



CLUBS AND SPORTS PROGRAM HANDBOOK

Swinburne Student Association

Owner	Lead, Clubs and Sports
Approved by	Chief Executive Officer
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PRINT WARNING

Printed copies of this document should not be relied upon as current. Always refer to the electronic copy for the latest version.

Overview

Our SSA Clubs and Sports Program Handbook provides the single source of truth and information on the rules, procedures and requirements governing registered clubs (including sporting clubs) at Swinburne University.

This governing document is broken down across two parts:

Part A — Club Governance & Rules sets out the formal policies that all clubs must follow. These are binding requirements.

Part B — Club Operations Guide provides step-by-step operational guidance, how-to instructions, and procedural detail to help committee members carry out their responsibilities.

Policies included in this document are an amalgamation of the existing Clubs and Sports Program policy and rules as a single handbook for ease of use:

- Club Governance & Management Policy
- Club Registration Policy
- Club Membership Policy
- Club Discipline & Dispute Resolution Policy
- Club Events Policy
- Club Sponsorship Policy
- Club Refund Policy
- Member Code of Conduct
- Operational guidance on committees, meetings, funding, events, software, and compliance

PART A — CLUB GOVERNANCE & RULES

1. Club Governance & Management

1.1 Purpose

This policy defines the rules and requirements associated with the day-to-day operation and governance of an SSA Club.

1.2 Policy Principles

- Club Committees must be democratically elected and must make a good faith effort to run their Club to the best of their ability.
- Clubs must be run for the benefit of club members and to the objectives laid out in the Club Schedule.
- Clubs must maintain tight control of their finances and other administrative duties.
- Receipt of funding from SSA is not guaranteed and is dependent on application approval and available budget.
- Breaches of this Policy may result in action as per Section 5 — Club Discipline & Dispute Resolution.

1.3 Key Definitions

Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne student. Clubs may opt, by resolution, to offer associate memberships.
Club	A group of like-minded individuals, the majority of whom are currently enrolled Swinburne students, who gather to hold events and engage in activities for the mutual benefit of club members.
Club Account	The term given to the virtual Club bank account. Set up and maintained by SSA. Clubs are not permitted to operate their own independent bank accounts.
Club Asset	Any item used more than once, purchased with funds from the club account. Food and drinks are not counted as club assets.
Club Committee	The President, Secretary and Treasurer (and any other executive member) as set out in the Club Schedule of the Club.
Club Contractor	Any person, organisation or entity providing services for the club for which compensation would normally be expected (e.g. sports coaches, DJs, caterers).
Club Merchandise	Any item which members are purchasing indirectly through the Club.
Committee Meeting	An official meeting of a club committee where committee votes can take place and issues affecting day-to-day operation can be discussed.
Committee Vote	A simple majority vote in which each club committee member is entitled to a single vote. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises.
Election	A member vote which occurs at every General Meeting where club members (excluding associate members) vote for candidates for each club committee position. Winners determined by simple majority using optional proportional representation election method.

Term	Definition
General Meeting	An official club meeting where resolutions may be passed and elections held, provided a quorum is present.
Grant	A standalone injection of funds into the club account for a specific purpose laid out in a grant application. Separate to base funding.
Member Vote	A simple majority vote held at a general meeting where each club member (excluding associate members) present is entitled to a single vote.
President	The President is responsible for ensuring the club operates in accordance with SSA Policy and for the benefit of club members.
Quorum	The minimum number of members required to be present at a General Meeting. A quorum is present whenever 50% of the Club's total membership or 20 club members, whichever is less, is present. Associate members do not count towards quorum.
Resolution	A decision subject to a vote during a General Meeting.
Returning Officer	An individual directly responsible for counting votes and recording results of member votes during a General Meeting.
Simple Majority	A voting system where the position, option or candidate with the greatest number of votes is adopted/elected. The President has the casting vote in the event of a tie (except for elections).
Tracked Asset	Any club asset with a purchase price equal to or greater than \$30, or forming part of a set with a combined cost equal to or greater than \$30.
Club Rules	The SSA Model Club Rules set out at Appendix A, which constitute the deemed constitution of every registered club. A club is bound by the club rules upon registration and is not required to draft its own separate constitution.
Club Schedule	The one-page schedule at Appendix B that each club completes and adopts at its IGM (and may amend at a later General Meeting), recording the club-specific matters the club rules permit a club to vary.

1.4 Club Committee

- Every club must have a Club Committee, made up of club members, who take on additional responsibilities around the day-to-day operation, governance and financial management of their Club.
- Club Committee members are voted to their committee positions via an election at a General Meeting.
- Only currently enrolled Swinburne students are eligible to serve on a club committee.
- The Club Committee must have a President, Treasurer and Secretary. Other roles can be created by resolution at a General Meeting.
- The Club Committee must ensure the club has at least 20 club members (not including associate members) at all times.
- The Club Committee must ensure the club holds at least two club events each semester.
- All Club Committee Members must have a valid Volunteer Working with Children Check. A copy must be provided to SSA via Rubric.
- All Club Committee members must complete consent matters training before club registration or re-registration can be finalised.
- All committee meetings must be minuted and uploaded to Rubric.
- A club member may not hold more than one of the same club committee position at the same time (for example, a member cannot be President of two clubs concurrently).

- The governing club committee may have no more than seven executive positions in total, including the President, Treasurer and Secretary. Sub-committees are exempt from this limit. Committees are encouraged to maintain an odd number of positions so that a decision requiring a split of the committee can be resolved by a simple majority.
- A club member may hold no more than two executive club committee positions in total across the SSA Clubs and Sports Program at any one time.
- Executive committee positions must be selected from the approved list of position titles set out in Section 1.4.1. Clubs may not create or use executive committee position titles that fall outside this approved list.
- Decisions must be made democratically through a simple majority voting process, with all committee members given at least one week's notice prior to a meeting.
- The club committee is responsible for keeping all club information accurate, current and correct across every medium the club uses. This includes the club's Rubric profile, social media accounts and printed materials. Incorrect or out-of-date information must be corrected promptly.

NEW REQUIREMENT — LIMIT ON MULTIPLE COMMITTEE POSITIONS (EFFECTIVE FOR 2027 EXECUTIVE ELECTIONS)

A club member may hold no more than two executive club committee positions in total across the SSA Clubs and Sports Program at any one time, and cannot hold more than one of the same positions at the same time (i.e. be the President of two clubs concurrently).

This rule will not come into effect until the 2026 elections for the 2027 Club Committees

1.4.1 Committee Positions

The mandatory executive positions and their responsibilities are:

- **President** — Leader of the club; responsible for overseeing all operations, strategic planning, decision-making, and leadership. Steers the club toward success and upholds its mission and values.
- **Treasurer** — Manages the club's finances, budgeting, record-keeping, and financial reporting to ensure compliance with university financial policies. May also manage membership fees and funding applications.
- **Secretary** — Coordinates meetings, prepares agendas, manages club documentation, maintains records (meeting minutes, member lists, key documents) and handles club communications.

In addition to the three mandatory positions, executive committee positions must be chosen from the following approved list of optional positions:

- **Vice President** - Supports the President, oversees day-to-day activities, and may lead special projects.
- **Marketing Lead** - Creates and executes the club's marketing strategy and builds its online presence.
- **Events Lead** - Plans, organises and delivers club events; manages logistics and event budgets.
- **Sponsorship & Partnerships Lead** - Secures and manages club sponsorships and external partnerships in line with the Club Sponsorship Policy.
- **Executive Committee Member** — A general voting member of the committee without a specialised portfolio.

