



Flinders University
Student Association
Clubs, Collectives & Academic
Associations Regulations



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1. Definitions

1.1 TERMS USED IN THIS DOCUMENT

'FUSA' means the Flinders University Student Association.

'Affiliation' is a formal agreement between a student group and either Flinders University Student Association (FUSA) or Flinders University Sport & Fitness (as applicable) to be recognised as a formal Club, Association or Collective of Flinders University.

'Affiliate' in this document refers to all Clubs, Associations and Collectives Affiliated with the Flinders University Student Association.

'Club' refers to community groups driven by Flinders University students that have been approved for Affiliation as a Club with either the Flinders University Student Association or Flinders University Sport & Fitness.

'Association' refers to community groups driven by Flinders University students that have been approved for Affiliation as an Academic Association with the Flinders University Student Association.

'Collective' refers to community groups driven by Flinders University students that have been approved for Affiliation as a Collective with the Flinders University Student Association.

'Current Student' means a student currently enrolled and studying an approved tertiary-level course/topic offered by Flinders University.

'Current Member' means a member that has knowingly and actively registered (or renewed their registration) with the Affiliate within 24 months of the current date by supplying their Flinders University student number (where applicable), full name and email address to the Affiliate.

'General Meeting' refers to a meeting open to all Current Members of the Affiliate.

'Executive' refers to the elected office bearers responsible for the management of an Affiliate.

'Student Council' refers to the elected Student Council representatives of the Flinders University Student Association.

2. Affiliation

2.1 AFFILIATION OF CLUBS, COLLECTIVES OR ACADEMIC ASSOCIATIONS

- a) To be deemed a formal Club, Collective or Association of Flinders University, student groups must be approved for Affiliation with either FUSA or Flinders University Sport & Fitness.



- b) Affiliates agree to abide by all rules, regulations and requirements of FUSA (or Flinders University Sport & Fitness where applicable) in exchange for the ability to access all applicable benefits of Affiliation through FUSA/Flinders University Sport & Fitness.
- c) Student groups intending to establish a Club that runs sport and/or recreation activities recognised by the Australian Sports Commission must first seek Affiliation with Flinders University Sport & Fitness. If Flinders University Sport & Fitness declines to Affiliate the student group, the student group may apply to FUSA.
- d) Unless otherwise directed in 2.1c), all other student groups must first seek Affiliation with FUSA. Any confusion regarding to whom the student group should affiliate will be determined in discussion between FUSA and Flinders University Sport & Fitness.
- e) To be approved as an Affiliate of FUSA, the student group must:
 - i. apply for Affiliation, and;
 - ii. meet the conditions of Affiliation as outlined in these regulations, and;
 - iii. be approved as an Affiliate by the Student Council of FUSA.
- f) Affiliation does not constitute endorsement or support of the Affiliate's aims, objectives, views or activities by either FUSA or Flinders University.
- g) Neither FUSA or Flinders University will be held responsible for any legal and/or financial liabilities of the Affiliate.

2.2 LEVELS OF AFFILIATION

- a) There are four levels of Affiliation with FUSA:
 - i. 1st level: Non-Financially Affiliated Club
 - ii. 2nd level: Financially Affiliated Club
 - iii. 3rd level: Collective
 - iv. 4th level: Academic Association
- b) Affiliates at the Non-Financial (1st) level may receive a once-off 'Start-Up Grant' at the rate set by FUSA, however, are otherwise not entitled to apply for or receive other funding provided to other Affiliates of FUSA.
- c) The benefits and funding provided to Affiliates at each level of Affiliation are set by FUSA.
- d) Affiliates must not attempt to access any benefits or funding from FUSA that exceed the benefits/funding of their level of Affiliation.

2.3 REQUIREMENTS OF ALL FUSA AFFILIATES

- a) Affiliates must abide by these regulations and all other FUSA policies.
- b) Affiliates must abide by Flinders University By-Laws and policies.



- c) Affiliates must be primarily focused on engaging Current Students.
- d) Affiliates must operate according to democratic principles, including (but not limited to):
 - i. Transparency, and;
 - ii. Accountability, and;
 - iii. Responsible and fair decision-making free of bias, and;
 - iv. Acting in the interests of the membership of the Affiliate.
- e) Affiliates must not be controlled by (but may be affiliated with) external organisations.
- f) Affiliates must disclose any affiliation or relationship it maintains with external individuals/groups/organisations (specifying the nature of its relationship where applicable) to both its members (via General Meeting) and FUSA.
- g) Affiliates must have at least 10 Current Students registered as Current Members of the Affiliate (recorded within its Membership Register) at all times.
- h) Affiliates must maintain a membership composed of at least 50% Current Students at all times.
- i) Affiliates must not, in the course of their activities or in respect of their membership, discriminate based on race, national or ethnic origin, sex, sexual preference, disability, pregnancy, marital status or any other characteristic specified under anti-discrimination and/or Australian human rights legislation.
- j) Affiliates must have a constitution in line with section 2.10 of these regulations.
- k) Unless otherwise required under these regulations, the Affiliate must abide by the constitution of the Affiliate most recently approved by FUSA.
- l) Affiliates must maintain a register of Current Members in line with section 3.3 of these regulations.
- m) Affiliates must have a name, aims and objectives that clearly and accurately reflects its approved aims, objectives and/or activities.
- n) Affiliates must not conduct activities that are not in line with their approved aims/objectives.
- o) Affiliates must remain not-for-profit as outlined under section 4.1 of these regulations.
- p) Affiliates must complete the Annual Review process annually in line with section 2.11 of these regulations.
- q) Affiliates must not intentionally mislead or deceive staff and students of Flinders University and the public in its activities or communications.
- r) Affiliates must only use FUSA and Flinders University services/resources for the Affiliate's approved aims, objectives and activities. The Affiliate must not offer FUSA/Flinders University services/resources to other organisations without receiving prior permission from FUSA or Flinders University (whichever is applicable).



