

La Trobe University Clubs' Constitution

1. CLUB NAME

- 1.1 The official name of this student-run group is _____ (Club/Society).
- 1.2 Often abbreviated to _____ (Club/Society).
- 1.3 Located on _____ Campus.

2. PURPOSE

- 2.1 The purpose of the Club is to advance the education and/or student experience of the students of La Trobe University (**LTU**) through:
 - a. _____
 - b. _____
 - c. _____
- 2.2 This constitution applies to all clubs, societies, groups and associations that are affiliated or pending affiliation with LTU as administered by the Student Life business area.
- 2.3 Any activity undertaken or decisions made on behalf of the Club must align with the Club's purpose.
- 2.4 The Club and its participants in the Club (including its leaders) must act in good faith and in line with the Club's purpose.
- 2.5 The Club must have at least the minimum number of members outlined in the most up-to-date La Trobe Clubs Team Exec Handbook.
- 2.6 The Club must have an Executive team made up of at least the minimum number of filled positions, as outlined in the most up-to-date La Trobe Clubs Team Exec Handbook.
- 2.7 The Club will not discriminate or deny membership or access based on gender, relationship, status, sexuality, pregnancy, parental status, race, impairment or ability, place of birth or family origin, weight, religious belief or activity, or political belief or activity.
- 2.8 The Club must uphold the University's strong commitment to diversity, in all its forms, to offer fair representation of each unique campus cohort, as appropriate.
- 2.9 The Club and its participants must act in line with the La Trobe Student Charter.
- 2.10 The Club is democratic and will undertake all activity and decisions in line with ensuring equal access and an equitable experience for all members. All full members have the opportunity to take on leadership positions.
- 2.11 This Constitution may only be amended with approval from the Clubs Team and by a two-third majority vote at an Annual General Meeting (AGM) or Special General Meeting (SGM). See section 8.

3. MEMBERSHIP OF CLUB

- 3.1 Full membership of the Club is open to current LTU students (including former students up to 3 months after graduation)
- Who:
- a. Support the purpose of the Club; and
 - b. Sign up for membership within the current affiliation period (1st of November until the 31st of October the following year).
- 3.2 Associate membership is available to
- a. alumni;
 - b. staff;
 - c. students of La Trobe College Australia (La Trobe College) and
 - d. the public (non- La Trobe University student members).
- Who:
- e. support the purpose of the Club; and
 - f. sign up for membership within the current affiliation period (1st of November until the 31st of October the following year).
- 3.3 Life Membership is an honorary position nominated and voted on by the Club at a General Meeting.
- 3.4 It shall be a condition of affiliation that Clubs shall have the minimum number of full members as outlined in the Club Exec Handbook.
- 3.5 A Club's overall membership must consist of a minimum 70% Full members.
- 3.6 Only Full members are permitted to vote at the Club's AGM.
- 3.7 Only Full members may be elected to General Executive and General Committee roles in the club.
- 3.8 Only full members count towards club size in allocating annual affiliation grants.
- 3.9 The Club must maintain the membership list in a digital format with the minimum requirements recorded to be:
- a. Name,
 - b. Email,
 - c. Associate or full member status
 - d. Student ID (if applicable),
 - e. Date of birth,
 - f. Course information (if applicable)
 - g. Date member joined (for the current club year)
- 3.10 Membership registry is to be shared with the Clubs Team as part of the affiliation process. If the Club knowingly misrepresents their membership list (for example, by using false names or pretending a student is a current member when they are not), they can risk disaffiliation from the Clubs Program and/or other individual reprimand.

- 3.11 Membership records must show the date on which each member joined the club for the current club year. Club membership is current for the club's calendar year only, which commences on the 1st of November until the 31st of October. Membership records must be renewed each club calendar year and submitted to the Clubs Team as part of affiliation.
- 3.12 The Club is to communicate with members through official club channels such as club email address, in accordance with 5.9 or official club social accounts where applicable.
- 3.13 Members' details must not be provided to anyone outside of the club, except for the Student Life Department, without written consent from the member. This includes internal departments and external organisations groups or professional associations.
- 3.14 Club membership fees may be set by the Club Executives annually. Any changes in membership fees will be communicated to the Clubs Team.

4. EXECUTIVE AND COMMITTEE POSITIONS

- 4.1 The Executive take on responsibility for the overall development and operations of the Club. They must work together to ensure the Club achieves its aims during the year, meets its governance and administration requirements, and provides a democratic, inclusive space for members.
- 4.2 The Executive of the Club consists of the four following positions:
 - a. President;
 - b. Vice President;
 - c. Treasurer;
 - d. Secretary.
- 4.3 The positions and their general duties are outlined as follows:
 - 4.3.1 The Executive is responsible for:
 - a. Governing the club in accordance with all LTU Club related Policy, Procedures, and other relevant LTU Policy & Procedure inclusive of but no limited to; the [Charter of Student Rights and Responsibilities](#) and [Occupational Health and Safety](#) requirements. Copies of these policies are available on the LTU online policy library which all clubs have access to.
 - b. Organising Club activities; and
 - c. Representing the Club and its members within LTU and the wider community.
 - 4.3.2 All Executive must:
 - a. Read this Constitution and ensure the Club meets the requirements set out in it, including that all decisions, events, financial spend and activity are undertaken in line with the Club's purpose.
 - b. Ensure that the Club is democratic, inclusive and open to all members and listening to membership feedback.
 - c. Carry out their responsibilities with a duty of care for members and club.
 - d. Act in good faith (fairly and honestly) in the best interests of the Club, in line with the Club's purpose.
 - e. Not misuse their position or information they gain in their position.
 - f. Disclose any perceived or actual conflicts of interest to the Club and the Clubs Team.