This is the approved list of executive (governing) committee position titles. Clubs operating a two-tier executive structure may assign descriptive internal or sub-committee tags (for example, 'Photographer') to non-governing roles; however, these are not executive committee positions and do not count toward the seven-position limit in Section 1.4.

1.4.2 Additional Eligibility Criteria for Nomination

A club may, by resolution at a General Meeting, adopt additional eligibility criteria that a Club Member must satisfy in order to nominate for, or be elected to, a club committee position. To take effect, any such criteria must be recorded in the club's Club Schedule (Appendix B), and apply only to the extent they are consistent with this Handbook, the Club Rules and all higher documents in the order of precedence.

Additional eligibility criteria must:

- be objective, reasonable, and applied equally to all candidates for the relevant position;
- not discriminate against any person on the basis of race, gender, sexual orientation, religion, disability, political stance or any other protected attribute, consistent with Sections 2.2 and 3.2;
- not waive, lower or override the mandatory requirements for committee membership in Section 1.4 — including that the President, Secretary and Treasurer be currently enrolled Swinburne students, the minimum age of 18, a valid Working with Children Check, completion of required training, and the limits on holding multiple committee positions; and
- be adopted or amended only at a General Meeting, in accordance with Section 1.6.1, and recorded in the Club Schedule before they may apply to an election.

Permissible criteria may include, for example, a minimum period of continuous membership, a minimum level of attendance or participation in club activities, holding a relevant qualification or accreditation (for example, a coaching or safety accreditation for a sporting role), or completion of a club induction.

Where a club has adopted additional eligibility criteria, the Returning Officer must assess each nomination against those criteria and declare ineligible any candidate who does not meet them, applying the result to the next highest-voted eligible candidate in the manner set out in Section 5.5.5.

1.5 Club Account

- Each Club has its own club account maintained by SSA.
- Clubs are not permitted to maintain any independent bank account or other monetary storage facility.
- Clubs must only receive money from club members through Rubric.
- All money obtained by the club must be deposited into the club account.
- SSA does not accept cash. An exemption applies for small-scale fundraisers (e.g. gold coin donations at a sausage sizzle). Please contact SSA for approval at least two weeks prior.
- Clubs must not accept gift cards, store credit, PayPal, digital currencies, or similar non-approved payment methods.
- Any sources of club funding outside SSA must be immediately reported to SSA and deposited into the club account.
- Any use of club funds to support individual registration for events or competitions, transport, or other associated costs must be voted on and approved at a general club meeting where quorum is met. Supporting minutes must be submitted to SSA before payments are approved.
- Club funds should not be used for individual or personal expenses but for the benefit of the entire membership base in the calendar year the money is generated.

NEW REQUIREMENT — DONATIONS FROM CLUB ACCOUNT (added 2026)

Existing club account nor SSAF funding cannot be donated to external charities, causes, or individuals. The club account exists solely for the benefit of current Club Members and approved Club activities.

1.6 General Meetings

- All new clubs must hold an Inaugural General Meeting (**IGM**) as part of the club registration process.
- All re-registering clubs must hold an Annual General Meeting (**AGM**) as part of the club re-registration process.
- SSA must be notified at least one week prior to any General Meeting.
- The date and time of a General Meeting must be communicated to club members as far in advance as is practical, and no less than 10 days' notice must be provided.
- All existing club committee members remain in office until the conclusion of the General Meeting.
- At each General Meeting, all club committee positions must be put up for election.
- For any resolutions or elections, a quorum must be present (50% of total student members or 20 student members, whichever is lower).
- Club member votes must be counted using a simple majority system.
- Every club member in attendance is entitled to a single vote in each resolution and election. Associate members are not entitled to vote.
- The President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact SSA if this occurs or is expected to occur.
- Votes must be held in a fair and open manner.
- Remote voting may be allowed for the election of committee members. Any remote voting must be pre-approved by SSA.
- Minutes signed by two club executive members must be lodged at each general meeting and uploaded to the Club's files area on Rubric.

NEW REQUIREMENT — LIMIT ON EXECUTIVE CHANGES (added 2026)

A club is limited to changing any non-essential executive position (any position other than President, Secretary or Treasurer) no more than once per semester. Vacancies in the President, Secretary or Treasurer positions may be filled at any time on valid grounds, consistent with the 10-business-day requirement in Section 2.2. This ensures that members elected to a committee position understand they are accepting a minimum six-month commitment and supports consistency and smoother committee transitions.

NEW REQUIREMENT — ELECTIONS RESULTING IN A TIE (added 2026)

Where an election for a club committee position results in a tied vote between two or more candidates, the position shall be drawn by lot by the Lead, Clubs and Sports (or delegate) to determine a result. Both candidates must be provided with written notification of the date, time and location of the lot draw (two business days' notice) to witness the outcome. The candidate may nominate a scrutineer in their absence, in writing, before the lot draw. For the avoidance of doubt, the outcome by lot is final. The method used to resolve any tie must be advised in writing to members (or club executives, whichever method is easiest).

1.6.1 Proposals requiring a general meeting

The following decisions cannot be made by the committee alone and must go to a General Meeting:

- Changing the club's constitution (known as 'SSA Club Rules' as set out at Appendix A). A club may vary only its club schedule, and the club rules themselves may be amended only by SSA).
- Electing new committee members
- Changing membership prices
- Changing the club's name or logo
- Adopting or amending club-specific eligibility criteria for nomination to committee positions (Section 1.4.2)

1.7 Purchases & Financial Controls

- All Club expenditure must be pre-approved by SSA via a nominated form on Rubric.
- Prior to submission, clubs must ensure there are sufficient funds in the club account.
- All expenditure requires a valid tax invoice including: supplier name, ABN, address, contact details, invoice date, line item descriptions, unit prices, and total price including GST.
- Club leaders must seek to use funding to benefit all Club Members in a manner that is inclusive and reflects Swinburne behaviours and values.

1.8 Assets & Asset Management

- Clubs must maintain an asset register of all tracked assets, kept up to date and available on Rubric.
- Tracked assets are the property of SSA and must be returned upon a club's dissolution.
- The Treasurer is responsible for managing and keeping track of club assets.
- Items usable more than once, which are not food or drink, and which are purchased with funds from the club account or with club grants, are club assets and must be registered.

1.9 Club Contractors

- A club member is ineligible to serve as both a club committee member and a club contractor in the same calendar year.
- The selection of club contractors must not present a conflict of interest with club members or SSA.
- All club contractors must complete a Contractor Induction and, where working with children, hold a valid Working with Children Check.

1.10 Promotional Material

- SSA encourages club promotional materials to clearly identify the club as being affiliated with SSA by incorporating the SSA logo.
- The SSA logo should always sit over a plain, high-contrast background with adequate spacing and must not be altered.
- A package containing the SSA logo in vector graphic formats can be requested from SSA.
- All club advertising, posters and social media content must comply with Swinburne and SSA policies. See Part B, Section 8 for detailed advertising guidelines.

2. Club Registration

2.1 Purpose

This policy defines the rules and requirements associated with the registration of new clubs and the re-registration of eligible existing clubs.

