**Unisq student Guild CLUBS POLICY**

**GLOSSARY**

For the purpose of this policy, the following terms are defined:

1. **Associate member** – means any member of a student club who is not a current UniSQ University student and has paid to the club all monies owed (if any) including membership fees required to be paid and is as such bound by the [UniSQ Student Guild Code of Conduct](https://studentguild.com.au/wp-content/uploads/2024/06/UniSQ-Student-Guild-Code-of-Conduct-Policy.docx), policies and processes through their membership of the student club.
2. **Club affiliation** – means the state for a student club of being affiliated with the UniSQ Student Guild following the processes outlined in the UniSQ Student Guild Clubs policy and UniSQ Student Guild Clubs Handbook.
3. **Club executive** – means student club members who are part of the executive committee responsible for the governance and general running of a club. Generally consisting of a President, Secretary and Treasurer.
4. **Community club** – these are legacy university student clubs that no longer meet the criteria for affiliation as a student club yet wish to retain a formal relationship with the University. A community club has a code of conduct, normally governed by an external body such as a sporting association. A community club is responsible for its own finances, insurances and operational procedures and is expected to maintain behavioural standards that protect the UniSQ Student Guild and the University’s reputation.
5. **Conditional affiliation** – is provided to clubs that do not meet the conditions of full affiliation (such as minimum student numbers), but who demonstrate that they are working toward this. Conditional affiliation can also be applied to support clubs to redress problematic behaviour or cultures that do not provide a safe environment for students.
6. **Delegated officer** – means the position conferred with the relevant authorities by the UniSQ Student Guild to be responsible for oversight of Club affiliation and governance.
7. **Disaffiliation** – means the termination of an affiliation.
8. **Guild** – refers to the University of Southern Queensland Student Guild.
9. **Member** – means any student holding any category of membership of the student club who has paid to the club all monies owed (if any) including membership fees required to be paid.
10. **Misconduct** – as defined in the University’s [Student General Conduct Policy](https://policy.usq.edu.au/documents/142753PL) and in the [UniSQ Student Guild Code of Conduct policy](https://studentguild.com.au/wp-content/uploads/2024/06/UniSQ-Student-Guild-Code-of-Conduct-Policy.docx), this includes, but is not limited to, any hazing, bullying, harassment, initiation activities and rituals that can degrade, humiliate or erode personal boundaries or safety of any person.
11. **Student** – means any current University of Southern Queensland student with an active enrolment.
12. **Student club** – means an association of student members and associate members interested in a particular activity or course who are affiliated with the UniSQ Student Guild.
13. **University** -refers to the University of Southern Queensland.

**SECTION 1 – PURPOSE and scope**

**1.0 Purpose**

1. This policy sets out the:

1. purpose and expectations of student clubs
2. requirements for establishing, affiliating and disaffiliating student clubs; and
3. governance of student clubs.
   1. **Scope**
   2. This policy applies to all:
4. The Guild student clubs;
5. The Guild community clubs;
6. The Guild club members and associate members, including when:
   1. attending or organising a University and/or Guild event, function or activity, whether or not on University premises;
   2. participating in any activity or event, wherever held, as a representative of the University and/or the Guild; and/or
   3. performing duties or functions on the University's or the Guild’s behalf as a student club executive, member or student club associate member.

**SECTION 2 – Student clubs**

1. **Purpose and expectations of student clubs**
2. Students who are interested in a particular activity, culture or academic area may seek to establish a student club affiliated with the University of Southern Queensland Student Guild (the Guild).
3. Student clubs aim to:
4. encourage the University’s students to have a rich university life through providing programs and activities that support student engagement, study skills, sports, social wellbeing and other activities that provide benefits to students;
5. provide leadership opportunities and relevant experience to students in club executive roles, student representative roles, and through building experience in management of activities and events; and
6. build personal and professional networks.
   1. Student clubs and their members will:
7. align with the Guild and University values and adhere to their rules, policies and procedures;
8. provide equal opportunity in all programs, activities and events;
9. not conduct any business, programs, activities or events without the prior consent and knowledge of the Guild;
10. ensure prior approval is received from the Guild for all activities and events proposed to be organised by the student club; and
11. attend all training as requested by the Guild.
    1. The Guild will provide support to clubs seeking affiliation or reaffiliation, and such bodies once affiliated.