- g. Ensure club activities are held responsibly and safely, in line with La Trobe policies.
 - h. Ensure the financial affairs of the Club are managed responsibly and not allow the Club to undertake activity that will cost more than the Club has available.
 - i. Plan for succession, identifying and training members to run for Executive positions at the next AGM, and support with handover.
 - j. Attend Executive meetings and be an active leader.
 - k. Submit forms and requests on time and meet deadlines as set by the Clubs Team.
 - l. Update the Clubs Team on club activity, plans and change.
 - m. Check the Club email account at least twice a week (even outside of semester).
 - n. Read the Clubs Team newsletter and any other communications sent by the Clubs Team.
 - o. Engage with the Clubs Team on matters regarding the Club and the Program, ensuring the Club follows all rules and meets all obligations.
- 4.4 An Executive meeting (as defined in sec 8.2) may establish general committee positions and decide on the duties and responsibilities of these positions.
- 4.5 Non-Executive roles, such as General Committees will not need to be voted in as a constitutional change and can be appointed by the Executive as required.
- 4.6 General Committee positions and their roles and responsibilities should be documented and may be added to the 'additional positions' section of this constitution.
- 4.7 Executive members may only hold one Executive position in a club at a time; however, a student may hold two executive positions across two Clubs.
- 4.8 Executive positions cannot be co-held. Only one person may hold the position of President, Vice President, Treasurer and Secretary.
- 4.9 Only current La Trobe University students may hold a general committee position, except in the instance of;
- a. An LTU alumni may hold a position relevant to their current standing, such as Alumni Relations; or
 - b. A La Trobe College student may hold any general committee position.
- 4.10 All members of the Executive must have a valid Working with Children Check (WWCC) within two months of election (type can be volunteer or employee). WWCC details must be shared with the Clubs Team.
- 4.11 The four Executive positions listed in 4.2 are individually responsible for tasks as outlined below.
- 4.11.1 **The President**
- The President acts as club figurehead and is responsible for:
- a. Providing leadership for, and overseeing the running of the Club and ensuring that the Club meets its purpose;
 - b. Ensure the Club has a plan for the year and guide the Executive to fulfil that plan;
 - c. Maintaining regular communication with the Clubs Team regarding the Club's activities and ensuring the Clubs team receives all requested information promptly;
 - d. Consulting with the Clubs Team and seek advice on any issues where necessary;

- e. Ensure activities are properly risk assessed, and the Club remains compliant with Clubs Program requirements;
- f. Ensure all Executive are aware of their obligations as outlined in the Constitution;
- g. Support and lead all Executive in achieving their goals and delivering their projects;
- h. Chairing General and Executive meetings;
- i. Preparing an annual president's report and presenting it to all members at the AGM;
- j. Ensuring that the club is compliant with the rules and regulations of the University and acting in accordance with the club constitution;
- k. Acting as chief spokesperson for the Club in meeting with the university and all other groups and external organisations,
- l. Attending Clubscon Training, provided by the Clubs Team.

4.11.2 **The Vice-President**

The Vice-President plays an important role in supporting the President and is responsible for:

- a. Assisting the President in the overseeing the running of the Club and representing the Club to other groups and external organisations and ensuring that the Club meets its purpose;
- b. Supporting other committee members to achieve their goals and perform their roles to the best of their ability;
- c. Engaging with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President;
- d. Acting as President at events and meetings where the President is unavailable and stand in for the President as Chair if the President is unable to attend Meetings;
- e. Ensure the club continues forward planning for the year, with a focus on long term goals;
- f. Be knowledgeable in the requirements of this Constitution and the Clubs Program, including timelines and processes and this Constitution, and support the Executive in fulfilling the requirements;
- g. Manage special projects and/or sub-committees of the Club, as required;
- h. Attend Bystander Action training offered by La Trobe University.

4.11.3 **The Secretary**

The Secretary has responsibility for oversight of club operations and communications including:

- a. Organising General and Executive meetings including preparation and circulation of agendas and meeting minutes;
- b. Working closely with the President to manage all correspondence, including email and social media messaging;
- c. Keeping the President and Treasurer accountable to ensure all grants are applied for and acquitted on time;

- d. Manage membership, including the oversight, storage and updating of member details, and overseeing member applications, resignations and expirations;
- e. Present an annual Secretary's report to the AGM including membership numbers;
- f. Organising and maintaining the Club records and documentation;
- g. Attend AGM Training provided by the Clubs Team.