2.2 Registration Requirements

- New clubs must have a unique name and a clearly defined Description substantially different from those of existing clubs.
- Clubs must not provide services that are in direct competition with services offered by Swinburne.
- The Club name and description must reflect Swinburne values and must not infringe on trademarks or copyright.
- Membership must be open to all currently enrolled Swinburne students regardless of study, location, sexual orientation, race, religion or gender identity.
- To remain registered, a club must always have at least 20 student members (as at 31 March of the calendar year in which it operates) and an executive committee of President, Secretary and Treasurer.
- If a President, Secretary or Treasurer steps down or is dismissed by SSA, the club has 10 business days to call a General Meeting to replace the position.
- Clubs must run a minimum of two events per semester.

Clubs that fail to meet any of the above requirements may be de-registered at any time.

2.3 New Club Registration Process

- A currently enrolled Swinburne Student acts as the club founder.
- The club founder chooses the most relevant club type and submits a new club Expression of Interest (**EOI**) Form.
- The EOI must include an outline of the club's intended activities, identifying any high-risk, off-campus, interstate or overseas, water-based, height-based, or otherwise novel activity types.
- Upon provisional approval, the club founder may begin recruiting members via Rubric.
- Once at least 20 students have joined, the club must hold an Inaugural General Meeting (**IGM**).
- At the IGM, the following Resolutions must be considered: adoption of Club Name, adoption of club description, proposed club membership fee, and whether to offer associate memberships. The IGM must also adopt the SSA Club Rules (**Appendix A**) as the Club's constitution by completing and approving the Club Schedule (**Appendix B**). A club cannot be granted final approval until an approved club schedule has been submitted to SSA.
- Elections must be held for all club committee positions at the IGM.
- All club committee members must complete Volunteer Working With Children Check and Consent Matters Training.
- SSA will decide on whether to provide final approval.
- Once final approval is obtained, the club is issued a club account and base funding is transferred.

2.4 Club Re-Registration

Clubs must re-register each year by the end of October. To successfully re-register, a club must:

- Have completed at least the minimum number of events throughout the calendar year
- Have not been given a breach notice making the club ineligible to re-register
- Host an Annual General Meeting (**AGM**)
- Hold a valid election at the AGM to vote in the following year's committee
- Have completed all compliance items (WWCC and ELMO training) by the first Sunday in December

Electronic voting is permitted for the AGM but must be pre-approved by a Clubs and Sport Officer and conducted through Rubric.

2.5 Club Types

Type	Criteria	Notes
Academic	Club associated with a particular School.	
Cultural	Promotes awareness of cultures and heritage.	
Spiritual	Promotes awareness of religion and religious beliefs.	
Social	Members share a common social interest or hobby.	
Political	Promotes the interests of a political party or agenda.	Cannot receive Base or Grant Funding.
Sports	Primary activity is a recognised sport.	Funds provided only for currently enrolled Swinburne students.

3. Club Membership

3.1 Purpose

This policy defines the rules and requirements involved with membership of clubs at Swinburne.

3.2 Membership Requirements

- Membership is available to any currently enrolled Swinburne student.
- Membership must be open to all currently enrolled students regardless of race, gender, sexuality or political stance.
- A Swinburne Club must have a minimum of 20 enrolled Swinburne Students by 31st March every year to meet its minimum membership and remain affiliated to the C&S program.
- The minimum age for Club Membership is 18 years. A person under the age of 18 is not eligible to become or remain a Club Member, an Associate Member, or a Club Committee member.
- Club Memberships are issued on a 12 month fixed-term basis, expiring on the final day of February each year (unless otherwise renewed).
- Membership Fees must be established through a vote at the Club AGM or IGM, by written request by the Club Executive to the SSA. Admission of fees apply for the entire calendar year. clubs are not permitted to offer discounts on membership fees.
- Any student membership fee that is charged must be set at a minimum of \$5.00. A club may instead offer free membership, but a fee must not be set between \$0.01 and \$4.99.
- Committee members are required to pay the membership fee and cannot use base funding to do so.
- Any changes to membership fees must be presented to members at the club's Annual General Meeting or Inaugural General Meeting.

3.3 Associate Memberships

An associate member is any member who is not a currently enrolled Swinburne student within the calendar year of their membership. This includes Alumni, Swinburne Staff, and Club Contractors.

- Clubs may opt by Resolution to offer Associate Memberships to non-students.
- Clubs must consist of at least 51% current Swinburne Students at all times.
- Associate Members must pay an Associate Membership Fee of at least \$10.00 AUD.
- Associate Members are not eligible to hold positions on a Club Committee, vote at General Meetings, or count towards Quorum.
- Associate Members are not covered under SSA or Swinburne insurance policies.

3.4 Member Code of Conduct

All Club Members, including Associate Members, are required to abide by the following:

- Members must agree to abide by all Swinburne and SSA clubs Policies.
- Members must agree to use Club Monies for SSA-approved Club purposes only.
- Members must behave in a manner that reflects the values of Swinburne and SSA at all times.
- Members must be fair, equitable, considerate and honest in their dealings with others.
- Members must use facilities and equipment for their proper purposes.
- Members must not abuse, intimidate and/or harass others in any way, including in-person, online, on-campus or off-campus.

- Physical violence or assault, including sexual assault, is completely unacceptable. Members must report any instances to SSA and appropriate authorities. If imminent danger exists, contact 000 and (if on campus) Campus Security on 9214 3333.
- Illicit drug use of any kind is prohibited.
- Members must not engage in discriminatory behaviour based on personal attributes such as race, gender, sexuality or political stance.
- SSA has a Zero Tolerance Policy on discriminatory behaviour towards the LGBTQI+ community.
- Members must follow the directions of SSA, Swinburne and security staff at all times.
- Members who consume alcohol at Club Events must do so safely and responsibly.
- Sports Club members must not engage in doping as defined by the Australian Sports Anti-Doping Authority and the World Anti-Doping Agency.
- A Club Member is ineligible to serve as both a Club Committee Member and a Club Contractor in the same calendar year.

4. Funding & Grants

4.1 Overview

Clubs have access to two types of funding: Grant Funding and club account. Each has different rules on how it can be used.

4.2 Club Account

After registration, each club is assigned a club account controlled by the SSA Finance team. The club account reflects funds the club has generated independently (membership fees, sponsorships, ticket sales, merchandise, fundraising, awards). The balance rolls over each year provided the club successfully re-registers.

Club Account funds may be used for any approved club purpose except:

- Personal expenses of club committee members or members, including personal travel and vehicle expenses
- Nicotine and tobacco products
- Illicit or illegal products such as fireworks

A funds request must be submitted to the Clubs & Sport team before using club account funds.

4.3 Grant Funding

Grant funding is any funding provided to a club by SSA. Grant Funding eligibility requirements (all clubs must):

- Be currently registered with SSA Clubs & Sports and in good standing (no overdue acquittals or compliance breaches)
- Use funds for student-facing activities aligned to SSA or the club's stated purpose (no private benefit)
- Follow SSA procurement, brand and risk requirements

Political clubs are ineligible for all grants.

4.5 2026 Grant Types

Grant	Purpose	Amount	Key Eligibility
Activation Grant	Kick-start O-Week and early semester engagement.	\$500 per club (fixed, once per year)	Non-political; registered; in good standing as at mid-January. Must be spent by end of Week 1, April.
Membership Boost	Reward active student membership.	Band-based: 25-50=\$250; 51-100=\$500; 101-150=\$750; 151-200=\$1,000; 201-250=\$1,500; 251+=\$2,000; 750+=\$5,000	Non-political; registered; good standing; student members only (no associates). Snapshot at 1 April 2026.