- s) Affiliate members who are also members of Student Council must ensure that they:
 - i. disclose their dual membership to both the Student Council and to the relevant Affiliate respectively and otherwise take all other action required to avoid placing themselves in any actual or perceived conflict of interest in their respective roles with both of these parties;
 - ii. are honest and transparent in any actions involving both parties, and;
 - iii. must not use their elected position on FUSA Student Council for the direct benefit of the Affiliate of which they are a member or to the disadvantage of any other Affiliate.
- t) Affiliates must obtain formal written approval from FUSA to use the Flinders University logo.
- u) Affiliates must not act or plan to act in any way that could be reasonably expected to cause financial, legal and/or reputational damage to FUSA or Flinders University.
 - i. This regulation will not be used to restrict the Affiliate from exercising the principles of freedom of speech and/or academic freedom, unless:
 - (a) the Affiliate's actions could reasonably be expected to breach local, state or federal laws; or
 - (b) the Affiliates actions would otherwise be reasonably expected to create legal risk to FUSA and/or Flinders University.
- v) Affiliates must not conduct any activities that would reasonably be expected to cause harm to the physical and/or mental wellbeing of members and/or the community.
- w) Affiliates must cooperate fully with any directions, inquiries or investigations conducted by FUSA or Flinders University for the purposes of monitoring compliance to these regulations, FUSA/Flinders University By-Laws and policies, and/or federal/state/local laws.
- x) Affiliates must monitor and respond to communications from FUSA via its approved Affiliate-specific email address and ensure contact details remain updated with FUSA.
- y) Affiliates make all reasonable efforts to have at least one representative of the Affiliate attend or complete any training as required by FUSA relating to ensuring member/participant safety, wellbeing and welfare.

2.4 ADDITIONAL REQUIREMENTS OF FINANCIALLY AFFILIATED CLUBS

- a) The Affiliate must make reasonable efforts to run three events/activities per year (not inclusive of planning meetings or attendance at Flinders University's Orientation Week events). These activities must be registered with FUSA in accordance with section 2.14 of these regulations.



- b) The Affiliate must have a bank account in the name of the Affiliate to receive funding.
- c) The Affiliate must have at least two Current Students as signatories.
- d) The Affiliate must run at least one General Meeting each year in line with section 2.12 of these regulations.

2.5 ADDITIONAL REQUIREMENTS OF COLLECTIVES

- a) Collectives must maintain a formal working relationship with the applicable member of Student Council; ensuring that the Student Council member is kept informed and encouraged to be involved in the Affiliate's activities.
- b) Collectives operate for the representation, support and engagement of students of autonomous communities, and to act as the peak advisory bodies to Student Council.
- c) Collectives must conduct as least three activities per year related to the aims and objectives of the Collective.
- d) A Collective must be endorsed by an office bearer of Student Council representing similar aims and objectives to the Affiliate.
- e) Office Bearers of Student Council must not provide endorsement to more than one Affiliate concurrently (except where not permitted under anti-discrimination legislation).
- f) Membership may be restricted to Current Students and previous students who identify as members of the autonomous community of the Collective (where applicable).
- g) The Executive of each Collective must include their associate member of Student Council.
- h) Collectives must ensure that the principles of diversity and inclusion are followed.
- i) Student Council may act to ensure Collectives comply with the principles outlined in 2.3d).

2.6 ADDITIONAL REQUIREMENTS OF ACADEMIC ASSOCIATIONS

- a) An Academic Association operates for the representation, support and engagement of students within a College or academic discipline of the University.
- b) To be eligible for Affiliation as an Academic Association, the Affiliate must represent all Flinders University students within at least one Teaching Program as defined by FUSA.
- c) To approve an application to become an Academic Association, FUSA Student Council must be satisfied that:
 - i. The students the Affiliate represents are not already represented by another Academic Association, and;



- ii. The Affiliate was involved in activities to represent all students in at least one Teaching Program.
- d) To remain Affiliated at the Academic Association level, Affiliates must:
 - i. conduct at least three activities (registered with FUSA) over the course of the year related to learning, teaching, career development or professional development at Flinders University related to the Teaching Program/s.
 - ii. during the Annual Review process, provide satisfactory evidence that they have undertaken reasonable efforts to represent all students within their category/categories in the previous calendar year.
- e) An Academic Association must be endorsed by the Dean and/or Associate Dean of the relevant College.
- f) The Affiliate must elect or appoint an Education Officer (or equivalent) to participate in relevant representative committees hosted by their applicable college and/or FUSA. This role may be assigned to another Executive member at the discretion of the Affiliate.

2.7 APPLYING FOR AFFILIATION

- a) To apply for Affiliation, student groups must submit the designated online process for application, supplying the below information:
 - i. The proposed title/name of the Affiliate, which;
 - (a) reflects the aims and objectives of the Affiliate, and;
 - (b) would not be reasonably perceived to be another Affiliate, department of Flinders University or a business.
 - ii. Full names, email addresses, contact numbers and Flinders Student ID numbers for the nominated Executive members of the student group, including at minimum the details for the:
 - (a) President (or equivalent role);
 - (b) Secretary (or equivalent role);
 - (c) Treasurer (or equivalent role).
 - iii. If applying to become an Academic Association, the full name, email address, contact number and Student ID of the Education Officer must be supplied.
- b) Documentation to be supplied in this application must include:
 - i. A constitution outlining the rules for the Affiliate meeting all criteria required in a constitution under these regulations.
 - ii. A register of Current Members including at least 10 Current Students; including the below information for each member:
 - (a) full name;
 - (b) email address;
 - (c) Flinders Student ID number;
 - (d) the date the member applied for membership with the Affiliate.