4.11.4 The Treasurer

The Treasurer is responsible for overseeing the Club's financial health, including record-keeping, budgeting, reporting, and ensuring financial compliance. This includes:

- a. Prepare an annual budget for the Club, which will be approved and followed by the Executive, and maintain an 'actuals versus budget' tracker to monitor Club finances;
- b. Recording incoming funds from affiliation funding, grants, membership income and other donations;
- c. Recording expenditure and receipts, and providing relevant details to the Clubs Team during auditing periods, in accordance with section 6.14;
- d. Responsible for overseeing grant applications and acquittals;
- e. Approve payments and reimbursement requests, in line with the guidelines;
- f. Monitoring and maintaining accurate records of the Club's assets, inventory and finances;
- g. Stores all receipts, invoices and other financial documents, and supplies these to the Clubs Team as requested (these documents should also be available to other members of the Executive within a shared drive);
- h. Delivering updates at executive meetings and general meetings including preparing and presenting a financial report at the Annual General Meeting (AGM);
- i. Attend finance training provided by the LTU clubs team to be eligible to receive funding from the Clubs Program.

4.12 The Executive must, on its election, notify the Clubs Team of the persons filling the Executive positions.

4.13 If the Executive changes in any capacity, the Clubs Team is to be notified.

This includes situations such as:

- a. Where an Executive position becomes vacant, the Executive may nominate someone to stand in an acting position for a period of up to two months wherein an SGM/AGM must be held to fill the position.
- b. In the event that that an AGM is due within three months, permission can be sought from the clubs team to have the acting period extended.

5. AFFILIATION

- 5.1 Clubs who affiliate with the Clubs Program access specialist University support and advice, as well as guidance on events, governance, leadership, finance and risk mitigation. By affiliating with the Clubs Program, clubs are also beholden to the relevant rules and regulations of the Program.
- 5.2 The Club is affiliated to and may receive funding from the Clubs Program. If the Club breaches the constitution or the LTU Student Charter, the Clubs Team can direct that the club be disaffiliated.
- 5.3 It is a condition of affiliation that the Club and its members comply with this constitution and the LTU policies including any changes and adaptations that may occur.
- 5.4 Clubs are required to follow all direct instructions from LTU, Student Life, and the Clubs Team as pertains to policy, procedure, and the effects thereof.
- 5.5 If a club has an affiliation with an external body, the club shall provide the details of these relationships to the Clubs Team.
- 5.6 In some instances, a club that has an affiliation with an external body may not be eligible to affiliate with LTU or may have restrictions in place such as not being eligible for LTU Clubs affiliation funding.
- 5.7 A club that has an affiliation with an external body may be disestablished if the club is found to be run or unduly influenced by non-LTU students or the affiliated external body.
- 5.8 The Clubs Program is SSAF-funded and so clubs are to include the SSAF logo, or other acknowledge of SSAF funding, in all promotional material produced by the Club.
- 5.9 The Club is required to create a Club email account from which it can communicate with its members. All emails sent from the Club email account must Bcc the recipients for privacy purposes, with the exception of an email sent to one person only.
- 5.10 Where a club wishes to change its name following affiliation a two thirds majority vote at a general meeting is required to proceed with the change.
 - 5.10.1 The Clubs Team may reject a proposed club name on the grounds that:
 - a. The proposed name is already in use by another club, or sufficiently similar so as to result in confusion
 - b. The proposed name is offensive or inappropriate
 - c. The proposed name not reflective of club purpose
- 5.11 The Club is required to create a Club email account from which it can communicate with its members. All emails sent from the Club email account must BCC the recipients for privacy purposes, with the exception of an email sent to one person only.
- 5.12 The Club must have their constitution freely available to club members and new members are to receive a copy within 2 weeks of joining the club.
- 5.13 A Club may be disaffiliated in the event that:
 - a. the minimum number of members is not met, as outlined in the Exec Handbook
 - b. the Club is found to have been misrepresenting themselves to its members or Student Life
 - c. the Club is found to have a sustained debt
 - d. the Club has failed to engage with risk assessments requirements
 - e. the Club has acted in such a way as to breach the student charter.

- 5.14 If the Club is disaffiliated any remaining funds, assets or debts arising from the misappropriation of funds belonging to the club must be paid or transferred to LTU. For the avoidance of doubt, LTU may seek to recover misappropriated funds as a debt due. Depending on the reason for disaffiliation, Student Life may attempt to recruit students to re-establish the club.
- 5.15 Each year to affiliate with La Trobe University a Club must successfully vote to affiliate at an AGM and pass with two thirds majority.
- 5.16 If a club is unable to fill all compulsory executive positions, the club cannot affiliate with LTU. The Club will have until March 31st to find suitable candidates to fill positions and complete affiliation. The Clubs Team will support the club to do this. In the event that a club cannot find suitable candidate by 31st of March, the Club will Sunset in accordance with the below;
 - 5.16.1 Sunset status will apply to the inactive Club for a period of 8 months. When a club has sunsetted the Clubs Team will hold in trust the club's funds, equipment and assets in case the club is able to reestablish. If the club is unable to reestablish by the end of a sunset period, the Clubs Team will redistribute the assets to other clubs in the Clubs Program.
- 5.17 The Club may be wound up (closed) voluntarily by a resolution passed by two-thirds majority of members present and voting at an AGM or SGM. In the case where this is not possible, such as in the case where the Club is unable to meet its Quorum or Executive requirements, the Club may be sunsetted and/or wound up in consultation with the Clubs Team.
- 5.18 The Club will only be officially affiliated upon confirmation from the Clubs Team once all necessary documents have been submitted with the Clubs Team in an affiliation request.
- 5.19 For Clubs to be eligible for funding they must attend compulsory training and submit required documentation (this includes access to a WBS).