Grant	Purpose	Amount	Key Eligibility
Membership Fee Match	Reduce cost barriers while supporting sustainable membership fees.	SSA matches student membership fees up to \$1,000/club/year	Non-political; registered; good standing; student fees only; one application per club per year. Available from 1 April 2026.
Booster Grants	Quick micro-grants for regular activity.	Multiple applications; combined total up to \$1,000/club/semester	Non-political; registered; good standing; min. 2 events Sem 1, 4 events Sem 2. Decisions within ~7 days.
Special Projects Grant – SPG-1	Help solid clubs level up a growing program.	\$1,000–\$3,000	≥5 events in current academic year; up-to-date financials; non-political; good standing.
Special Projects Grant – SPG-2	Scale successful programs.	\$3,000–\$4,000	≥10 events; ≥50 student members; impact beyond core members.
Special Projects Grant – SPG-3	Support flagship, high-impact programs.	\$4,000+ (major signature programs)	≥15 events; ≥100 student members; proposal is a signature program/series.

4.4 Sponsorships

Any Club may seek and acquire sponsorships. All Sponsorships must be approved by SSA before Benefits and Returns can be exchanged.

The following entities are not permitted to sponsor a Club:

- Entities that promote or support agendas, values, products or services that conflict with the policies or values of Swinburne or SSA
- Entities that promote or provide products or services in direct competition with Swinburne or its partners (e.g. career counselling, tertiary education, housing, general medical services)
- Entities that promote or provide tobacco, gambling or migration services

Additional sponsorship rules:

- Only Club Committee Members and SSA Staff may enter correspondence with current or prospective Sponsors on behalf of a Club.
- All monetary Benefits must be provided in Australian Dollars directly to the club account via SSA (by bank transfer only). Monetary Benefits must not be provided directly to clubs or club members.
- Benefits must not take the form of cash, gift cards, pre-paid debit cards, or any other similar pre-paid voucher.
- Any reusable item obtained as a Benefit from a Sponsor must be recorded in the Club's Asset Register at the time of receipt.

4.5 Merchandise

- Clubs may offer merchandise for sale to Club Members. Club Merchandise must only be sold through Rubric.
- Merchandise designs must be pre-approved by SSA prior to production commencing.
- All sales of merchandise must be available for a limited, pre-determined period.

- GST must be charged for all merchandise. This is handled through Rubric.
- For any use of the SSA logo, this must be approved by the SSA Marketing Team.
- For any use of the Swinburne logo, this must go through central marketing for approval.

4.6 Fundraising

- Clubs are encouraged to raise funds from Club Members using Rubric.
- An exemption applies for small-scale fundraisers such as gold coin donations at a Club-organised sausage sizzle — contact SSA for approval at least two weeks prior.
- If a Club wishes to hold a game of chance (e.g. raffle or lucky dip), the Club Committee must comply with Victorian Commission for Gambling and Liquor Regulation requirements.

Exemption for UniSports fundraising event application

Despite the restriction above, a Club may hold a UniSport fundraising event (and only one in a single year), and SSAF (grant) funding may be applied to support that event, subject to all of the following:

- prior written approval from the Lead, Clubs and Sports;
- the funds are raised solely towards the participation costs of currently enrolled Swinburne students competing in a sanctioned UniSport event (Associate Members and non-students are excluded and may not benefit);
- SSAF support of the event is capped at 50% of the total event cost with the balance met from the club account or other non-SSAF sources;
- all funds raised are collected into, and held in, the club account and applied only to participation costs through SSA's normal funds request and acquittal process. No funds may be paid in cash or transferred directly to any individual;
- benefits are allocated equitably among eligible participants (which must be known and stated at the date/time of the event approval) and confer no private benefit beyond dealing with participation expenses;
- any surplus remaining after the sanctioned UniSport event are retained in the club account for the benefit of current members (i.e. are not distributed to individuals); and
- the event otherwise complies with the Events Policy.

NEW REQUIREMENT — FUNDRAISING FOR EXTERNAL CAUSES (added 2026)

Clubs may not conduct fundraising activities on behalf of external charities or causes unless prior written approval has been obtained from SSA. They must be directly collected to the club account and processed through SSA and remitted directly to the nominated charity or cause by SSA. Clubs must not retain any fundraised amounts in the club account.

5. Club Discipline & Dispute Resolution

5.1 Purpose

This policy lays a framework for the disciplinary and appeals process used when clubs are in breach of policy, as well as for handling and resolving internal Club disputes.

5.2 Key Definitions

Term	Definition
Breach Notice	A formal letter notifying the Club Committee that a Policy Breach has occurred. May include required Remedies and, in serious cases, Sanctions.
Remedy	An action required to correct a Policy Breach (e.g. resubmission of paperwork, return of misappropriated funds, mandatory training, or re-election of Committee positions).
Sanction	Disciplinary action taken for severe or repeat Policy Breaches (e.g. suspension of Grant approval, suspension of club account access, or Dissolution).
Suspended Club Member	Retains Club Membership but is ineligible to participate in Club Events, General Meetings or activities for a determined period.
Removed Club Member	Has had Club Membership revoked and may not re-join the Club for a determined period.
Prohibited Person	A Club Member who has been formally designated by SSA as a Prohibited Person following an adverse finding. A Prohibited Person retains club membership but is ineligible to hold or stand for any club committee position for the duration specified in their breach notice.
Executive Disqualification	A Sanction that renders a Club Member ineligible to hold or stand for any club committee position for a specified period. A person subject to executive disqualification retains general Club Membership and may attend Club Events and General Meetings, but may not be elected, appointed, or continue to serve as an executive. See section 5.5.

5.3 Breach Notices

A breach notice is a formal letter notifying the Club Committee that a breach of the SSA clubs Policy has occurred. A policy breach occurs when a club, committee member or general member fails to follow a correct process as outlined in this document.

- Breach Notices will be administered within 7 business days of SSA being notified of a potential breach.
- The breach notice will outline: the incident/action/behaviour; the SSA policy point breached; the SSA process not followed; and any actions required from the club or individual.
- A breach notice is recorded against a club or individual for a minimum of 12 months after the sanction date.
- At the discretion of the SSA, breach notices may be in place until the end of the following calendar year.
- Should a Club fail to provide required Remedies without reasonable explanation, a further breach notice may be issued.

Breach Notice thresholds for Weel (financial management software):

- First Breach: Official warning to the club with no direct penalties for 12 months.
- Second Breach: Club Committee Weel limit reduced to \$100 for a 12-month period.
- Third Breach: Weel privileges removed from the club for a 12-month period.

A decision may be to proceed straight to the penalty of the third breach where it is determined appropriate to do so by SSA.