- iii. Minutes from their General Meeting.
- c) The application for Affiliation will be reviewed for approval by FUSA Student Council in the next available Student Council meeting.
- d) Student Council will consider applications for Affiliation based upon:
 - i. Whether the application aligns with these regulations, and;
 - ii. Whether the proposed Club, Association or Collective is driven by and directed toward the engagement of Flinders University students, and;
 - iii. Whether the proposed Club, Association or Collective has a significantly different name, aims and objectives to other Affiliates.
- e) FUSA staff and/or Student Council may request additional information from the applicant for the purpose of confirming eligibility.

2.8 CHANGING LEVEL OF AFFILIATION

- a) Affiliates may apply to change their level of Affiliation by submitting a new application for Affiliation per these regulations.
- b) If the Affiliate changes to a lower level of Affiliation the Affiliate must, if requested by FUSA, return any remaining funding provided by FUSA that exceeds the funding allocation of the new level of Affiliation. This will only apply to funding provided by FUSA to the Affiliate in the previous 12 months of Affiliation.

2.9 EXECUTIVE MEMBERS

- a) Each Affiliate must have a minimum of three Executive members responsible for the Affiliate, including a President, Secretary and Treasurer (or equivalent roles).
- b) No member of the Affiliate may hold more than one Executive position with the Affiliate concurrently.
- c) Executive members must be a Current Member of the Affiliate and listed within the Member Register.
- d) The President of the Affiliate must be a Current Student.
- e) At least 50% of the Executive must be Current Students.
- f) Executive members may only be elected in line with section 2.13 of these regulations.
- g) Unless otherwise directed in the constitution of the Affiliate (as approved by the membership of the Affiliate and FUSA), the term of Executive members will be for no longer than 12 months from their election.
- h) No member of the Executive may hold more authority than other member of the Executive. Where an outcome cannot be negotiated, tied votes of the Executive must be decided on by vote of the membership, with the exception of:
 - i. Where an Executive member (typically the President) may be nominated in the Affiliate's constitution as having the decisive vote, or;



- ii. A decision made by FUSA, where all parties agree to allow FUSA to make the decision, or;
- iii. Other circumstances via prior written approval from FUSA.
- i) Executive members must take all reasonable efforts to ensure:
 - i. Other Executive members are both informed of and involved in decisions relating to the management of the Affiliate, and;
 - ii. Other committee members are informed of decisions relating to the management of the Affiliate.
- j) Executive members of the Affiliate must take all reasonable efforts to ensure that the Affiliate, its Executive, committee and other volunteers operate honestly, in good faith and use care and diligence within both its management and activities.

2.10 CONSTITUTION OF THE AFFILIATE

- a) Unless otherwise required under FUSA regulations and policies, Flinders University By-Laws and policies and/or local, state or federal law, the Affiliate must abide by its constitution.
- b) Affiliates must have clearly defined aims/objectives.
- c) The constitution of the Affiliate must have provisions including:
 - i. The name of the Affiliate;
 - ii. Clearly defined aims and objectives of the Affiliate;
 - iii. That the Affiliate must abide by these regulations;
 - iv. That the Affiliate and its members must abide by the Affiliate's Member Protection Policy as outlined in 3.4a) of these regulations;
 - v. That the Affiliate must remain not-for-profit per section 4.1 of these regulations;
 - vi. A winding up clause consistent with section 4.11 of these regulations;
 - vii. That all assets purchased with FUSA provided funding remain the property of FUSA and must be recorded in an Asset List in accordance with section 4.9 of these regulations and returned where required under these regulations;
 - viii. That funding provided by FUSA be returned to FUSA where required under these regulations;
 - ix. A requirement for at least one General Meeting of the membership to be held each calendar year, consistent with section 2.12 of these regulations;
 - x. A requirement for a fair and democratic election of the Executive to be run once per calendar year, consistent with section 2.13 of these regulations;
 - xi. A mechanism for General Meetings to be called at the request of the membership of the Affiliate;
 - xii. A quorum requirement for determining whether decisions made in General Meetings are valid, not less than 5 Current Members (or 10 Current Members if the Affiliate's total membership exceeds 100 Current Members).



- d) Where conflicts exist between the Affiliate's constitution and these regulations, these regulations shall prevail, unless the conflicting rules in the constitution are made known by the Affiliate to FUSA and explicitly approved by FUSA in writing upon request.
- e) Changes to a constitution must be approved in a General Meeting of the membership only.
- f) Changes to a constitution (including the name of the Affiliate) may not be enacted until the minutes from the General Meeting and updated constitution are provided to FUSA.
- g) At its discretion, FUSA may direct the Affiliate to revert its constitution and take any corrective actions if:
 - i. The General Meeting to change the constitution was not valid and/or;
 - ii. A motion was not formally passed by the membership of the Affiliate in a General Meeting, or;
 - iii. The motion to change the Affiliate's constitution was not recorded and/or supplied to FUSA in the minutes of the applicable General Meeting. or;
 - iv. The constitution is not consistent with these regulations.

2.11 ANNUAL REVIEW

- a) Affiliates must complete and submit Annual Review information via the process specified by FUSA by the specified deadline each year (typically the 1st of May) or other date as negotiated with FUSA.
- b) Within the Annual Review process Affiliates must supply at a minimum:
 - i. Updated details of Executive members;
 - ii. The minutes of any General Meetings held in the previous calendar year;
 - iii. A Financial Report consistent with section 4.8 of these regulations;
 - iv. Details of at least two events/activities (other than meetings) held in the previous calendar year.
- c) If Annual Review is not submitted by the required deadline, FUSA may elect to enact any of the below measures:
 - i. Suspend (either in part or in full) and/or hold all services, resources and benefits provided to the Affiliate by FUSA;
 - ii. Revoke access to other services and resources provided by Flinders University to the Affiliate;
 - iii. Revoke approval and/or prior decisions and actions for previously approved applications and requests submitted by the Affiliate.
- d) Review Process
 - i. Upon submission, the Affiliate will retain access to all benefits of Affiliation while the application is under review by FUSA.
 - ii. Where information or documentation provided by the Affiliate is unsatisfactory, FUSA may at its discretion:
 - (a) Provide feedback regarding the issue only, or;



- (b) Direct the Affiliate to correct the issue within a specified timeframe, or;
- (c) Where the information or documentation cannot be corrected in a reasonable timeframe, refer the Affiliate to Student Council for review and possible disciplinary action.
- e) Where FUSA has reason to believe the Affiliate has submitted intentionally misleading information/documentation the issue will be referred to Student Council for review and possible disciplinary action.