6. FINANCIAL

- 6.1 The Club's funding (including income, grants, assets and property) can only be used and spent in line with the Club's purpose and activities, with approval from the Treasurer or other relevant Executive.
- 6.2 Clubs that receive funding are to prepare and follow an annual budget.
- 6.3 Club will maintain financial records for a period of seven years and may request the Clubs Team to store a copy on file.
- 6.4 The Club will not actively overspend or spend unreasonable amounts of funding on a particular activity or event.
- 6.5 The Club will not pay honoraria to any of its Executive or Members.
- 6.6 All Club payments must be authorised by at least two Executive, with one being the Treasurer. If the Treasurer is claiming for a reimbursement, then the claim must be authorised by two other Executive.
- 6.7 Those approving payments will ensure the Club has the funding to cover the cost and that the payment request is compliant with the Club's financial obligations and the Clubs Team's processes.
- 6.8 The Club must have enough money to cover any financial commitment at the time they make the agreement. The Club must not commit to a payment that they do not have the funding to cover up front, unless agreed in consultation with the Clubs Team.
- 6.9 Clubs may receive affiliation funding from LTU each year if they fulfil necessary requirements.

- 6.10 Eligible clubs can apply for additional funding during the prescribed grant application periods as outlined by the clubs Team.
- 6.11 Grants received must be used for the same purpose outlined on the grant request. An acquittal of how funds were spent must be provided to the Clubs Team within one month from the event date.
- 6.12 To receive funding clubs must attend compulsory training and submit documentation as requested by the Clubs Team.
- 6.13 Each club may request a La Trobe University WBS number when they meet financial requirements as outlined by the LTU Clubs Team.
- 6.14 Each Club may be audited once per year by or on behalf of LTU. This is to ensure the financial integrity of each affiliated Club at LTU and the appropriate use of SSAF funding. As such clubs will keep:
 - 6.14.1 Accurate, detailed records of all income and expenses for the funding year to date, in accordance with 7.2.1;
 - 6.14.2 Receipts, including cash receipts, of all expenses for the funding year to date; and for clubs holding external bank accounts the following will be provided to the Clubs Team:
 - a. Bank transaction statement from the last 6 months (or such longer period as requested).
 - b. Record of bank balance as at the beginning of the club's term in accordance with 7.2.1
 - 6.14.3 Failure to provide required documents or failing a Club audit will result in consequences to the Club.
 - 6.14.4 Clubs will receive two weeks' notice of requirement for audit.
 - 6.14.5 Any misappropriated funds will be immediately repaid to the Club.
- 6.15 The Club must not distribute any profit, income or assets directly or indirectly to its members
 - 6.15.1 Exclusions may be made in the following cases;
 - a. reimbursement for an expense incurred on behalf of the Club, as approved by the Treasurer
 - b. selling merch, goods or tickets to a member
 - c. providing gifts, tokens and meals as part of Club activity and celebration
 - d. providing a member with an award, grant, prize or scholarship, in consultation with the Clubs Team
 - 6.15.2 The above activities must be undertaken in good faith and in line with La Trobe processes.
- 6.16 The Club must not offer honoraria or payment to any members or Executives for undertaking their club duties or pay club members for services provided due to potential conflicts of interest.
- 6.17 The Club may only use its income, assets and profits for activities specific in the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011. These are specified on the government website <https://www.education.gov.au/student-services-and-amenities-fee>.

- 6.18 Furthermore, University funds provided to student groups cannot be used to directly or indirectly support:
- a. a political party; or
 - b. the election of a person as a member of:
 - i. the legislature of the Commonwealth, a State or a Territory; or
 - ii. a local government body
- 6.19 Receipts must be kept for each transaction, including membership fees.
- 6.20 The Executive must ensure that the Treasurer:
- a. Records all income received and payments made by the Club in accordance with 4.11.4
 - b. Keeps a register of all assets held by the Club in accordance with 4.11.4(f); and
 - c. Complies with auditing requirements in accordance with 6.14
- 6.21 Sale or redistribution of significant assets must be approved by the Clubs team.
- 6.22 All assets held by a Club that is disaffiliated or sunsetted must be handed over to LTU Student Life.

7. ELECTION AND TERM OF OFFICE FOR THE EXECUTIVE

- 7.1 To be eligible to run for an Exec or other elected position, an individual must:
- a. Be a current La Trobe University student
 - b. Have been a Full Member of the Club for at least two months
 - c. Is not on the executive of two or more currently active clubs.
- 7.1.2 A candidate may have the two-month requirement waived, if they:
- a. Are nominated by at least two Exec; or
 - b. Are nominated by at least 25% of the Club membership; or
 - c. In cases where they have shown high commitment to the Club previously; or
 - d. the two-month requirement would hinder the Club's ability to effectively hold the Election (for example, in the case where a Club is restarting after some time paused).
- 7.2 Results of all elections will be distributed by the Secretary (or other Exec if they are unavailable) to Members and the Clubs Team within two weeks of the vote taking place.
- 7.2.1 The Exec's term runs for 12 months from 1 November each calendar year.
- 7.2.2 Outgoing Exec will support incoming Exec during a four-week handover period following the AGM.
- 7.3 Executive members may serve an unlimited number of terms, however:
- a. A Club is not permitted to fill certain position(s) internally before the AGM; and
 - b. All Executive positions must be declared vacant at the AGM.
 - c. All Executive positions must be elected by ballot at an AGM, SGM or Inaugural General Meeting (IGM).
 - d. A ballot, secret or otherwise, is not necessary if a nominee is uncontested. However, the opportunity to abstain should be given to members.