5.4 Sanctions

Sanctions are disciplinary actions taken against a Club or Club Member(s) in the case of severe or repeat Policy Breaches. Clubs and Sports team members may place sanctions including but not limited to:

- Temporary suspension of Grant approvals
- Temporary suspension of access to the club account
- Temporary suspension of Events
- Making one or more Club Members Prohibited Persons
- Executive Disqualification — rendering a Club Member ineligible to hold or stand for any club committee position for a specified period (see section 5.5)
- Dissolving the Club, including permanent loss of access to the club account and mandatory return of Assets
- Referring one or more Club Members to the Swinburne Complaints, Reviews and Misconduct (CRAM) process or Safer Community
- Other Sanctions as deemed appropriate by SSA

5.5 Executive Disqualification

SSA may impose an executive disqualification on a Club Member as a Sanction where a breach notice has been issued in relation to serious or repeat misconduct. Executive Disqualification is a proportionate sanction intended for circumstances where full removal of Club Membership is not warranted, but where the individual's conduct makes it inappropriate for them to hold a position of governance or responsibility within a Club.

5.5.1 Grounds for Executive Disqualification

SSA may impose an executive disqualification where a Club Member has received a breach notice in connection with any of the following:

- Harassment, bullying, discrimination or intimidation of Club Members, event attendees or SSA staff, whether occurring at a Club Event, on Club communication channels, or otherwise in connection with Club activities.
- Misuse, misappropriation or unauthorised use of Club funds or club account access.
- Deliberate breach of SSA policy or a Club's constitution in a manner that causes harm to Club Members or brings the Club or SSA into disrepute.
- Failure to comply with the requirements of a prior breach notice or Remedy within the specified timeframe, where the original breach related to executive conduct.
- A finding of misconduct by Swinburne University's Complaints, Reviews and Misconduct (CRAM) process or Safer Community team, where that finding relates to conduct connected with Club activities.
-

5.5.2 Effect of Executive Disqualification

A Club Member subject to an executive disqualification:

- Is immediately removed from any club committee position they currently hold. The club must call a Special General Meeting within 14 days to fill the vacated position in accordance with section 2.2.
- Is ineligible to nominate for, stand for election to, or be appointed to any club committee position for the duration specified in the breach notice.
- Retains general Club Membership and may continue to attend Club Events and General Meetings, subject to any separate Suspension or other conditions specified in the breach notice.
- Is designated a Prohibited Person for the duration of the disqualification. SSA will record this status and notify the relevant Club Committee.

5.5.3 Duration

The duration of an executive disqualification will be specified in the relevant breach notice and will reflect the severity and circumstances of the conduct. The following thresholds apply as a guide:

- First instance of serious misconduct — up to 12 months from the date of the breach notice.
- Repeat misconduct, or a first instance involving serious harm — up to 24 months, or until the end of the following calendar year, whichever is the longer period.
- Indefinite disqualification — where SSA determines that the nature of the misconduct is of a kind that makes it permanently inappropriate for the individual to hold a club committee position. An indefinite disqualification is subject to review by SSA at any time on application by the affected individual.

5.5.4 Process

Before imposing an executive disqualification, SSA must follow the process below:

- Notice — SSA must notify the individual in writing of the alleged conduct, the policy grounds relied upon, and the proposed Sanction. The notice must give the individual a minimum of five business days to provide a written response before any decision is made.
- Consideration — SSA must consider any written response received from the individual before making a decision. Where no response is received within the notice period, SSA may proceed to make a determination.
- Breach Notice — if SSA decides to proceed, a breach notice will be issued to the individual within 7 business days of the determination, specifying the grounds, the duration of the executive disqualification, and the individual's right of appeal under section 5.8.
- Club notification — SSA will notify the Club Committee of the executive disqualification and its duration. The Club Committee must not permit the individual to act in any executive capacity during the disqualification period.

5.5.5 Club Committee Obligations

A Club Committee that knowingly permits a Disqualified individual to hold or act in a club committee position will itself be in breach of this policy and may be subject to a breach notice and further Sanctions.

Where an Election produces a result in which a Disqualified individual would otherwise be elected, the Returning Officer must declare that individual ineligible and apply the result to the next highest-voted eligible candidate. If no eligible candidate remains, the position must be filled at a subsequent Special General Meeting.

5.6 Club Dissolution

- A breach notice may include a Remedy or Sanction calling for a Club to be dissolved.
- Once a dissolution breach notice is issued: Club Events must be suspended; club account access is suspended; outstanding Grant Applications are voided; and all Tracked Assets must be returned to SSA within 14 days.
- Upon dissolution, the Club's Portal is deactivated, the Club loses access to its club account balance, and Tracked Assets become the property of SSA.

5.7 Internal Dispute Resolution

- If a Club Member becomes aware of or suspects any Policy Breach, they must immediately report it to SSA.
- The Club Committee is responsible for hearing and addressing Club Member concerns fairly, impartially and without prejudice.
- A Club Committee may hold a Committee Vote to temporarily suspend or permanently remove a Club Member in cases of serious violations. Before doing so the Committee must inform the Club Member in writing and give them a reasonable period to provide a written statement in their defence.
- Any decision to Suspend or Remove must be submitted to SSA via a Club Member Discipline Request signed by all Committee Members, along with meeting minutes.

5.8 Complaints

- Club Members who feel unacceptable conduct is occurring are strongly encouraged to raise concerns with the Club Committee.
- Should a Club Member feel their Committee is not adequately addressing a concern, they may contact SSA directly by submitting a Complaint Form via Rubric.
- All incidents or breaches can be reported in any of the following circumstances: SSA staff against a club or individual; an individual against another member within or outside their club; a club against another club; a club launching an appeal against an SSA breach notice.

The Complaints & Appeals Form on Rubric can be used to lodge:

- A complaint of unacceptable behaviour, conduct, sexual harassment or misconduct occurring within a club or by a club executive.
- An appeal for a decision made by the SSA.

If someone is in immediate physical danger, contact 000. If on a Swinburne campus, also contact Swinburne Security on 9214 3333. Incidents may also be reported via Safer Community: safercommunity@swinburne.edu.au

5.9 Appeals

Clubs or individuals may appeal a breach notice outcome by submitting a Complaints and Appeals Form via Rubric. The appeal must:

- Include the reason why the submitter believes an appeal is necessary
- Include a proposed alternative solution and any supporting evidence
- Be submitted within 5 business days of a breach notice outcome being issued

Submitters can expect to receive a response within 14 days of submission. SSA's determination is final.

5.10 Refund Policy

- SSA may only consider processing refunds where at least two or more of the following conditions are met:
 - a) the Club Committee has authorised it; or
 - b) there are sufficient funds in the club account; or
 - c) the product was purchased through Rubric;
 - d) and the purchase was made using a payment card belonging to the person requesting the refund.
- Club memberships become non-refundable 21 days after purchase, unless in exceptional circumstances with exemption granted by the Lead, Clubs & Sport.
- Refunds will not be issued where it is clearly stated that refunds will not be given and the customer has agreed to those terms.
- If a customer instigates a chargeback, any costs incurred will be the responsibility of the respective Club.

6. Club Events Policy

6.1 Purpose

This policy defines the rules and requirements associated with planning and running an event or activity for Club Members.