2.12 GENERAL MEETINGS OF THE AFFILIATE

- a) General Meetings must be held to:
 - i. Make changes to the Affiliate's constitution;
 - ii. Change signatories to any bank account owned by the Affiliate;
 - iii. Elect or formally approve the election of Executive members;
 - iv. Formally wind up the Affiliate.
- b) All Current Members of the Affiliate must be notified in writing of a General Meeting at least 7 days prior to meeting. This notice may be sent via letter, email, or via a social media page/group accessible to all members of the Affiliate.
- c) The Annual General Meeting must be registered with FUSA via its designated event/activity registration process.
- d) The General Secretary of Student Council and staff of FUSA must be permitted to attend General Meetings of the Affiliate as observers upon request.
- e) All motions voted on by the membership in General Meeting must take precedence over decisions of the Affiliate's Executive and/or committees, unless:
 - i. The passed motion(s) would breach by-laws, regulations or policies of FUSA/Flinders University and/or local, state or federal law.
 - ii. It could be reasonably expected that the motions would force an Affiliate to act in a manner that would result in legal action being taken against the Affiliate or its members.
- f) Detailed minutes must be taken for all General Meetings of the membership. The details must include at minimum:
 - i. The date of the meeting;
 - ii. The full names of those in attendance at the meeting;
 - iii. The full wording of any motions and whether the motion passed/failed;
 - iv. The details of any elections, including candidates, returning officer, and the results of the elections.
- g) A Financial Report in line with the requirements of these regulations must be presented to the membership at least once per calendar year in a General Meeting. This may be presented:
 - i. during the General Meeting, or;
 - ii. prior to a scheduled General Meeting, which must be accepted by the membership via motion/vote during the scheduled General Meeting.



- h) Where a General Meeting has not been called as required within these regulations and/or the constitution of the Affiliate, FUSA may direct the Affiliate in writing to hold a General Meeting within 30 days of notice.
- i) Where a General Meeting was not held within 30 days of notice from FUSA in accordance with 2.12h), FUSA may call and hold a General Meeting of the membership of the Affiliate. This meeting shall be considered binding if it meets the quorum requirements of the constitution of the Affiliate.

2.13 ELECTIONS OF THE EXECUTIVE

- a) Elections of the Executive may be held:
 - i. within a General Meeting, or;
 - ii. in a physical polling location prior to a General Meeting, or;
 - iii. via an online election process prior to a General Meeting.
- b) The results of Executive elections held outside a General Meeting must be confirmed as valid via a vote or passed motion within a General Meeting.
- c) Elections of Executive Members must be via a fair and democratic vote of the membership.
- d) All Current Members of the Affiliate must be advised at least 7 days in advance of an election of Executive members (typically with the announcement of a General Meeting).
- e) For Executive elections not held during a General Meeting, an impartial Returning Officer should be nominated to fully conduct the election process for Executive members. The Returning Officer must not be a candidate within the elections.
- f) For Executive elections held in General Meeting, an impartial Current Member (not listed as a candidate within the elections) must be nominated to collect and/or count the votes.
- g) With the exception of the Inaugural General Meeting of the Affiliate, members who register with the Affiliate within 7 days of a General Meeting must not be permitted to vote (or provide a proxy vote/nomination) in any elections (or motions related to elections) within the General Meeting without prior approval of FUSA's General Secretary, Clubs Officer or delegate.

2.14 AFFILIATE EVENTS & ACTIVITIES

- a) All proposed events and activities of the Affiliate other than planning meetings must be registered via the process notified by FUSA to Affiliates.
 - i. Meetings of the Executive/committee to plan/manage the operations and activities of the Affiliate will not be required to be registered; however, must comply with all other applicable FUSA regulations, and any health and safety requirements of FUSA/Flinders University.



- ii. Online activities with no physical component and/or safety considerations do not need to be registered with FUSA, however the Affiliate must take all reasonable measures to ensure the welfare, wellbeing and cyber safety of participants.
- b) Events and activities, other than outlined in 2.14a), may only proceed with the prior written approval of FUSA.
- c) Events and activities must adhere to all guidelines and directives provided by FUSA (inclusive of any health and safety guidelines).
- d) Events and activities must adhere to all applicable by-laws and policies of Flinders University.
- e) Events and activities must be primarily:
 - i. directed toward engaging Current Students, and;
 - ii. directed toward the Affiliate's aims and objectives approved by FUSA.
- f) The Affiliate must not encourage or promote excessive consumption of alcohol, and must not pressure participants to consume alcohol during its activities.
- g) The Affiliate must not subject any participant of activities to hazing or any other activities (regardless of willingness to participate) that could reasonably be expected to subject a participant to:
 - i. humiliation;
 - ii. degradation;
 - iii. abuse;
 - iv. blackmail or coercion;
 - v. intimidation;
 - vi. harassment, or;
 - vii. endangerment of mental health, physical health or safety.
- h) Where the Affiliate is unsure of whether its intended activities would constitute hazing or other activities not permitted under 2.14g), it should contact FUSA prior to conducting the activity.
- i) The Affiliate must not attempt to use/access funding, resources and/or other benefits to benefit any other group, individual or organisation (including other Affiliates) without the explicit written approval from FUSA.