- e. Voting may be done in person and/or electronically. The method(s) will be confirmed by the Returning Officer at least three days prior to the election taking place.
- f. Those running for an elected position must be given an opportunity to make a statement (written or verbal) before the election is held.
- g. Proxy votes are not allowed (see 'Definitions' section).
- h. Execs may stand for re-election an unlimited number of times, as long as they are eligible to be elected.
- i. If an Exec graduates or takes a leave of absence within their term, they may remain in the role until the next AGM, if the AGM is due to fall within the following three months, as long as this has been agreed with the Clubs Team and agreed at an Exec Meeting by a majority vote. In all other circumstances, the role will become vacant.

7.4 Executive members cease to hold office if:

- a. They resign in writing to the Secretary (or, in the case of the Secretary, to the President) and Clubs Team;
- b. cease to be a current student (outside of the conditions above)
- c. They are removed by a resolution of no confidence passed by a two-thirds majority of full members present and voting at a general meeting; or
- d. They fail to attend two consecutive meetings of the Executive without giving apology to the Executive.
- e. Are removed from their position by the Clubs Team/La Trobe University, following an appropriate process

7.5 The Clubs Team must be notified of the intention to hold a vote of no confidence prior to the vote taking place, and be informed of the vote outcome within seven days of the SGM.

7.6 The Executive may fill a single vacancy in its executive or committee as outlined in 4.13

7.7 Anyone who has been a Full Member for at least two months may vote in an Election. This requirement is waived for the Inaugural General Meeting. This requirement may be waived, with permission from the Clubs Team, in the circumstance that the requirement would hinder the Club's ability to effectively hold the Election (for example, in the case where a Club is restarting after some time paused).

7.8 Clubs must not improperly increase the membership of a club

7.8.1 In order to:

- a. Support a particular agenda
- b. Election result
- c. Become a member in bad faith

7.8.2 This includes, but is not limited to:

- a. Encouraging a group of friends to join simply to vote a person into a particular role
- b. Recruiting a number of people to influence the result of an election
- c. Becoming a member to unduly influence the running of the club (such as to align with a political party or for reasons outside of the aim of the club).

8. MEETINGS OF EXECUTIVE & MEMBERS | ANNUAL GENERAL MEETINGS

- 8.1 General Meetings must be democratic, accessible and open to all members.
 - 8.1.1 Exec must not use their position of power to unduly influence any access to the Meeting or voting processes.
 - 8.1.2 General Meetings can be held in person or online. They cannot be held over a text chat function.
 - 8.1.3 For all General Meetings and Executive meetings, an agenda must be provided via the Clubs Governance request, saved digitally, and uploaded as to be readily available to all club members within two weeks.
 - 8.1.4 All meetings must be registered with the Clubs Team.
- 8.2 An Executive Meeting is to occur at least quarterly and can take place in person, online or telephone conference, but cannot be via a text chat function.
 - 8.2.1 The quorum for Executive Meetings is the presence of the majority of Execs.
 - 8.2.2 The Executive Meeting agenda must include, as a minimum:
 - a. Formal Acknowledgement of Country
 - b. Review of previous meeting minutes, including action item updates
 - c. Finance update from Treasurer
 - d. Review of any activity or events from the previous month
 - e. Plans for upcoming months
 - f. General updates from each Exec
 - g. Any motions to be voted on
 - h. Any other business
 - 8.2.3 Executive meetings may be called by either the Secretary, the President or jointly by Executive members
 - 8.2.4 The Executive member(s) calling the meeting must provide notice to all other Executive members in advance, at a time that is reasonably accessible to all Exec.
 - 8.2.5 Executive Members may request that items of business be included on the agenda by submitting such request to the Secretary no later than 48 hours before the appointed meeting time.
 - 8.2.6 The Secretary shall create and distribute the meeting agenda to the Executive prior to each meeting.
 - 8.2.7 The President is entitled to chair all meetings. If the President is not present, the Vice-President is entitled to chair. If neither the President nor the Vice-President is present, the meeting must elect another member to chair.
 - 8.2.8 A motion or resolution is considered passed if over 50% of the Exec agree.
 - 8.2.9 Any Exec decision may be overturned by a two thirds majority member vote at a Club General Meeting.
 - 8.2.10 Outside of meetings, where appropriate, Exec may make decisions by circular resolution. to pass a circular resolution, each Exec must agree to it in writing (including via electronic

communication), and it is passed once the last Exec has agreed to it. These decisions must be communicated to Members.

- 8.2.11 Minutes from Exec Meetings must be distributed to Exec for review within one week and made available to members within two weeks.