6.2 Policy Principles

- An Event Notification must be submitted through Rubric and approved by SSA staff for all Club Events.
- Each Club must hold a minimum of two Events each semester to be eligible for re-registration.
- All Events must comply with local, state and federal laws, as well as all Swinburne and SSA policy.
- Club Events must be paid for using pre-approved funds from the club account.
- Club Committees are advised to submit Funds Requests at least two weeks in advance of any expenditure.
- A Club's Events must be open to participation from all of its Members. Exclusion based on personal attributes (age, gender, sexuality, disability or political stance) is prohibited.
- Club Members with dietary, medical or accessibility requirements should have these accommodated wherever reasonable.
- SSA reserves the right to deny approval for or cancel any Club Event which breaches policy or applicable law.
- Marketing of events may only occur once an event has been at minimum conditionally approved in writing by the Clubs & Sports Team.
- Clubs are not permitted to hold club events during Orientation and Launch Week (Week 1) activation periods from 11:30am–2:30pm.
- Where event prizes are awarded, individual prizes must not exceed \$250, and total prize expenditure must not exceed 10% of Base Funding.

6.3 On-Campus Events

- All On-Campus Events require an Event Space to be booked through Resource Booker and approved by the Timetabling & Resource Unit.
- If a Club Contractor is to be present at an On-Campus Event, they must complete a Contractor Induction.
- SSA must be notified and provide approval in advance for any speaker/spokesperson at an On-Campus Club Event.
- Any external group, organisation or third party that will attend, appear at, or take part in an on-campus event must be disclosed to SSA and approved in advance.
- Approval must be obtained before the external group is invited or confirmed. The group's identity, purpose, and any insurance, agreements or risk information must be provided to SSA with the Event Notification.
- Clubs wishing to screen copyrighted works at an event must obtain the appropriate Public Performance Licence(s). SSA has an account with Village Roadshow. Contact your Clubs Officer for film screening enquiries.
- Public performance licences for content from Netflix and other online streaming services are highly unlikely to be granted by the respective producer. Clubs should not plan events around streaming-service content, as approval to screen it will generally be refused.

- Security clearance timelines are 3–5 business days. An Event Support Request (ESR) must be submitted at least one week prior to the event; six weeks for large-scale events.

6.3.1 When an Event Support Request (ESR) is Required

An ESR is required for on-campus events that meet any of the following:

- An external guest is attending (e.g. speaker, performer, vendor)
- The event occurs at night or outside standard building hours
- The event has more than 100 attendees (expected or registered)
- Alcohol is intended to be served
- Sporting or high-risk related event

6.4 Off-Campus Events

- Off-Campus Club Events must not occur without approval from SSA.
- A Risk Assessment Form must be submitted with each Off-Campus Event Notification.
- A Travel Itinerary is required for any event outside of metropolitan Melbourne.
- The Club Committee is responsible for procuring relevant copyright licences for any film or TV content screened at an Off-Campus Event.
- Netflix and other online streaming services will almost never grant a public performance licence; clubs should assume such approval cannot be obtained and plan accordingly.
- For events with an overnight stay, all participants must complete a medical form, liability waiver, financial waiver, and acknowledgement of SSA policy.

6.5 Food & Alcohol at Events

- Events involving the serving of food or alcohol require a Risk Assessment Form.
- Any event where alcohol will be served, sold, supplied or otherwise available must prominently display ‘18+’ on all promotional and event materials.
- Events must always be run at RSA-compliant venues. Ensure there are sober officers and emergency drivers for day trips, pub crawls or overnight events.
- Club funding may be used towards alcohol only where the alcohol forms part of a food and beverage package provided by a licensed venue. Alcohol must not be purchased as a standalone item.
- Where an event includes alcohol procured in this way, SSAF (grant) funding may contribute no more than 50% of the total event cost, given the costly nature of these events. The event must be priced so that at least 50% of the total cost is met from the club account or other non-SSAF sources.
- Food handling certificates are required for any event serving food. Note: food handling certificates only apply to serving food — events involving preparation or cooking are not covered and therefore not allowed.

6.6 Travel

- Wherever possible, clubs should use a chartered bus or van service for transportation.
- If club funds are used to hire a vehicle driven by a club member, the hiring must include appropriate insurance cover.
- Clubs are discouraged from using personal vehicles for club-related travel. When a personal vehicle must be used, the driver assumes all liability.

6.7 Risk Assessment

A Risk Assessment must be submitted as part of all event applications. Green Assessment is mandatory for all events. Additional Orange or Red assessments are required based on the event profile. The risk template uses a traffic light system — consult the decision tree in Rubric to determine which colour assessment applies.

6.8 High-Risk Events — Medical Waivers

For high-risk events, all participants must complete a Participant Agreement and Medical Disclosure/Emergency Treatment Consent Form prior to the event. Examples of high-risk events include:

- Sports events
- Overnight trips
- Go Karting
- Cooking classes
- Interstate or overseas trips
- Camping events

Club members who do not complete required forms prior to the event's commencement will not be able to attend or participate. Clubs found to have breached this policy will be subject to a breach notice with significant sanctions.

6.9 Camps & Excursions (including overseas trips)

All camps and excursions (including interstate/overseas trips) run by a club must comply with this section, whether or not SSA funding is applied for. A camp or excursion cannot proceed, and SSA liability cover cannot be approved, unless every document listed below is submitted to the Clubs & Sports team by its deadline.

Documents and deadlines

- **Submit via Rubric at least 10 working days before departure:**
 - Certificate of Currency (public liability) for both the venue and the transport provider
 - A Risk Assessment
 - The camp itinerary and roster (including the First Aid and Wellbeing Officer duty roster); and
 - the facilitator qualifications list and certificates (if applicable).
- **For camps where alcohol is served,** a Liquor Licence and an Alcohol Service Plan must also be submitted at least 10 working days before.
- **For self-catered camps or excursions,** a Food Service Plan must also be submitted at least 10 working days before.
- **After the event:** Event Attendance Lists and completed Participant Information Forms must be returned via Rubric within 48 hours of the camp or excursion returning.

Participant Information Forms

All participants must complete a Participant Information Form before the camp or excursion begins, so the information is available to facilitators as needed. Where less than 90% of attendees have completed a Participant Information Form, SSA may review the event and reduce or refuse funding.

Welfare Officers and facilitator ratios

- Every camp must appoint at least two Welfare Officers, with at least one male and one identifying as female. Each must have completed Bystander Intervention / Prevention of Sexual Harm training or Sexual Assault Prevention training, or hold a Mental Health First Aid certificate.

- **Bystander Intervention / Prevention of Sexual Harm-trained facilitators:** a minimum of one on every camp, plus a ratio of one facilitator for every 20 participants.
- **First Aid (Level 1) facilitators:** one facilitator for camps under 40 participants; for camps of 40 participants or more, a ratio of one facilitator for every 20 participants.

Alcohol on camps

- All alcohol on club camps must be served under a liquor licence.
- BYO is not permitted on camps.
- A ratio of one RSA-qualified facilitator for every 20 participants is required.

Camps with participants under 18

- No person under 18 is eligible to participate in a camp or excursion (including international event) funded by the SSA

PART B — CLUB OPERATIONS GUIDE

Step-by-step operational guidance for club committees

7. Running Your Committee

7.1 What is a Club Committee?

A club committee is a group of students who help run and manage a club. Beyond running the club, being part of a committee helps students develop leadership, teamwork, and problem-solving skills, making it a valuable and rewarding experience.

7.2 Committee Meetings

A committee meeting is a structured opportunity for club committee members to discuss, plan, and make decisions about the club's operations, activities, and direction. These meetings ensure all aspects of club management — including finances, events, membership, and governance — are handled collaboratively and transparently.