3. Membership

3.1 APPLYING FOR MEMBERSHIP

- a) The Affiliate must clearly outline and display the process for applying for membership.
- b) Membership (including any criteria for membership) must be equally accessible to all Flinders University students who support the aims and objectives of the Affiliate.



- c) The Affiliate must maintain a process for members to register for membership online (whether via email, registration form, etc.).
- d) The Affiliate must respond to applicants for membership within 14 days of application with the exception of the Flinders University's end of academic year break, which shall be within 30 days of application.
- e) The Affiliate may require members to pay a fee to join and/or maintain membership with the Affiliate, on the provision that:
 - i. the fees are not set to deliberately exclude any Current Student(s), and;
 - ii. the fee structure is applied equally to all new and Current Members of the Affiliate (inclusive of the Executive of the Affiliate), and;
 - iii. any membership fees collected by the Affiliate are only used for the purposes of:
 - (a) paying membership fees to a peak body or outside club/organisation on behalf of the member where membership is required by law, for safety/insurance purposes, or has otherwise been approved by FUSA, or;
 - (b) providing benefits to the member of a similar value, or;
 - (c) providing activities to members of the Affiliate, or;
 - (d) other not-for-profit activities with the prior written approval of FUSA.
- f) The Affiliate must not subject any applicant to any hazing or other activities as listed under 2.14g) to join, renew and/or otherwise remain a member of the Affiliate.
- g) Affiliates must not require applicants for membership of Affiliates to have to make any written or verbal declaration or statement of faith or support of the Affiliate's aims, objectives or activities except with the prior written approval of FUSA.
- h) Membership fees may only differ for members based on:
 - i. Whether the member is a Current Student;
 - ii. For Academic Associations, whether the member is enrolled within the college/discipline they are associated with;
 - iii. A discounted fee for new members;
 - iv. Whether products, benefits or services are provided;
 - v. Whether the membership has been provided as a prize to a Current Student (that is not already an existing member of the Affiliate);
 - vi. Other exceptions via an approved motion by FUSA Student Council.

3.2 MEMBERSHIP REQUIREMENTS

- a) The Affiliate's membership must be comprised of at least 50% Current Students at all times.
- b) Membership must be open to all Current Students that support the approved aims and objectives of the Affiliate, with the following exceptions:



- i. The Affiliate may restrict membership to students that have paid the associated membership fees of the Affiliate;
 - ii. Academic Associations may restrict membership based upon enrolment on the college, discipline or Teaching Program/s they are associated with, or;
 - iii. Collectives may restrict their membership to the specific cohort of students they represent provided that they are permitted to do so under applicable equal opportunity legislation;
 - iv. Other restrictions may be implemented only with prior written approval of FUSA.
- c) Affiliates are not required to offer membership to applicants that are not Current Students. If membership to non-student applicants is available with restrictions, the Affiliate must ensure that these restrictions are fair, equitable and would not constitute unlawful discrimination.

3.3 MEMBERSHIP REGISTER

- a) The Affiliate must maintain a Member Register including each member's:
 - i. Full Name;
 - ii. Email Address;
 - iii. Flinders University Student ID Number (if applicable);
 - iv. Date of Registration/Renewal of Membership.
- b) For the purposes of these regulations and other FUSA policies and processes, members of an Affiliate will only be considered as Current Members of that Affiliate if they are Current Students who have registered for (or have actively and knowingly renewed) their membership of that Affiliate within the last 24 months.
- c) The membership register of the Affiliate must be made available to FUSA in Microsoft Excel format upon request.
- d) New members must be added to the Member Register within 14 days of an approved membership application, with the exception of the end of academic year break period as outlined under 3.1d)
- e) The registration date of members cannot be altered by the Affiliate (other than for errors in entry) unless the member registers/renews their membership with the Affiliate at a later date.
- f) For the purposes of these regulations and any other FUSA policies and processes, FUSA will not consider any listed individual in the Member Register to be a current member of the Affiliate unless:
 - i. The member has submitted their application for membership in writing (whether in writing, email, online form, etc.), and;
 - ii. All details required above have been completed and are accurate, and;



- iii. The member has actively registered or renewed their registration with the Affiliate within 24 months of the current date.
- iv. No information regarding the member may be shared with other parties other than FUSA. Contact information provided by members must not be used for any purposes other than communication between members and the Affiliate, unless:
 - (a) FUSA has provided prior written approval, and;
 - (b) the member has been made aware of how their contact details will be used.

3.4 MEMBER CONDUCT

- a) All Affiliates must have a documented Member Protection Policy outlining rules for member conduct, handling grievances and misconduct. The policy must outline the Affiliate's rules and procedures for:
 - i. Taking disciplinary action toward members who have breached the Affiliate's constitution, by-laws or other applicable rules/policies.
 - ii. Discouraging harassment, sexual harassment, discrimination and bullying throughout the Affiliate's activities.
 - iii. Protecting children throughout the Affiliate's activities.
 - iv. Encouraging inclusivity throughout the Affiliate's activities.
 - v. Handling complaints received from members and the public.
- b) Unless via prior approval of FUSA, Affiliates are required to use the Membership Protection Policy template supplied by FUSA to satisfy these requirements. The Affiliate may make alterations to this template, however the altered version must be approved by FUSA before use.
- c) This policy must be made available to all members of the Affiliate, and made available to all other participants in the Affiliate's activities upon request.
- d) The Executive of the Affiliate must ensure that the Member Protection Policy is enforced.
- e) The Affiliate must report to FUSA staff (who will escalate to the Manager, Student Engagement) in writing any complaints received or action taken against a member for:
 - i. Bullying;
 - ii. Harassment;
 - iii. Sexual harassment;
 - iv. Unlawful discrimination;
 - v. Unlawful or criminal activity.
- f) FUSA staff will collect, store, use and disclose all personal information provided under 3.4e) in accordance with the Flinders University Privacy Policy and associated procedures.



