

# STUDENT ASSOCIATIONS PROCEDURES 2021

Issued by: Deputy Vice-Chancellor (Education)  
Dated: 7 April 2021  
Last amended:  
Signature:  
Name: Professor Philippa Pattison, Deputy Vice-Chancellor (Education)

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## 1 Purpose and application

These procedures:

- (a) give effect to the [Student Associations Policy 2020](#) (“the policy”);
- (b) apply to the establishment and operation of student clubs and societies formed under an establishing authority; and
- (c) do not apply to the establishment and operation of student clubs formed under a student representative organisation.

## 2 Commencement

These procedures commence on 8 April 2021.

## 3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

**Note:** See clause 6 of the [Student Associations Policy 2020](#).

<b>associate</b>	means, for the purposes of these procedures only, an individual who is a participant in or supporter of a club or society but is not eligible for voting membership.
<b>inaugural general meeting</b>	means the first general meeting held to establish a new club or society.
<b>University lands</b>	has the meaning in the <a href="#">University of Sydney (Student Discipline) Rule 2016</a> which at the date of these procedures is:  includes any land or roads occupied or used in connection with the University, including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

**University related  
conduct**

has the meaning given in the [Bullying, Harassment and Discrimination Prevention Policy 2015](#) which at the date of these procedures is:

means any conduct that is connected to the University, including conduct that:

- refers or relates to the University, its activities, or its workers or affiliates or students in their status as a worker, affiliate or student of the University;
- occurs on, or in connection with, University lands or other property owned by the University;
- occurs at, or in connection with, a Residential College;
- occurs at, or in connection with, University owned or affiliated student accommodation;
- occurs using, or is facilitated by, University ICT resources or other University equipment;
- occurs during, or relates to, the performance of duties for the University;
- occurs during or in connection to any University related function or event (whether sanctioned or organised by the University or not) or when representing the University in any capacity.

#### **4 Establishing a student club or society**

- (1) To establish a new club or society under an establishing authority the written application must include:
  - (a) a draft constitution, based on the model constitution set out in Schedule One;
  - (b) minutes showing that the proposed club or society held an inaugural general meeting attended by:
    - (i) at least 10 proposed members; or
    - (ii) less than 10 proposed members, in accordance with subclause 5(2), who are current students of the University;
  - (c) minutes showing that the inaugural general meeting approved:
    - (i) the proposed constitution;
    - (ii) whether the club or society is to be led by an executive or a nominated contact; and
    - (iii) the appointment of proposed members of the executive or nominated contact.
- (2) If an application is rejected by the establishing authority, the proposed club or society may contact the establishing authority to discuss:
  - (a) the rejection notice;
  - (b) any statement of reasons provided under subclause 8(7) of [the policy](#);
  - (c) the number of initial members willing to join the proposed club or society; and

- (d) whether the proposed club or society should reapply in accordance with subclause 8(8) of [the policy](#).

## 5 Membership

- (1) Subject to subclause 5(2), a club or society must have at least 10 members who are current students of the University.
- (2) In exceptional circumstances, the relevant establishing authority may approve smaller numbers of students to form the club or society.
- (3) Alumni and staff may be associates of the club or society, but they must have no voting rights.

## 6 Groups not established under a student representative organisation or an establishing authority

- (1) Students who do not formally establish a club or society under a student representative organisation, or under an establishing authority through the [policy](#) and these procedures may continue to meet, but:
  - (a) must not use the University's name or crest;
  - (b) will not be covered by the University's insurance;
  - (c) may access venues on University lands only on the same basis as an external organisation; and
  - (d) will be bound by applicable University policy or procedures if any of their activities involve University related conduct.

## 7 Finances and reporting

- (1) Clubs and societies established under an establishing authority that receive income must establish a bank account, with two signatories, to manage their funds.
- (2) Clubs and societies established under an establishing authority that do not receive any income other than budget grant funding provided by a faculty, University school or other internal unit of the University, do not need to establish a bank account.
- (3) Clubs and societies must account for budget grant funding provided by a faculty, University school or other internal University unit by obtaining, retaining, and if necessary providing appropriate receipts;

**Note:** All University policies and procedures must be complied with in the expenditure of budget grant funding.

- (4) The annual financial report specified in subclause 9(3)(b) of [the policy](#) must include:
  - (a) a statement of assets at the beginning and the end of the reporting period;
  - (b) a statement of income for the reporting period, which may include:
    - (i) grants or funding received from the University;
    - (ii) grants of funding received from other sources;



- (iii) sponsorships or donations;
  - (iv) revenue received, such as for ticket sales; and
  - (v) any other revenue received, as appropriate.
- (c) a statement of expenditure for the reporting period, which may include:
- (i) catering, noting that club or society funds must not be used to provide catering for executive meetings;
  - (ii) event and venue hire fees;
  - (iii) publicity, including postage;
  - (iv) publications;
  - (v) travel, which must be in accordance with the [Travel Policy 2018](#); and
  - (vi) any other expenditure as appropriate.
- (5) Clubs and societies must submit their annual financial report by 30 April each year, and provide members with a copy of or access to that report.

