

CLUBS AND SOCIETIES POLICY

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Drafted by	Ellie Clay	Scheduled review date	6 Dec 2018

1. INTRODUCTION

- 1.1. NUPSA recognises that student-led clubs and societies provide valuable services, events and activities, and are a great way for students to connect with their peers. With a portion of NUPSA's SSAF funding dedicated to clubs and societies, NUPSA is responsible for the promotion, maintenance and financial assistance of its affiliated clubs.
- 1.2. This policy is contingent on the University's *Guidelines for UON Clubs & Societies SSAF Subsidies*.

2. POLICY STATEMENT

- 2.1. This policy outlines the regulations regarding NUPSA club affiliation, membership, funding and other support. It makes clear the roles and responsibilities of NUPSA, and NUPSA club convenors.

3. POLICY SCOPE

- 3.1. This policy applies to all NUPSA affiliated clubs and societies, NUPSA employees, Executive members and volunteers.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Student's Association.
- 4.2. **NUPSA Executive** refers to NUPSA's elected student committee, comprised of representatives as outlined in the NUPSA Constitution.
- 4.3. **Senior Executive** refers to the NUPSA President, Vice-President, Secretary and Treasurer as outlined in the NUPSA Constitution.
- 4.4. **Club/s** refers to any student-run club or society affiliated with NUPSA.
- 4.5. **Postgraduate students** refers to all students enrolled in postgraduate studies at the University of Newcastle, including HDR, Masters, and Graduate Certificates.
- 4.6. **Generation Governance** refers to the free, online governance training course established by the University of Newcastle: <http://generationgovernance.org.au>

5. POLICY DETAILS AND PROCEDURES

- 5.1. In order to affiliate with NUPSA, prospective clubs must submit a 'Club Affiliation Form' to the NUPSA Executive for approval.
- 5.2. The 'Club Affiliation Form' must include a 'Members List' with the names, student numbers and signatures of at least 10 current UON postgraduate students.
- 5.3. Clubs must nominate a club convenor (i.e. President) as the main point of contact, and a second co-convenor (i.e. Treasurer).
- 5.4. The NUPSA Executive may approve or deny club affiliation at an ordinary meeting.
- 5.5. The Senior Executive may also approve or deny club affiliation by flying minute.
- 5.6. Anyone may join a NUPSA club, as long as Clause 5.2 is upheld.

- 5.7. To be eligible for financial support, two club members (i.e. President and Treasurer) must undergo Generation Governance training, and provide proof of completion to NUPSA.
- 5.8. Clubs may then apply for funding for meetings, events, activities, travel or equipment by submitting a 'Club Funding Request Form'.
- 5.9. Any hardware, equipment or other permanent assets purchased by clubs shall be the property of NUPSA unless otherwise stated.
- 5.10. As a guideline, clubs have a \$750 per annum cap on funding. NUPSA reserves the right to alter this amount at its own discretion.
- 5.11. Funds may only be deposited into an official club bank account (not personal accounts).
- 5.12. Funds may only be used to subsidise alcohol at club events if they comply with NUPSA's *Alcohol and Other Drugs Policy*.
- 5.13. Club conveners must complete a risk assessment for any club activities that may pose a significant risk, on or off campus.
- 5.14. NUPSA are not responsible for any accidents or injuries that occur during club activities; all insurance enquiries must be directed to the University's Insurance department.
- 5.15. The NUPSA Executive may approve or deny club funding requests at an ordinary meeting.
- 5.16. The Senior Executive may also approve or deny club funding requests by flying minute.
- 5.17. Receipts must be provided for all purchases made with NUPSA funds before the end of the calendar year. Failure to provide receipts may result in NUPSA requesting a reimbursement of the funds granted, and/or impact the clubs' future funding requests.
- 5.18. Clubs must submit an Annual Report to NUPSA detailing the club's events and activities by the end of the calendar year.
- 5.19. NUPSA may also provide non-financial support to clubs in the form of printing, event promotion and coordination, room bookings, membership drives, and ensuring clubs are compliant with this policy and the University guidelines.
- 5.20. Clubs are required to re-affiliate at the beginning of each calendar year by providing an up-to-date 'Members List' to NUPSA. Clubs that do not provide a new 'Members List' by 28 February must have their affiliation re-approved by the NUPSA Executive.
- 5.21. Clubs may disaffiliate by:
 - a) Providing a written statement to NUPSA, signed by the President and Treasurer, outlining their wish to disaffiliate; or
 - b) The NUPSA Executive passing a motion by simple majority at an ordinary meeting, provided the club are given fourteen (14) days' notice outlining the reasons for the Executive's decision.
- 5.22. Upon disaffiliation, any funding and/or assets held by the club will revert to NUPSA.