3.5 EXPULSION OF MEMBERS

- a) Affiliates must maintain a process for the expulsion of members that abides by the principles of natural justice, including:
 - i. that the member be provided adequate notice (at least 7 days) of the intention to expel the member, and;
 - ii. that the member maintain the right to a fair hearing, and;
 - iii. that the Affiliate take all reasonable actions to ensure the process is free of bias.
- b) Where the Affiliate cannot provide a disinterested and unbiased adjudicator within the Affiliate's membership, the member may:
 - i. seek an independent adjudicator from outside of the Affiliate's membership, where the adjudicator has been agreed upon by all involved parties, or;
 - ii. may request FUSA to provide an impartial adjudicator.
- c) If dissatisfied with the outcome, Current Students that are Current Members of the Affiliate may:
 - i. request that the outcome be reviewed by the membership of the Affiliate in the next available General Meeting of the Affiliate, or if denied;
 - ii. request FUSA to review the outcome in the next available FUSA Student Council meeting.
- d) The Affiliate must produce all records relating to the expulsion of a member to FUSA upon request, including any communications with the member, minutes from any meetings discussing the member, and any documentation supplied by the member in application.
- e) Where the details of the expulsion or the supplied records relate to a legally sensitive nature, FUSA will restrict the viewing of these details to relevant Flinders University staff members and management only. In this case, written notice will be supplied to FUSA Student Council to advise that access to these records are restricted to staff only.
- f) The Affiliate will not be required to review expulsion of any member of the Affiliate that is no longer a Current Student, provided expulsion was conducted in line with the Affiliate's constitution and these regulations.
- g) Where a member has been expelled, the Affiliate must make all reasonable efforts to return the remaining membership fees (pro-rata) for the current year of membership to the expelled member, excluding the actual costs of any products/services already provided to the member.

4. GRANTS AND FINANCIAL MANAGEMENT

4.1 NOT-FOR-PROFIT REQUIREMENT



- a) The Affiliate must not operate for the profit, personal gain or other benefit of:
 - i. members of the Affiliate;
 - ii. relatives of any registered member of the Affiliate;
 - iii. relatives and friends of any Executive member of the Affiliate;
 - iv. others involved in the planning, management or running of activities for the Affiliate;
 - v. any other business, organisation, project or other venture to which a registered member or their relatives maintains a pecuniary interest.
- b) All income received by or on behalf of the Affiliate must only be spent toward furthering the Affiliate's approved aims, objectives and activities, except in the case of:
 - i. Fundraising for a charity/not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission, or;
 - ii. in any other circumstance where FUSA has provided explicit written approval.

4.2 USE OF FUNDING PROVIDED BY FUSA

- a) All funding received by the Affiliate from FUSA must only be used to meet the costs of the Affiliate's activities and to achieve the Affiliate's aims and objectives which must primarily be to engage Current Students in the Affiliate's activities. This may include the Affiliate's:
 - i. Operating costs;
 - ii. Costs associated with running events or activities on Flinders University campuses;
 - iii. Costs associated with running events or activities off campus where the event/activity has been primarily advertised to Current Students (whether registered members or the greater Flinders University community).
- b) Funding provided by FUSA must not be used (whether directly or indirectly) to:
 - i. purchase alcohol;
 - ii. purchase tobacco;
 - iii. support any political party or candidate; or
 - iv. in any other manner that would contravene local, state or federal law.

4.3 REIMBURSEMENT & PAYMENTS

- a) The Affiliate may reimburse members for actual incurred costs if the member provides the treasurer of the Affiliate with a valid tax receipt from the place of purchase.
- b) Other than for reimbursement of actual costs, the Affiliate must obtain prior written approval from FUSA to pay (whether directly or indirectly):
 - i. Any past or present member of the Affiliate;



- ii. Any partner, spouse or family of a past or present member of the Affiliate;
- iii. Any business, service or other external organisation of which a past or present member of the Affiliate has a pecuniary interest;
- iv. Where funding provided by FUSA has been used to pay parties listed in 4.3b) without approval, FUSA may direct the Affiliate to return the equivalent value in funding to FUSA within 14 days of written notice.

4.4 BANK ACCOUNT

- a) All financially Affiliated Clubs, Collectives and Academic Associations must maintain an open bank account to access funding provided by FUSA.
- b) Start-Up Funding for Non-Financial Affiliates may only be used to purchase assets that will remain in the Affiliate's possession. These assets will at all times remain owned by FUSA. FUSA will manage the use of this funding through the payment of invoices and/or reimbursement of receipts supplied to FUSA.
- c) Any bank account used for income and expenditure relating to the Affiliate's activities must be registered and remain in the name of the Affiliate.
- d) At least two Current Students (who are members of the Affiliate) must be listed as signatories on the Affiliate's bank account at all times.
- e) The Affiliate must advise FUSA in writing before using a bank account that was not approved in the Affiliate's application for Affiliation.
- f) Only Executive members of the Affiliate may be listed as signatories of the Affiliate's bank account, unless prior written approval has been provided by FUSA.
- g) The Affiliate's bank account must not be owned, accessed or otherwise managed by another organisation/party without prior written approval by FUSA.

4.5 RECORDING INCOME

- a) All income and funding received by the Affiliate must be recorded electronically, including the following details:
 - i. the value received;
 - ii. the reason the income was received;
 - iii. if more than \$100 is received from an organisation or individual, from whom the income was received.
- b) Any petty cash exceeding \$100 must be transferred to the Affiliate's approved bank account within 14 days.

4.6 RECORDING EXPENDITURE

- a) All expenses incurred by the Affiliate must be recorded electronically, including:
 - i. the value of the expenses, and;
 - ii. from whom the expense was incurred (e.g: place of purchase, supplier, etc.), and;



- iii. reason for the expense, and;
- iv. the date the expense was incurred.