## NOTES

### Student Associations Procedures 2021

Date adopted: 7 April 2021

Date commenced: 8 April 2021

Administrator: Pro Vice-Chancellor (Student Life)

Review date: 8 April 2026

Related documents: [University of Sydney Act 1989 \(NSW\)](#)

[University of Sydney \(Delegations of Authority\) Rule 2020](#)

[University of Sydney \(Student Discipline\) Rule 2016](#)

[Student Charter 2020](#)

[Recordkeeping Policy 2017](#)

[Travel Policy 2018](#)

[Recordkeeping Manual](#)

## **AMENDMENT HISTORY**

**Provision      Amendment**

**Commencing**

## SCHEDULE ONE

### Model constitution

*The model constitution should be used by students who are seeking to establish a University club or society.*

*Please complete the model constitution by entering details into the yellow highlighted sections.*

*Once the constitution is approved it can only be formally amended at an Annual General Meeting or other general meeting. Any amendments to the constitution are not effective until approved by the Deputy Vice-Chancellor (Education).*

*Except as allowed by the establishing authority, the club or society must maintain a membership list and must have at least 10 current University of Sydney students as members.*

*Delete this section from the finalised constitution.*

## CONSTITUTION OF [ENTER NAME OF CLUB/SOCIETY]

### 1 Name

- (1) The name of the club/society is [insert name].

### 2 Aims

- (1) The aims of the club/society are:
  - (a) [enter details]
  - (b) [enter details]
- (2) The aims, activities and practices of the club/society must be consistent with University policy and procedures.

**Note:** See the [Policy Register](#).

### 3 Membership

- (1) Membership is open to all current students of the University of Sydney/current students of the University of Sydney (insert specific conditions).
- (2) The club/society must at all times:
  - (a) maintain a written membership list; and
  - (b) have at least 10/[smaller number approved] current students of the University as members.

- (3) There must be no membership fee, but members may be asked to contribute to cover the cost of events either for each individual event or annually.
- (4) Alumni and staff may/may not be associates of the club/society and will not have voting rights.

#### **4 Executive [*select appropriate title and appropriate version of clause and delete other version*]**

- (1) The executive will consist of:
  - (a) a president;
  - (b) a secretary;
  - (c) a treasurer; and
  - (d) any other executive members as deemed necessary by the executive.
- (2) The executive has the power to manage the club/society in accordance with this constitution.
  - (a) The executive must meet at least quarterly.
- (3) The members of the club/society will appoint the initial members of the executive at the inaugural general meeting.
  - (a) The appointment will be by ordinary resolution: that is, a resolution carried by a simple majority of those present and eligible to vote.
- (4) After the inaugural general meeting, members of the executive will be appointed by ordinary resolution at each Annual General Meeting.
  - (a) The executive may fill casual vacancies in its membership until the next Annual General Meeting.
- (5) If an executive member fails to attend three consecutive meetings (whether executive meetings or general meetings) without leave, the executive may dismiss that member from the executive by resolution.

or

#### **4 Nominated contact [*select appropriate title and version of clause and delete other version*]**

- (1) The members of the club/society will appoint a nominated contact at the inaugural general meeting.
  - (a) The appointment will be by ordinary resolution: that is, a resolution carried by a simple majority of those present and eligible to vote.
- (2) The nominated contact has the power to manage the club/society in accordance with this constitution.
- (3) After the inaugural general meeting, a nominated contact will be appointed at each Annual General Meeting.

- (4) The nominated contact must attend every Annual General Meeting and other general meeting.
  - (a) If the nominated contact fails to attend an Annual General Meeting or other general meeting without leave, the meeting may, by ordinary resolution, dismiss the nominated contact and appoint a replacement.

**5 Role of the executive [*select appropriate title and version of clause and delete other version*]**

- (1) The president will:
  - (a) convene and chair all Annual General Meetings, other general meetings or committee meetings;
  - (b) provide a written report to the Annual General Meeting;
  - (c) plan the activities of the club/society in consultation with the executive;
  - (d) liaise with the executive and any committees formed by the club/society; and
  - (e) provide an appropriate handover, including all relevant documents and materials, to the following executive.
- (2) The secretary will:
  - (a) conduct the correspondence of the club/society;
  - (b) book meeting rooms for the club/society when required;
  - (c) keep minutes of all club/society meetings;
  - (d) maintain the records and documents of the club/society;
  - (e) maintain a list of current members and associates; and
  - (f) provide an appropriate handover, including all relevant documents and materials, to the following executive.
- (3) The treasurer will:
  - (a) maintain the club's/society's finances in accordance with the *Student Association Procedures 2021*;
  - (b) present to the Annual General Meeting of the club/society a report detailing the financial activity and status of the club/society;
  - (c) provide an appropriate handover, including all relevant documents and materials, to the following executive.
- (4) The Executive will carry out all other duties as decided by the club/society.