8.3 An Annual General Meeting (AGM) must be held every year.

8.3.1 A General Meeting's Agenda must include, as a minimum:

- a. A formal acknowledgement of country;
- b. Confirmation of the minutes of the last AGM and any subsequent Executive meetings;
- c. Annual report from all executive members;
- d. Election of the Executive for the upcoming year;
- e. A vote to affiliate with LTU for the upcoming year;
- f. Discussion and voting of any additions to this constitution;
- g. Any other business of which appropriate notice has been given.

- 8.3.2 The date of a General Meeting should be decided by the Exec during an Exec Meeting. Notice of the date must be given as soon as reasonably practicable after the date is set, with a minimum of two weeks' notice of the date.

- 8.3.3 The Executive must notify the Clubs Team at least two weeks before the AGM and the Clubs Team or a nominee is entitled to attend the AGM in an observer capacity.

- 8.3.4 The Executive must give at least two weeks' notice in writing of the date, time and place of the AGM to all members. The notice must state the business to be considered, including any item that a member has requested in writing to be included (in accordance with 8.1.3).

- 8.3.5 If the location is not known at the time of notice, the location must be communicated as soon as reasonably practicable and at least 24 hours before the meeting. If the location is changed on the day (e.g. due to an increase in attendance or the University needs to change the booking), this change must be communicated to members via email, Club social media accounts, and in any other manner that is reasonably accessible to all members.

- 8.3.6 The Executive must hold an AGM each year between 1st September and 31st October. A Club may hold their AGM at an alternative time (i.e. semester one), in the event that it is discussed with and approved by the Clubs Team.

- 8.3.7 The Exec must nominate a Returning Officer at least five days prior to the elections, who is responsible for the conduct of the elections. If this is not practicable, the Returning Officer may be elected by majority vote at the AGM.

8.3.8 The role of Returning Officer, the general duties, and requirements are outlined as follows:

- a. The Returning Officer must be someone who is not running for a position and/or actively campaigning on behalf of another candidate. The Returning Officer may be an outgoing Exec, however this is not a requirement.
- b. The Returning Officer is allowed to vote if they are a full member of the Club but must be anonymous in their voting.
- c. The Returning Officer will collate and announce the results.
- d. The Returning Officer is not required to be present at any following meetings.

- e. In instances where it is impractical to have just one person collating results (such as if there are a number of roles with more than two candidates running), the Returning Officer may recruit an assistant. The assistant must not be running for a position and/or campaigning actively on behalf of another candidate and fulfill the other requirements set out in this section.
- f. Any complaints about the behaviour of the candidates or the legitimacy of the vote should be first directed to the Returning Officer, who may seek support from outgoing Exec and the Clubs Team.
- g. In the case the complaint being about the Returning Officer, the complaint should be directed to the Clubs Team.
- h. Prior to the vote, the returning officer must declare any conflict of interest at the AGM.
- i. Where a returning officer is deemed to have a conflict of interest they shall be set aside and another returning officer sought from those present.

8.3.9 The official business of the AGM cannot be recognised unless the AGM meets quorum.

- a. If quorum is not achieved at the end of 30 minutes after the advertised meeting time, the meeting shall adjourn for one week. All members must be notified with a minimum of 5 days' notice of the rescheduled meeting details. If at such a meeting quorum is still not achieved, the members present shall be competent to discharge the business of the meeting and may vote as if quorum were met.
- b. Executive and Committee members are included within the quorum requirements.
- c. Quorum does not include associate members, non-students, or observers.

8.4 Inaugural General Meeting (IGM)

The Inaugural General Meeting (IGM) is the first official meeting hosted by the Club.

8.4.1 An Inaugural General Meeting's Agenda must include, as a minimum:

- a. Formal Acknowledgement of Country
- b. Motions to agree the Club's name, the Club's purpose and to accept this Constitution
- c. The election of the new Exec, alongside any other elected Club roles
- d. Discussion of upcoming events and activities
- e. Any other business

8.4.2 A Chairperson must be appointed by the members to chair the meeting. The Chairperson will declare all Executive positions (outlined in 4.11) vacant and hold elections for the Executive positions in accordance with section 7.3.

8.4.3 If the IGM takes place between January 1 and June 30, the Club must still hold an AGM within the AGM Season (see 'Annual General Meeting' section).

8.4.4 If the IGM takes place between July 1 and December 31, the Club may choose to count the meeting as the AGM for that year.

8.5 Special General Meeting (SGM)

Special General Meetings (SGM) are held when a member-wide decision must be made (such as the election of a new Exec, a constitutional or policy change, or a big financial decision) outside of the General Meeting timeline.

- 8.5.1 The minimum requirements of an SGM are the same as an AGM, with the exception of electing a new Executive.
- 8.5.2 The Exec may call an SGM at any time.
- 8.5.3 The Exec must call an SGM if requested by at least 25% of the membership. In this case, the SGM must take place within 21 days of the request being received by the Exec.