4.7 RETAINING RECORDS

- a) All receipts and tax invoices for the Affiliate's expenses, payments and reimbursements must be kept on file by the Affiliate for a period of five years.
- b) Receipts and tax invoices must be made accessible to all Executive members of the Affiliate; ideally stored in cloud-based storage or a location on campus.
- c) Receipts and tax invoices must be provided to FUSA upon request.

4.8 FINANCIAL REPORTING

- a) A financial report must be made available to the membership at least once per calendar year, containing at minimum a summary of:
 - i. The Affiliate's total income since the previous financial report (or since Affiliation, whichever is more recent);
 - ii. The Affiliate's total expenditure since the previous financial report (or since Affiliation, whichever is more recent);
 - iii. The Affiliate's current balances for its bank account(s) and any petty cash.

4.9 ASSET LIST

- a) A list of the Affiliate's assets (items purchased by the Affiliate that retain value and can be sold) must be maintained. This list must contain:
 - i. The date the item(s) were purchased;
 - ii. The purchase cost of the item;
 - iii. The organisation/individual from whom the item was purchased.

4.10 FINANCIAL ACCOUNTABILITY

- a) Accurate and detailed financial records of the Affiliate's itemised income, expenditure and assets must be supplied to FUSA within 14 days of written request.
- b) The Affiliate must provide an accurate and detailed list of the income, expenditure and assets of the Affiliate to the membership within 14 days of motion/request in the following circumstances:
 - i. Where a motion/vote to direct the Executive to provide detailed records was passed by the membership of the Affiliate in a General Meeting, or;
 - ii. Where a motion/vote of the membership to accept the financial report in General Meeting has not passed, or;
 - iii. Otherwise at the direction of FUSA



- c) The Executive must undertake all reasonable efforts to answer queries from registered members of the Affiliate relating to the Affiliate's financial records, however may withhold at its discretion:
 - i. Bank account numbers and BSB numbers associated with income and/or expenditure, and/or;
 - ii. Personally identifiable information for any individual that has paid and/or been paid by the Affiliate (other than the full name of the individual), and/or;
 - iii. Any other information where written approval has been provided by FUSA.

4.11 WINDING UP

- a) Where an Affiliate votes in a General Meeting to formally wind up, it must ensure that assets and funding are distributed in a not-for-profit manner only.
- b) All FUSA provided assets and remaining funding provided by FUSA must be returned to FUSA.
- c) After payment of outstanding debts (including reimbursement to members for actual incurred costs), the Affiliate must donate all other remaining assets and remaining funding of the Affiliate to either:
 - i. FUSA, which will redistribute or share said assets and funding with other Affiliates, or;
 - ii. Another Affiliate of FUSA with similar or related aims and objectives to the Affiliate, or;
 - iii. A charity or not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission, or;
 - iv. Another not-for-profit incorporated association or incorporated charitable institution registered on the Australian Business Register.

5. OFFENCES, COMPLAINTS & DISCIPLINARY ACTION

5.1 OFFENCES

- a) Offences of the Affiliate include:
 - i. Breaching these regulations;
 - ii. Breaching Flinders By-Laws, Flinders/FUSA policies;
 - iii. Breaching local/state/federal laws;
 - iv. Acting contrary to the Affiliate's approved constitution;
 - v. Acting contrary to the Affiliate's approved Member Protection Policy.

5.2 COMPLAINTS RAISED AGAINST THE AFFILIATE

- a) Complaints against the Affiliate may be raised with FUSA or the Affiliate directly in writing.



- b) Where submitted to the Affiliate directly, the Affiliate must respond in writing to any written complaint within 14 days of receipt.
- c) Any complaints regarding offences outlined in section 5.1 will be considered by FUSA for investigation.
- d) In considering a complaint for investigation, FUSA may advise the complainant to raise the issue in writing with the Affiliate if they have not yet done so.
- e) FUSA may refer the complainant to other departments of the university or external services/organisations where FUSA is not best placed to investigate and address the complaint.
- f) FUSA will not be compelled to investigate any complaint that would not constitute an offence under section 5.1.
- g) Where FUSA deems the complaint does not warrant investigation, it will contact the complainant in writing.
- h) FUSA may direct the Affiliate to respond more urgently to a complaint where the complaint is deemed to be time sensitive.
- i) The Affiliate must not take any actions to retaliate against any member/student that has submitted a formal complaint.
- j) Where FUSA has reasonable grounds to believe that a complaint has been submitted on malicious or insufficient grounds with the intent to harass, annoy, delay or cause other detriment or anxiety to an Affiliate and/or its members, FUSA may take any number of actions including:
 - i. Refuse to conduct further business with the complainant, and/or;
 - ii. Refer the complainant for student misconduct in line with Flinders University By-Laws, policies and guidelines, and/or;
 - iii. Where the complainant is a member of the Affiliate, provide approval to the Affiliate to expel that member from its membership.

5.3 INVESTIGATION OF COMPLAINTS OR OFFENCES

- a) To investigate complaints, FUSA will require the complainant to supply:
 - i. Their name and contact information, and;
 - ii. A detailed description of the event(s) complained of, and;
 - iii. The outcome that is sought, and;
 - iv. Statements by any people who witnessed the event(s) or were affected by them (where applicable), and;
 - v. Any other documents or evidence relied upon in support of the complaint.
- b) The complainant may request that their identity not be revealed to the Affiliate.
- c) If the nature of the complaint relates to breaches of Flinders University By-Laws/policies and/or state/federal legislation, FUSA will endeavour to provide the complainant with options to raise the matter formally with Flinders University management or other authorities where applicable.