**2.1 Establishment and affiliation of student clubs**

* 1. Student clubs must be affiliated with the Guild to use or access:
     1. the University name and/or logo;
     2. University land and assets; and/or
     3. University resources including funding and staff support.
  2. The Student Guild Club Handbook provides the procedures and processes to be followed by all student clubs seeking affiliation with the Guild.
  3. All student clubs must be reaffiliated annually, as outlined in the Student Guild Club Handbook.
  4. Student club affiliations, reaffiliations and disaffiliations must be approved by the Guild delegated officer as stated in the Student Guild Club Handbook and in the Club’s constitution.
  5. Typically, a request for affiliation would be declined where a club:
     1. does not, or no longer fits the description of a student club, and/or
     2. has not followed the Guild and/or University’s values, policies, procedures and guidelines.
  6. The Guild delegated officer may issue procedures, guidelines and other forms of guidance governing the affiliation of student clubs and their members, including but not limited to:
     1. the steps which need to be undertaken by such clubs to be considered for formal affiliation;
     2. any conditions of affiliation;
     3. specification of different types or levels of affiliation; and
     4. dealing with disaffiliation of such bodies and/or their members.
  7. Nothing in this policy or otherwise shall give rise to an affiliation or the continuance of an affiliation unless expressly stated in writing by the Guild to the club president.
  8. Student clubs will be charged an affiliation fee which is set annually. The schedule of fees can be found in Annexure A.
  9. A community club is a club where the membership or structure does not meet the criteria of a student club and does not otherwise have the approval of the delegated Guild officer to be a student club.
  10. The delegated Student Guild officer may determine general conditions under which community clubs are created and affiliated outside of procedures associated with this policy.
  11. Nothing in this policy or otherwise shall give rise to a community club affiliation or the continuance of an affiliation unless expressly stated in writing by the Guild to the club president.

**2.3 Conditional affiliation**

1. Conditional affiliation will be applied to a student club for a specified period if they do not meet the minimum requirements for affiliation. The Guild will work with these clubs to assist them to achieve these requirements within the specified period.

2. Conditional affiliation requirements may be imposed where a club or its members (where such behaviour of its members occurs at a club activity) have been found to breach the Guild and/or University policies, procedures or guidelines. Such behaviour may also be referred for investigation under the [UniSQ Student General Conduct policy](https://policy.usq.edu.au/documents/142753PL).

3. The club president will be notified of any conditional affiliation requirements and the club executive committee will be responsible for ensuring all conditional affiliation requirements are adhered to.

4. Student clubs will remain conditionally affiliated until the next annual application for affiliation at which time the conditions will be reviewed by the Guild’s delegated officer, considering any recommendations of the other relevant parties.

**2.4 Disaffiliation of a student club**

1. Student clubs can choose to disestablish and/or terminate affiliation. A decision to terminate affiliation must be recorded in the minutes of the club’s AGM or SGM and the decision submitted to  [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) within seven days.

2. A student club may be disaffiliated if:

1. the term of affiliation has ended and the club has not been reaffiliated;
2. the club fails to comply with this policy and its supporting procedures and guidelines; and/or
3. the club fails to meet conditional affiliation requirements.

3. In addition to clause 2.4.1, the Guild delegated officer may, taking into account any recommendations or relevant information, disaffiliate a student club and/or any of its member(s) if the student club, its executives and/or its members:

1. do not meet the standards of behaviour expected of students under the [UniSQ Student expectations and responsibilities policy](https://policy.usq.edu.au/documents/13446PL) or any other Guild and/or University policies, procedures or guidelines where such behaviour occurs at a club activity; and/or
2. commit general misconduct within the meaning of the [Student General Conduct Policy](https://policy.usq.edu.au/documents/142753PL) in respect of behaviour occurring at a club activity. In the case of a member who is not a student, any behaviour occurring at a club activity that would constitute general misconduct if that member was a student, shall also be considered grounds for disaffiliation.

4. Any student member who engages in such behaviour may also be referred for investigation under the relevant university student misconduct rules.