Key purposes of a committee meeting:

- **Reviewing Club Progress** — reflecting on past activities, financial reports, and membership engagement.
- **Planning and Decision-Making** — strategising upcoming events, initiatives, and administrative matters.
- **Assigning Responsibilities** — delegating tasks to ensure smooth club operations.
- **Maintaining Accountability** — tracking action items and ensuring compliance with club policies.
- **Ensuring Transparency** — keeping official records (meeting minutes) to document discussions and decisions.

7.2.1 Scheduling the Meeting

- Set a regular schedule (e.g. monthly) for consistency.
- Choose a time and location that suits most committee members.
- Provide at least one week's notice.
- Share the agenda in advance to support productive discussion.

7.2.2 Preparing the Agenda

A typical agenda includes:

- **Welcome and Attendance** — note who is present and who has sent apologies.
- **Confirmation of Previous Minutes** — review and approve minutes from the last meeting.
- **Reports from Committee Members** — President's Report (club updates, strategy, vision); Treasurer's Report (financial updates, expenditure, upcoming costs); other reports as relevant.
- **Upcoming Events and Activities** — planning, responsibilities, and action items.
- **General Business** — new ideas, issues, or opportunities.
- **Action Items and Next Steps** — summary of tasks and deadlines.
- **Next Meeting Date** — schedule before closing the meeting.

7.2.3 Running the Meeting

- Start on time. Keep within a reasonable timeframe (e.g. 30–60 minutes).
- Follow the agenda — stay focused and on track.
- Encourage participation — let everyone contribute.
- Record key discussions and decisions — ensure minutes are accurate.
- Clarify action points — assign responsibilities and deadlines.

7.2.4 Keeping Meeting Minutes

- Meeting minutes are mandatory for all official committee meetings.
- Minutes must include: date, time and location; attendees and apologies; key discussion points; decisions made; action items and assigned responsibilities.
- The Secretary (or a designated member) should take the minutes and distribute them to all committee members.
- Keep a record of all minutes for club documentation and upload to Rubric.

7.2.5 Committee Decision-Making Guidelines

The committee cannot make decisions regarding:

- Electing new committee members
- Changing membership prices
- Changing the club's name or logo

These changes must be decided at a General Meeting with club members. See Section 1.6 for more information.

7.3 Running a General Meeting

A general meeting is a meeting with all club members. It serves the purpose of voting on major changes to the club that cannot be voted on by the committee alone.

7.3.1 Calling a General Meeting

- Set the date, time and location for the meeting.
- Send Official Notice of the General Meeting to members. The event must have approval from a Clubs Officer before being sent to members; members must receive a minimum of 10 days' notice. The notice must include: meeting type (AGM, SGM); date, time, location; agenda, proposals and elections; and requirements to meet quorum.
- Prepare the Agenda and any voting forms required at the meeting.

7.3.2 Running the General Meeting

1. Opening — The chair (usually the President, Secretary, or another designated committee member) opens the meeting, welcomes members, confirms quorum is met, and provides an overview of the agenda.
2. Reports (if applicable) — President's Report (club direction, progress on major events or changes, recent successes); Treasurer's Report (financial update, income generated, expenses).
3. Proposals — Remind members of the proposals and elections they will be voting on.
4. Election/Voting — Dedicated time for voting on proposals and/or electing new committee members. Nominees may be given time to speak before voting commences.
5. General Business — Open the floor to members to ask questions and make proposals for future consideration.
6. Close the Meeting — Thank all members for attending and note the time the meeting concluded.

7.3.3 Passing a Proposal

- For a proposal to pass, the majority of members at the General Meeting must vote in favour.
- If electing a new committee member and more than one candidate is nominated, the candidate with the most votes is elected.
- If a candidate runs unopposed, the club must provide an option to vote against or abstain. The candidate must receive the majority of votes. If not, the floor may be opened for further nominations.

7.4 Election Guide — Setting Up on Rubric

- Sign into Rubric.
- Click the Elections tab, then click + Create Elections (red button, top right).
- Complete election information: Title (e.g. 'Club Name, 2026 Annual General Meeting, October'); voting start and end dates (recommended to open and close during the meeting); results release date; select Anonymous votes and One Win Per Candidate; Voter Groups: select Only Student Members from your club; click Create Election.
- On the next page, click Create Ballot: Form title (e.g. 'October AGM — vote on new committee and new logo'); Ballot Body — create positions or proposals and voting options using Plurality Vote; select candidates from voter groups or add manually; ensure voting counting method is First Past the Post; click Save Ballot.
- Import voters by downloading your membership list CSV from Rubric and importing it into the election.
- Send an announcement email to voters to trigger the election (via the Announcements tab).
- On the day of the election, send out the voting email containing unique URLs (via the Announcements tab). All voters must be imported before sending this email — no one can be added after this point.
- Once the voting period ends, send a results email via the Announcements tab.

8. Club Administration, Advertising & Social Media

8.1 Club Web Presence

All clubs are allocated a webpage on the Swinburne Student Association website. Club committee members receive administrative access to edit this page. Clubs can also create social media pages (Instagram, Facebook, Discord, WhatsApp) for members to join.

8.2 Social Media Guidelines

This section applies only to a club's official social media channels. Activities and interactions on the personal social media accounts of a committee member are not considered club-related and fall outside this policy; that conduct is instead subject to the Swinburne Student Charter.

All club social media pages must be monitored by the club committee. Content must be:

- Respectful and inclusive — posts should reflect the club's values and be welcoming to all students; avoid language, images or messages that could be offensive or exclusive.
- Relevant and appropriate — posts should relate to club activities, events, achievements or general university life; avoid misleading or exaggerated claims.
- Aligned with Swinburne and SSA Policies — including respecting academic integrity, privacy laws, and discrimination policies.
- Supportive and constructive — encourage positive discussions; moderate comments to prevent harmful or inappropriate discussions.
- Respectful of copyright — do not use Swinburne's logo or branding without approval; ensure any images, videos or music used are original, properly credited, or have the necessary permissions.

Clubs must ensure that committee members and members using club channels are NOT promoting content that is:

- Explicit, aggressive, or defamatory — no swearing, hate speech, threats, personal attacks or defamation.
- Harassment, bullying or discrimination — no content promoting or condoning harassment or marginalisation based on race, gender, sexual orientation, religion, disability or other protected attributes.
- Against Swinburne or SSA Policies — no posts that contradict university values or policies.
- Promoting alcohol, drugs, or illegal activities — no posts promoting binge drinking, drug use, or any illegal activity; any event involving alcohol must comply with university and legal guidelines.
- Misinformation or false claims — no spreading of rumours, false news or misleading statements; verify all information before posting.
- Partisan political content (unless approved) — clubs must not engage in partisan politics, religious disputes, or highly divisive topics unless directly relevant to the club's mission and approved by the university or SSA.
- Unauthorised advertising or fundraising — clubs cannot use their platforms for personal promotions, external business advertisements, or unapproved fundraising.
- Content promoting violence, self-harm, or dangerous challenges.
- Spam or excessive tagging.

8.3 Posters and communications assets

Clubs may print posters to promote their club and upcoming events around campus. All posters and communications assets must:

- Include the club's logo or club name.
- Ensure any QR codes link only to the SSA website or your club page.
- Where the event involves alcohol, the materials must also clearly display '18+'.
- Comply with all SSA and university policies.
- Be submitted to Clubs & Sport for approval before displaying.
- Once approved, be placed only on designated noticeboards (School Notice Boards or Student Association Notice Boards).