9. EVENTS

- 9.1 The Club owe their members a duty of care when running events. Clubs must undertake a risk assessment to identify (and subsequently mitigate) any risks arising as a result of running their event.
 - 9.1.1 On-campus activities or events must be registered with the Clubs Team prior to the event occurring in line with timeframes outlined in 9.1.2, including a completed risk assessment form to be revised by the Clubs Team.
 - 9.1.2 High Tier Activity (Balls, camps and events that require coordination with other stakeholders) 8 weeks, Standard Activity (events that require room booking, borrowing equipment, etc.) 4 weeks, Pre-approved Activity (as approved in your annual risk assessment) - 2 weeks.
 - 9.1.3 Further to 9.1.1, Clubs running after business hours on campus club activities/events must be able to provide the clubs Team with a record of participant registration via email if requested.
 - 9.1.4 Off-Campus activities/events must be registered with the Clubs Team four weeks prior to the event occurring, including completed Risk Assessment and evidence of Public Liability Insurance for every vendor for the clubs Team to review.
 - 9.1.5 The Club should record attendance at activities/events including how many full members, associate members and how many non-members attended the event. The Clubs Team, from time to time, will ask for copies of these records to check they comply with SSAF funding requirements.
 - 9.1.6 Events with external guests or participants must be electronically ticketed and collect the following details, Full Name, Phone Number, Email and date of birth. If event is taking place on campus a list of all registered attendees must be provided to the Clubs Team prior to the event.
 - 9.1.7 Club members who prepare and serve perishable food at events must have a Safe Food Handling certificate. This can be completed online for free at dofoodsafely.health.vic.gov.au. A copy of this certificate should be sent to Clubs Team.
- 9.2 LTU has the right to refuse to endorse certain club events/activities if they do not meet requirements in accordance with 9.1. In this instance, the Club will be notified the event is not endorsed by LTU Clubs. Furthermore, these activities/events will not be covered by the LTU Liability insurance.
- 9.3 Clubs have the privilege of utilising LTU spaces for club activities and events.
 - 9.3.1 Some terms and conditions apply to room booking and clubs must adhere to these.
 - 9.3.2 There is an expectation that all clubs will consider inclusivity in the design and implementation of their events and should be committed to ensuring events are non-discriminatory and aligned with university policies and the student charter.
 - 9.3.3 LTU rooms and spaces must be left in the state they were found and be clean and tidy. Any damage (including mess) will be charged to the Club WBS.
- 9.4 The requirements for events involving alcohol are:
 - 9.4.1 The Club must receive approval from the Clubs Team if alcohol is to be provided in an on or off campus event;

- 9.4.2 A Club must ensure all persons serving alcohol hold a Responsible Service of Alcohol Certificate;
- 9.4.3 A Club member shall not to sell or supply liquor to a person under the age of 18 years;
- 9.4.4 A Club shall not sell or supply liquor to any person who is in a state of intoxication;
- 9.4.5 A Club providing alcohol at a Club event must have non-alcoholic refreshments and food readily available on request;
- 9.4.6 Provision of a safe, well-lit passage from campus to transport must be made. University Security is available to escort students to taxis, cars, or tram stops; and
- 9.4.7 A Club providing alcohol must read and ensure they are compliant with the University [Alcohol and Drugs \(Students\) Policy](#).

10. DISCIPLINE BY CLUB

- 10.1 Any concerns of inappropriate behaviour by an executive member must be reported to the Club President who is to pass on the information to the Clubs Team. In some circumstances it may be more appropriate to raise the concern directly with Safer Community.
 - 10.1.1 The Club President, using principles of natural justice, will discuss raised concerns with all parties to understand all perspectives and seek an amicable resolution.
 - 10.1.2 Where the concern is regarding the Club President behaving inappropriately, please refer to section 11.
 - 10.1.3 In consultation with the Clubs Team, the President may call an SGM so the club may vote to suspend the executive member for a specified time while the situation is under investigation.
- 10.2 The Executive reserves the right to terminate a member's membership of the club if the member has:
 - 10.2.1 Acted in a manner that puts themselves or others in danger;
 - 10.2.2 Refused to comply with the Clubs Constitution or act in ways which undermine a club's stated purpose;
 - 10.2.3 Caused serious disruption to other members' enjoyment of club services.
 - 10.2.4 Has acted in breach of the student charter.

11. DISCIPLINE BY STUDENT LIFE

- 11.1 Subject to this constitution, if Student Life is of the reasonable opinion that a Club or a member of its Executive have:
 - 11.1.1 refused or neglected to comply with this constitution or any other relevant regulations or policies of La Trobe University; or
 - 11.1.2 caused serious disruption to members use and enjoyment of amenities or services provided by LTU or by other members then one of the following may apply;
 - a. Student Life may suspend the right of that Club or executive member to use the amenities and services, of Student Life for a specified period.
 - b. Student Life may suspend funding to the Club until the issue is resolved.
 - c. Student Life may refer the matter to the University for misconduct investigations for further University disciplinary investigation and action.
 - d. Student Life may choose to de-affiliate a Club in circumstances of serious misconduct or negligent behaviour.
 - e. Student Life may choose to ban individuals holding positions within a club or from club membership more generally.
- 11.2 Student Life is responsible for the implementation of this clause.