5. If a club does not reaffiliate within one year of its initial affiliation, all assets and any remaining funds will transfer to the Guild.

**2.5 Student club governance**

1. Each student club is to be governed by an executive committee made up of club members elected to the roles outlined in the Student Guild Clubs Handbook and the Club’s constitution.

2. The club may choose to nominate additional committee roles in keeping with its constitution.

3. Executive committee roles can only be held by current University students.

4. Associate members may participate in the club as committee members but cannot hold an executive role.

5. All student clubs, and their members, must adhere to governance and operational requirements that are set out in this policy and its supporting procedures and guidelines.

6. All student club finances must be logged within the QPay system.

7. Affiliated clubs must not maintain a separate bank account.

8. All clubs must ensure adequate financial accounting and records are provided to the Guild to allow reconciliation of income and payment of accounts in accordance with the Student Guild Clubs Handbook.

9 If the student club becomes aware of any matter which may negatively affect its financial standing it must be reported to the Guild [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) within seven days of the student club becoming aware of such a matter.

10. Funding received from external sources, including sponsorship, must be approved by and declared to the Guild by the student club prior to accepting any such funding, in accordance with the Student Guild Clubs Handbook.

11. The Guild will provide an annual training program for student club executive members that includes, but is not limited to: training in student club governance; event risk and safety management; safety and wellbeing; financial management and systems; and leadership skills.

12. All student club executives must complete mandatory training as directed by the Guild in accordance with the Student Guild Club’s Handbook.

13. Student clubs will not be able to organise events, access funds or receive support from the Guild until all executive members complete the mandatory training to the satisfaction of the Guild unless express approval is provided.

**2.5 Events and activities**

1. Student clubs must seek prior approval, via the designated Student Guild Clubs system (QPay), for all activities and events organised by the club. Events and activities cannot be held without the Guild’s prior written approval.

2. Requests for event approvals must include a completed risk assessment form for review and approval by the Guild. Templates for these forms can be found on the QPay portal and on the UniSQ Student Guild website.

3. The delegated Guild officer may decline a request for a club activity:

1. if any of its members do not act in accordance with the Guild’s values or any relevant Guild and/or University policies and procedures;
2. if any of its members are involved in anti-social behaviour, hazing, or initiation activities and rituals; and/or
3. for any other reason not listed above, including activities that impact the reputation of the Guild and/or the University, the safety and wellbeing of the community, or activities that pose a risk to the Guild.

**2.6 Membership**

1. From the point of initial affiliation, a student club must maintain a membership base where:

1. 20% of club members are current students of the University (student members); and
2. no more than 40% of club members can be associate members without the Guild approval.

2. Non-students, members of the community, UniSQ staff or students enrolled at other institutions, may join a student club as associate members.

3. Student clubs may set their own membership fees at an AGM or SGM as outlined in their constitution.

4. Student fees must be lower than associate member fees, and should be at a minimum:

1. $5 for students and UniSQ staff; and
2. $25 for members of the community or non-students.

**SECTION 3 – Grievances and appeals**

**3.0 Appeals**

* 1. Clubs wishing to appeal a decision made by the Guild’s delegated officer should, in the first instance, contact the Guild delegated officer to discuss the matter and seek to find a resolution.
  2. If this does not result in a satisfactory outcome, the club executive may write to the General Manager of the Guild outlining both the decision and the reason for the appeal including any relevant documentation and evidence.
  3. If this still does not result in a satisfactory outcome, the club can request that the matter be referred to the Chair of the Guild Board who will convene a committee to make a final decision on the matter. The committee will consist of:
     1. the Guild club’s delegated officer;
     2. the General Manager of the Guild;
     3. two board members; and
     4. a representative from the University.

**3.1 Grievances**

1. Grievances against student clubs or members of student clubs will follow the processes outlined in 2.3.3 and 2.3.4. Appeals to these processes will follow that outlined in Section 3.

**Section 4 - PROCEDURES and Guidelines**

The relevant procedures and guidelines for Student club operation can be found in the UniSQ Student Guild Club’s Handbook.

**Annexure A**

**Schedule of affiliation fees as at 30 June 2024**

Affiliation fees for 2024/2025 will be set at $2.00 per club member (regardless of type of membership).