

Clubs and Societies Regulations



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Clubs and Societies Regulations

1. Affiliation

- 1.1 Any Club or Society may apply for affiliation to La Trobe Student Association Ltd. (LTSA) provided their objectives do not conflict with those of LTSA.
- 1.2 Application is by presentation of the Clubs and Societies Constitution, a list showing minimum of 10 students who are committed to paying a membership fee, minutes from the Inaugural General Meeting/Annual General Meeting and completed list of Office Bearers and Members including correct contact details, to their relevant Clubs Engagement Officer. LTSA's Governing Board of Directors must then ratify that Club or Societies affiliation.
- 1.3 The Club or Society is affiliated with LTSA and is overseen by the Clubs Engagement Officers, in conjunction with the Chief Executive Officer (CEO) of LTSA, to uphold the Clubs and Societies Constitution and LTSA Regulations and Procedures
- 1.4 Clubs and Societies affiliated with LTSA cannot hold affiliation with any other student organisation within LTU or at any other higher education institution

2. Membership

- 2.1 A full list of prospective Members, including names, must be presented to LTSA Governing Board of Directors before affiliation may be granted to that Club. Minimum number of Members is 10.
- 2.2 Membership of affiliated Clubs and Societies is restricted to currently enrolled students of La Trobe University (LTU) and Associate Members. At least $\frac{3}{4}$ of all members must be current students.
- 2.3 Annual memberships, regardless of whether or not there is a cost, must be sold through the LTSA website. It is strongly suggested that you charge a membership fee in order to ensure a strong financial position for your Club or Society.

3. Accounts

- 3.1 All accounts relating to Clubs and Societies will be administered by LTSA. No affiliated Clubs or Societies will be permitted to hold a private bank account. All funds must be held in the designated LTSA Clubs and Societies bank account, administered by LTSA.
- 3.2 Clubs and Societies will be provided with a summary of financial transactions relating to that Club upon request.
- 3.3 Individual records will be maintained for each affiliated Club by LTSA.
- 3.4 Any credit amounts at the end of the calendar year will automatically be carried over, to be used by the Club or Society in the following year.
- 3.5 If the Club or Society fails to re-form or disbands, all credit amounts will be transferred to LTSA's General Budget for Clubs and Societies funding.
- 3.6 Any affiliated Club or Society with a debit balance at the end of the financial year will need to show cause to the CEO of LTSA to be allowed to continue to function in the following year.
- 3.7 No affiliated Club or Society will operate with a debit balance unless prior authority is obtained from the CEO of LTSA.

4. General Operations

- 4.1 No Club or Society shall enter into written or verbal contracts/agreements with external bodies without prior authorisation of the Clubs Engagement Officers or CEO of LTSA.
- 4.2 A minimum of 1 weeks' notice is required by LTSA for Clubs or Societies wishing to conduct an official function.
- 4.3 The CEO of LTSA has the power to veto any decision made by the Committee/Executive of any affiliated Club or Society if they feel that it directly contravenes the relevant Clubs or Societies Constitution, Regulations or Procedures or LTSA Constitution, Regulations or Procedures.

5. Funding

- 5.1 The Clubs Engagement Officers will distribute funding to affiliated Clubs and Societies according to the funding structure put in place for that calendar year.
- 5.2 Funding will be credited to the affiliated Club or Societies account on receipt of evidence as per Australian Accounting Standards (AAS) that the money has been expended for the said purposes.
- 5.3 Funding may also be removed from a Club or Societies account if a Club or Society is found to be in breach of any of the Clubs and Societies Regulations. Penalties will apply in this situation (refer to section 7)

6. Disaffiliation

- 6.1 An affiliated Club or Society may be disaffiliated by LTSA on the recommendation of the Clubs Engagement Officers if:
 - 6.1.1 It contravenes the Clubs and Societies Regulations, its Constitution or the Constitution and/or Policies and Procedures of LTSA;
 - 6.1.2 Is guilty of financial mismanagement;
 - 6.1.3 Fails to answer any reasonable communication from LTSA;
 - 6.1.4 Has not maintained an acceptable level of activity during one calendar year;
 - 6.1.5 Expressly or by implication condones, permits or encourages Members to engage in unlawful practices.
 - 6.1.6 An Executive Committee member is found to not be an enrolled student.
 - 6.1.7 The reputation of LTSA is brought into disrepute through the actions of an affiliated Club or Society, or its individual members.

7. Penalties

- 7.1 Failure to fulfil affiliation requirements will result in no funding being allocated.
- 7.2 Incorrect use of funding will result in a meeting with the CEO of LTSA where a decision will be made about future funding and disciplinary action.
- 7.3 Failure to follow Clubs and Societies procedures will result in disciplinary action from the CEO of LTSA.
- 7.4 Failure to notify the Clubs Engagement Officers of an event will result in no LTSA funding being used for that event and, depending on the severity, may result in funding being withdrawn for the rest of the semester.