12. GRIEVANCE PROCEDURE

- 12.1 The grievance procedure in this clause applies to disputes under the Constitution between a Club member and another Club member.
- 12.2 As an affiliated La Trobe University club, all club members are expected to behave in line with the University's policies and expectations, including the Charter of Student Rights and Responsibilities and Occupational Health and Safety requirements.
 - 12.2.1 The parties to the dispute must meet and discuss the matter and, if possible, resolve the dispute within 21 days after the dispute comes to the attention of all parties.
 - 12.2.2 If the parties are unable to resolve the dispute within 21 days, the Club Secretary or his or her nominee must appoint a mediator acceptable to all parties.
 - 12.2.3 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - 12.2.4 The mediator must not determine the dispute.
 - 12.2.5 The mediator, in conducting the mediation, must:
 - a. Give the parties to the mediation process every opportunity to be heard;
 - b. Allow due consideration by all parties of any written statement submitted by any party; and
 - c. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 12.3 The Clubs Team can be called upon to be the mediator.
- 12.4 Exec and Members may seek advice from the Clubs Team and/or Safer Community, if they are unsure or have concerns about a particular behaviour or activity or need support with how to handle a complaint or grievance.
- 12.5 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the LTU Student Complaint Management Policy.

13. DEFINITIONS AND INTERPRETATION

- 13.1 In this constitution:
 - (a) **Club or Society:** A student-run group/organisation focused on a specific area of interest, whether academic, cultural, recreational, or social. The purpose of the Club is to advance the education and/or student experience of the students at La Trobe University.
 - (b) **La Trobe Clubs Team:** Also known as the Clubs Team, Clubs Program or Student Life Programs Team. Responsible for the administration, facilitation, regulation and support of the La Trobe Clubs Program, and the gateway to the University for all clubs.
 - (c) **Clubs Calendar year:** The timeframe for the Clubs calendar year runs from 1st of November until the 31st of October the following year.
 - (d) **La Trobe University student:** An individual enrolled full-time or part-time at La Trobe University for the current semester.
 - (e) **Executive:** A group of elected members who are responsible for planning, managing, and overseeing the operations, activities, and governance of a student club. The Executive is restricted to a maximum of four positions, President, Vice-President, Secretary and Treasurer.
 - (f) **General Committee:** An individual or group that can be appointed by the Executive or voted in at a General Meeting or Executive Meeting (how the General Committee is appointed or voted in should be detailed in the additional clauses section of this constitution). The Executive delegates tasks and responsibilities to the General Committee (which is separate to the Executive) and these positions can only be held by La Trobe University students or those outlined in section 4.9.
 - (g) **Assets:** Items belonging to the club that can be tracked, maintained, and passed on to future club executives.

- (h) **La Trobe College Student:** An individual enrolled full-time or part-time at La Trobe College for the current semester.
- (i) **Executive Handbook:** The annual guide to the Clubs Program and Model, its processes and expectations. Designed for Exec use and reference. The Exec Handbook is the first port-of-call for any queries and questions about how the Clubs Program runs, providing information about finance, events, governance, grants, and more.
- (j) **La Trobe Clubs Program:** The program through which affiliated clubs access specialist University support and advice, along with guidance on events, governance, leadership, finance, and risk. Affiliated clubs are subject to the rules and regulations of the Program, which is SSAF-funded.
- (k) **Sunset Status:** Applies to any club that has been inactive for a period of eight months. During sunset status, the Clubs Team holds the club's funds, equipment, and assets in trust. If the club cannot re-establish by the end of the sunset period, the assets are redistributed to other clubs in the Clubs Program.
- (l) **Quorum:** The minimum number of members required to be present for a meeting to proceed. Quorum requirements are outlined annually by the Clubs Team and can be found in the Executive Handbook.
- (m) **Honoraria:** A payment (honorarium) or honorary reward for voluntary services. Clubs do not offer honoraria to any members or Execs for undertaking their club duties.
- (n) **Motion:** A proposal or decision for discussion at a General Meeting. A motion may be used to propose changes or ideas for a club. A motion is passed/denied by a majority vote. A tied vote does not pass a motion.
- (o) **Returning Officer:** The individual who oversees the democratic election process at the club's general meetings. They cannot run for an elected position and must declare all conflicts of interest.
- (p) **Proxy Vote:** A vote cast on someone's behalf who cannot be present for any reason. Proxy votes are not accepted in Club Elections or Meetings. They are accepted in Exec meetings.
- (q) **Conflict of Interest:** A situation where an individual's personal interests – family, friendships, financial, or social factors – could compromise an individual's judgment, decisions, or actions in the workplace. Executives must declare any perceived or actual conflicts of interest to the Club and the Clubs Team.
- (r) **References to Meetings:** Includes meetings held by telephone and video conference.
- (s) **References to written communications:** Includes email correspondence.

13.2 Additional definitions:

The Club may choose to add additional definitions into this Constitution. If the Club has identified any additional definitions, these will be outlined and typed below:

- (a) .
- (b) .
- (c) .

14. ADDITIONAL CLAUSES

14.1 Additional clauses voted in a General Meeting and approved by Clubs Team;

- (a) .
- (b) .
- (c) .

15.ADDITIONAL POSITIONS

15.1 If the Club has identified any additional General Committee Positions, these will be outlined below (including title and responsibilities) and/or added as an Appendix:

- (a) .
- (b) .
- (c) .