or



## **5 Role of the nominated contact [*select appropriate title and version of clause and delete other version*]**

- (1) The nominated contact will:
  - (a) convene and chair the Annual General Meeting;
  - (b) provide a written report to the Annual General Meeting, which must detail the financial activity and status of the club/society;
  - (c) keep minutes of all club/society meetings;
  - (d) keep the records and documents of the club/society;
  - (e) keep a list of current members and associates;
  - (f) maintain the club's/society's finances in accordance with the *Student Association Procedures 2021*; and
  - (g) provide an appropriate handover, including all relevant documents and materials, to the following nominated contact.

## **6 Meetings**

- (1) The club/society must hold an Annual General Meeting each year, for the following purposes:
  - (a) to receive a report and statement of accounts for the preceding financial period;
  - (b) to appoint an executive/nominated contact for the ensuing term; and
  - (c) to transact any other business, of which notice has been provided as required in this constitution.
- (2) The secretary/ nominated contact must provide members with at least fourteen (14) days' written notice of the Annual General Meeting.
  - (a) Any member wishing to move a motion at the Annual General Meeting must give the secretary seven (7) days' notice written notice of the proposed motion
- (3) The Annual General Meeting must be held between 9am and 9pm at:
  - (a) a place on a campus of The University of Sydney; or
  - (b) at another place determined at an Annual General Meeting or other general meeting.
- (4) Members may attend an Annual General Meeting or other general meeting by use of any technology which provides a reasonable opportunity for all members to participate.
- (5) Quorum for any general meeting is one third the total membership.
  - (a) If, after thirty minutes from the advertised starting time for a general meeting, a quorum has not been achieved, the meeting will be adjourned to the same time and place one week later.
  - (b) Regardless of how many members attend the reconvened meeting, it will be considered to be quorate and may proceed accordingly.

- (6) The president/ nominated contact must convene a general meeting if requested in writing to do so, by at least six (6) members of the club/society.
- (7) Notice of a requested general meeting must be provided to members:
  - (a) in writing;
  - (b) no later than fourteen days after a request under subclause 6(6); and
  - (c) consistently with requirements for an Annual General Meeting.

## 7 Reporting

- (1) The club/society must provide the relevant establishing authority or student representative organisation with an annual report by 1 July of each year that will include:
  - (a) the minutes of the AGM.
  - (b) the president's/ nominated contact's report and statement of accounts for the preceding financial year.

Note: See the *Student Associations Policy 2020* and the *Student Associations Procedures 2021*.

## 8 Finances

- (1) The club/society must keep financial records as required by the *Student Associations Policy 2020* and *Procedures 2021*.
- (2) All assets and property of the club/society must be managed consistently with resolutions of the club/society in general meeting.
- (3) The club/society must establish and maintain a bank account.
- (4) If funding is provided to the club/society by a faculty or University school (for example, through a grant), the club/society must account for its expenditure of the funds by providing:
  - (a) appropriate receipts; or
  - (b) a University finance statement.
- (5) All assets and funds of the club/society must be used solely to further the objectives of the club/society. No portion of those funds may be paid or distributed to members of the club/society except as compensation for documented out-of-pocket expenses.
- (6) The financial year of the club/society will run from 1 July to 30 June or from 1 January to 31 December.

## 9 Amending this constitution

- (1) No amendment to this constitution, including but not limited to changes of name, will be effective until approved by the relevant establishing authority or student representative association.
- (2) Amendments to this constitution may only be made by special resolution at an Annual General Meeting or other general meeting.

- (3) A special resolution is one which is passed by at least 70% of those present and entitled to vote at the meeting.

## 10 Dissolution

- (1) The club/society will be dissolved if:
- (a) the members in general meeting resolve to do so;
  - (b) it has fewer than the minimum required number of members who are current University of Sydney students; or
  - (c) its dissolution is directed by the Deputy Vice-Chancellor (Education).
- (2) The dissolution will take effect on the date that the circumstance requiring it occurs.
- (3) As from the date of dissolution:
- (a) the executive/ nominated contact shall cease to hold office, except for the purposes of complying with this clause;
  - (b) the executive/nominated contact will provide to the Deputy Vice-Chancellor (Education) or their nominee all the records and documents of the club/society; and
  - (c) any remaining money or property of the society will:
    - (i) if the club/society is dissolved by resolution of its membership, be transferred to a cultural, charitable or educational organisation in accordance with any wish expressed by the membership at that time; or
    - (ii) otherwise, transferred to the Deputy Vice-Chancellor (Education) to be transferred to a cultural, charitable or educational organisation, as they consider appropriate.

This Constitution was adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

President's Signature \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

or

Nominated contact's Signature \_\_\_\_\_