Clubs and Societies Alcohol Policy

1 Purpose

- 1.1 This policy aims to protect the welfare of La Trobe University (LTU) students and ensure the responsible serving of alcohol at La Trobe Student Association (LTSA) activities and events on campus at LTU.
- 1.2 While students over the age of 18 have the legal right to drink alcohol, LTSA has a legal obligation to provide and enforce a safe working, learning and social environment.

2. Platform

- 2.1 LTSA recognises and embraces its diverse Membership base, including those who are underage, from countries other than Australia, and those with additional needs.
- 2.3 LTSA recognises its legal responsibility concerning the consumption of alcohol of persons under the age of 18.
- 2.4 LTSA has an obligation to the La Trobe community to contribute to maintaining a safe working, learning and social environment.
- 2.5 LTSA believes it has a social responsibility to its Members, therefore must ensure the responsible serving of alcohol at LTSA activities and events.

3. Actions

- 3.1 The following practice is to be adopted when an LTSA Club or Society event is held, either on or off campus, in an unlicensed venue, involving the service of alcohol:
 - Ensure event is run in accordance with all VCGLR regulations
 - If alcohol is to be supplied during an event or function, a Temporary Liquor License is required;
 - The Temporary Liquor License is to be on display behind the bar with appropriate VCGLR posters;
 - All activities/ events involving alcohol must have security personnel present;
 - Employ registered security personal (Secure Corp Security is the on-campus security provider), at the expense of the Club or Society, to check photo I.D. upon entry, with a ratio of two guards for the first 100 patrons and one guard for every 50 patrons after that;
 - Persons serving alcohol must have completed a Responsible Service of Alcohol course and provided a copy of their certificate to event organisers;
 - All event staff (bar and security) should be aware of secondary supply issues, once an attendee has been cut off;
 - Cans to be opened in front of patron and distributed sensibly (no more than two drinks are to be given to one patron at a time);
 - Minimum drink prices are \$5.00 for beer and \$7.00 for spirits (cans only, NO glass);
 - A 'sober monitor' must be nominated for each event. Sober monitors are designated to be sober for the entirety of the event in order to prevent problems occurring and act as the "go to" in the event of an emergency;
 - Set up a sectioned off 'wet area' with restrictions clearly marked;
 - No alcohol is to be taken outside or to be brought into the 'wet area';
 - No pass-outs;
 - Non-alcoholic drinks must be provided and advertised;
 - Water needs to be provided free of charge;
 - Light beer to be provided;
- 3.2 Clubs and Societies need to complete the checklist for 'alcoholic events on campus' and submit to LTSA.
- 3.3 Events held on licensed venues are to be operated in accordance with that venues liquor licensing conditions.



Clubs and Societies Anti-Discrimination Policy

1. Purpose

- 1.1 This policy aims to provide parameters within which LTSA Clubs and Societies must operate, in order to provide an inclusive environment for all Members.
- 1.2 This policy works to prevent unlawful discrimination or vilification within LTSA Clubs and Societies.

2. Platform

- 2.1 Discrimination – both direct and indirect – and vilification is unacceptable and will not be tolerated by LTSA under any circumstances.
- 2.2 Discrimination involves treating a person less favourably in the same or similar circumstances to another person, on the basis of, but not restricted to;
 - Sex;
 - Gender;
 - Relationship status;
 - Pregnancy;
 - Parental status;
 - Age;
 - Race;
 - Impairment;
 - Religious belief or religious activity; or
 - Political belief or political activity.
- 2.3 Vilification is behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person, or group of people on the basis of, but not restricted to, any item listed in 2.2.
- 2.4 Victimisation or harassment of persons suspected of making a complaint will not be tolerated by LTSA under any circumstances.
- 2.5 Cultural diversity should be recognised and respected as an asset and should not be feared. Culture reflects both the similarities that unite us as human beings and the differences that characterise our upbringing – variations in ethnic background, language, class, gender, socio-economic status, country of origin, regional differences, religious beliefs, sexual orientation and age.
- 2.6 Clubs and Societies, while operating under their own Constitution, must also operate within the constraints of LTSA Constitution and policies.

3. Actions

- 3.1 Any reports of discrimination, vilification, or victimisation, made to LTSA staff will be taken seriously and investigated promptly, confidentially and impartially.
- 3.2 LTSA will not tolerate discrimination and vilification and may take disciplinary action in response to any substantiated claims.
- 3.3 LTSA will offer support to all parties involved and, where appropriate, offer mediation.
- 3.4 If an individual is found to be operating in conflict with this, or any LTSA policy, their own Constitution and/or the Constitution of LTSA, termination of Club Membership may result.
- 3.5 If a Club or Society is found to be operating in conflict with this, or any LTSA policy, their own Constitution and/or the Constitution of the LTSA, disaffiliation may result.