Dissolved as per section 6 of Student Life Club Discipline & Dispute Resolution Policy.

8. Roles & Responsibilities

- 8.1 Club Founder – act in good faith to build a community of students with similar interests. Submit required information promptly and act in accordance with Student Life Club Policy.
- 8.2 Club Committee – ensure smooth operation of the new Club, and organise Events to benefit Club Members.
- 8.3 Clubs & Sport Team – Exercise good management and oversight of Club Registration.

9. Related Documents

- 9.1 Student Life Club Discipline & Dispute Resolution Policy
- 9.2 Student Life Club Governance & Management Policy
- 9.3 Student Life Club Events Policy
- 9.4 Student Life Clubs Calendar



7. Notes

7.1 Table 1

Type:	Academic	Cultural	Spiritual	Social	Service/ Social Justice	Political	Sports
Criteria:	Club is associated with a particular faculty/department	Promote awareness of cultures and heritage	Promote the awareness of religion and religious beliefs	Share a common social interest or hobby	Promote awareness of world issues and social injustices	Promotes the interests and/or beliefs of a political party or agenda	<ol style="list-style-type: none"> 1. Registered for competition with a registered sporting association and/or federation, competition and/or league or 2. Engage in an activity defined as a sport under Australian University Sport, Victorian Institute of Sport, Australian Institute of Sport, Australian Sports Commission, Australian Sports Foundation guidelines or 3. Be eligible to compete at Australian University Games.
Example:	Swinburne Physics Club	Swinburne Greek Association	Christian Union, Swinburne Islamic Society	Film Club Book Club Anime Club Hiking Club	AIESEC Swinburne, Amnesty International Swinburne	Swinburne Labour Club, Swinburne Greens Club	Swinburne Basketball Club, Swinburne Soccer Club
Rules:	Must have a staff member from the faculty identified as an advisor.				Grant funding for charitable events may be available from SLVP.	Cannot receive Base or Grant Funding due to legislative requirements.	Funds provided only for currently enrolled Swinburne student members.



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8. Version Control and Amendments

Version Control	Date Effective	Approved By	Amendment
1	13/02/2017	Rodney Thomson – Director, Swinburne Student Life	First version.
1.1	14/02/2017	Rodney Thomson – Director, Swinburne Student Life	Minor revision for style and clarity.
1.2	12/01/2018	Rodney Thomson – Director, Swinburne Student Life	Second version. Minor updates to required registration documentation, conference attendance, electronic voting and sports club definition.