- d) FUSA may refuse to investigate the complaint where the information provided in 5.3a) cannot be supplied.
- e) To investigate complaints or offences, the Affiliate may be directed by FUSA to supply, in a specified timeframe not less than 24 hours' notice:
 - i. A response by the Affiliate to the accusations of the complaint;
 - ii. Any required information or documentation that would reasonably assist in the investigation of the complaint/offence.
- f) Where the Affiliate refuses to supply requested information/documentation/data, or fails to supply the requested information/documentation/data within the specified timeframe, FUSA may make a determination against the Affiliate.
- g) Where the Affiliate believes the information/documentation/data provides confidential information/documentation/data relating to an individual, it may request that the provided information be reviewed by staff of Flinders University only. The Affiliate must not redact, withhold or alter information/documentation/data that will be provided for review by Flinders University staff only.
- h) FUSA will make determinations for the complaint based upon balance of probability.
- i) If a complaint is declared valid, FUSA may take any number of the below actions:
 - i. Provide a formal warning to the Affiliate, or;
 - ii. Direct the Affiliate to take specific actions in a specified timeframe to rectify the issue, or;
 - iii. Refer the Affiliate to Student Council for disciplinary action, and/or;
 - iv. Refer the Affiliate to Flinders University management for formal action against the Affiliate and/or students involved.
- j) Where the Affiliate fails to take the specific actions provided by FUSA to rectify the issue in the specified timeframe, it may withdraw all benefits of Affiliation to the Affiliate and/or refer the Affiliate for formal action by Student Council and/or Flinders University management.
- k) Where the Affiliate or complainant is dissatisfied with the outcome of the investigation, it may request a review of the outcome by a panel consisting of the Manager of Student Engagement, FUSA Clubs Officer and General Secretary of Student Council (or delegate). The panel will by majority elect to:
 - i. Uphold the determination by Student Council, or;
 - ii. Direct Student Council to review the complaint again in consideration of new evidence and/or recommendations, or;
 - iii. By unanimous decision only, reject the determination of Student Council.

5.4 DISCIPLINARY ACTION

- a) Where Student Council determines that the Affiliate has committed an offence, FUSA may enact any combination of the below measures:
 - i. Provide a formal warning to the Affiliate, or;



- ii. Provide the Affiliate with a specific deadline to rectify the issues, or;
- iii. Order the Affiliate to take specific actions as a condition of continued Affiliation, or;
- iv. Suspend access to the Affiliate's benefits of Affiliation for a specified duration, or;
- v. Deduct funding from the Affiliate's allocated grant funding, or;
- vi. Disaffiliate the Affiliate from FUSA.

5.5 INACTIVITY

- a) The Affiliate may be declared inactive by FUSA if:
 - i. no activities (events, meetings, etc.) been registered with FUSA within a 6 month period, or;
 - ii. has received written advice from a registered Executive member of the Affiliate that it has become inactive, or;
 - iii. has not submitted Annual Review within 30 days of the deadline (or extended deadline where negotiated and approved by FUSA).
- b) FUSA will take reasonable efforts to contact the Affiliate's listed Executive prior to declaring the Affiliate inactive.
- c) If declared inactive, the Affiliate will be referred for disaffiliation under section 5.6 of these regulations.
- d) Should the disaffiliated Club/Collective/Association be approved for Affiliation with FUSA again within 6 months of being declared inactive, the funding and assets will be returned to the Affiliate.
- e) If the Affiliate does not affiliate with FUSA again within 6 months of being declared inactive, the funding and equipment will be shared or distributed within FUSA's Affiliate program (at the discretion of FUSA).

5.6 DISAFFILIATION

- a) In general, disaffiliation will be considered a last resort for disciplinary action, except in cases where:
 - i. the Affiliate's actions could pose a significant risk to the safety, wellbeing or welfare of members, Flinders University students or the public;
 - ii. the Affiliate's actions present a significant legal, financial or reputational risk to FUSA and/or Flinders University, or;
 - iii. the Affiliate has acted dishonestly or otherwise in bad faith in its dealings with FUSA and/or members of the Affiliate, or;
 - iv. the Affiliate has conducted activities for the profit of an individual, group or organisation that are not permitted under these regulations, or;



- v. the Affiliate (or its members in activities of the Affiliate) has breached local, state or federal laws.
- b) Flinders University management may order the disaffiliation of an Affiliate, without motion by FUSA Student Council where it determines that the Affiliate's actions or planned activities constitute a significant legal, financial or safety/welfare risk to Flinders University and/or Flinders University staff/students.
 - i. A disaffiliated group, upon notice of disaffiliation, must:
 - ii. Cease to represent itself as an Affiliate of FUSA, and;
 - iii. Cease representing itself as a formally recognised Club/Association/Collective of Flinders University, and;
 - iv. Must not access or attempt to access any further resources or services provided to Affiliates of FUSA, and;
 - v. Upon the direction of Flinders University management, remove any use of "Flinders", "Flinders University" or other derivatives from its title.
 - vi. Within 14 days of written notice, return all remaining funding provided by FUSA to FUSA, and;
 - vii. Within 14 days of written notice, return all assets (purchased with funding provided by FUSA) to FUSA.
- c) A disaffiliated student group must return all provided funding and assets provided to the Affiliate by FUSA and/or Flinders University (upon request) where it is determined by Flinders University management that:
- d) the application for Affiliation was deliberately false or misleading, or;
 - i. the activities of the Affiliate were not directly related to the activities, aims and objectives approved in its application for Affiliation, or;
 - ii. the Affiliate was not acting for the primary purpose of engaging Current Students, or;
 - iii. funding or funded assets were used to conduct activities that were not approved or deviated from the approved activities of FUSA, or;
 - iv. funding or funded assets provided by FUSA and/or Flinders University was misappropriated and/or were primarily used for purposes that were not approved in the Affiliate's application for funding, or;
 - v. the Affiliate was acting for the primary purpose of securing a profit for any individual, group or organisation other than the Affiliate.