Any unapproved or incorrectly placed posters may be removed by Clubs & Sports or Security without notice and result in a breach notification.

NEW REQUIREMENT — COMMUNICATION OBLIGATIONS (added 1 July 2026)

All communications assets must display the SSA logo as a condition of event approval.

NEW REQUIREMENT — CLUB EMAIL DOMAIN (added 1 July 2026 and effective from 1 Sept 2026)

Each Club is to be issued a dedicated @ssa.edu.au email account by 1 July 2026. All official club and committee correspondence must be migrated to, and sent from, this account by no later than 1 September 2026. From that date, the use of any other email domain, including personal email accounts and student or staff swinburne.edu.au addresses, for club business is prohibited. Each Club must also link its official social media accounts (for example Instagram, Facebook, Discord and WhatsApp) to its @ssa.edu.au account.

9. Club Registration & Compliance — How-To Guide

9.1 Registering Your Club

To remain registered, a club must always meet the following requirements:

- Have at least 20 student members
- Have an executive committee consisting of a President, Secretary and Treasurer
- Run a minimum of 2 events per semester

9.2 Club Committee Compliance Requirements

Elected club committee members must complete the following compliance items before the club is eligible to use Rubric and access funds each year:

- Ensure all committee members have a valid Working with Children Check (WWCC). A volunteer WWCC is free via the Victoria Government website. An employee WWCC is also accepted.
- Ensure all committee members have completed the required ELMO training modules:
 - Data Management, Security and Privacy
 - Improper Conduct Awareness
 - Conflict of Interest
 - Child Safe Standards
 - Working Together

Committee members that do not complete their compliance items by the first Sunday in December each year can be removed from their club committee by the Clubs and Sports team.

9.2.1 Uploading Compliance Items on Rubric

Committee members voted into executive positions must upload their compliance items into a folder under the Club Files Tab in Rubric. Create a sub-folder for each Committee Member containing a photo of their WWCC and all ELMO certificates.

Failure to upload compliance items risks club funding being frozen and/or committee members being removed from Rubric and the club committee.

9.3 Club Memberships — How to Create

- Open the Memberships tab on Rubric.
- Select 'Create/Edit Memberships' on the left, then click the red 'Create Membership' button (top right) and select 'New Membership Type'.
- Fill out the required fields: Name (Student or Associate); validity period (set to 31 December at year end); a brief description; sign-up form fields (Name, Student email, Mobile number, Student ID).
- Click Submit — the membership will be visible on your club page.

Your club page should have both a Student Membership and an Associate Membership set up after your page is configured.

9.4 Club Lockers

Once a club has completed their Asset Register, they can apply for a locker on campus (available in SSA HQ at 14W, The Jungle Room in the Junction, and the 'Sports Cage' in the multi Storey car park at the Hawthorn campus).

Process

- Apply for a locker via the Club Locker Hire Form on Rubric.
- Lockers are allocated on a first-in, best-dressed basis. Existing clubs that already hold a locker take precedence over new clubs.
- The Clubs & Sports Team will determine the space required for your equipment.
- Once approved, sign the Locker Hire Agreement. Email confirmation plus the Agreement to clubs@swin.edu.au.
- No deposit is taken for locker hire. Where damage is incurred, the cost of repair will be drawn from the club's club account (or from SSAF funding where no club account funds exist).
- Collect your key from the Junction via your nominated Clubs & Sports Officer.

Items NOT permitted in SSA Lockers:

- Any food, drink, or other perishable items
- Banknotes and coins
- Lithium-ion batteries (charged and/or not installed in a commercially available device, or exceeding 99 Watt-hours)
- Combustible or explosive materials, liquids or devices, including gas bottles and aerosol cans
- Firearms, knives or any other dangerous or controlled weapons
- Any item or substance which would be illegal for a member of the public to possess under Victorian or Australian law
- Personal items belonging to a Club Member not for use by the Club

Lockers are checked every 4 months. Any clubs found in breach of the Locker Policy will be subject to a breach notice.

10. Club Software Guides

10.1 Rubric

Rubric is the primary platform for all SSA club management activities.

10.1.1 Creating an Account

Students can log into Rubric using their student email. Create a password and log in. You will be asked for data capture information including your Student ID and Mobile Number.

10.1.2 Editing Your Club Page

- Click Link In Bio on the top search bar.
- Your Club Home Page will display Events, Memberships, Merchandise, Committee Members, News, and Deals.
- On the far left vertical panel, drop your Club logo into the 'Drop your image here' circle.
- Click 'Edit Profile' to edit your club description and add links to your Discord, email and social media accounts.
- Click 'See live page' to view your club page on the SSA website.

10.1.3 Checking Membership List

- Open the Memberships tab.
- On the left-hand navigation panel, select Membership Sales.
- Select Active, Expired or Pending to filter applications.

10.2 Weel (Club Finance Management)

Weel is the club finance management software for making club purchases. Each registered club may have one committee member as the Weel card holder, able to make transactions up to \$250.

10.2.1 Weel Card Holder — Restrictions

- The card holder must complete a Weel onboarding meeting with a C&S Officer before being issued with a budget. This meeting is sufficient proof of the cardholder's consent to, and understanding of, the process — no separate declaration or form is required.
- Expenses must be approved by SSA staff before purchases are made.
- Only approved items (or similar) can be purchased.
- The card holder must upload all receipts or invoices within 14 days of purchase.
- Individual purchases cannot exceed \$250.
- No additional funds can be added to the Weel card until all previous outstanding receipts are uploaded and approved.

10.2.2 Accessing and Using Your Weel Card

To access your Weel card, nominate a committee member as the Card Holder. The Card Holder must meet with the Coordinator, Clubs and Sports to: download the Weel App; accept an invitation to join the SSA's Weel account; set up an account using their student email; learn how to view funds, add the card to their digital wallet, and upload receipts; and complete the onboarding walk-through. This meeting with a C&S Officer is sufficient proof of the Card Holder's consent to, and understanding of, the process — no separate declaration or form is required.

To make in-store payments: in the Weel app, select 'use budget' in Google Wallet/Apple Pay; tap and pay as normal; always request an itemised receipt.

To make online payments: visit app.letsweel.com or open the Weel app; navigate to Cards > Budgets > 'See card details'; enter the verification code sent to your phone/email; use the card details at checkout. The billing address is always 14 Wakefield Street, Hawthorn, 3122.

10.2.3 Uploading Receipts

- Open the Weel App and select Expenses from the bottom menu.
- Ensure the top section says 'Incomplete'.
- Click into the purchase you wish to upload your receipt for (listed by supplier).
- Under Tax Invoices, click the + sign and select the photo or document.
- Confirm the GST section matches the receipt; select the appropriate Category; assign the Funding Type (SSAF or club account); enter a Description using the format: CLUB NAME, EVENT, ITEMS/SUPPLIER.

Receipts that cannot be accepted:

- EFTPOS receipts showing only the total amount without itemised details
- Order confirmations from online stores (not considered tax invoices)
- Screenshots of purchases that do not display all required tax invoice details

10.2.4 Weel Breach Penalties

Failure to upload receipts within 14 days results in:

- The club becoming ineligible for further funding until receipts are uploaded
- A \$10 fine deducted from available funding every day for every outstanding receipt
- If available club funding is exhausted, the club is ineligible for registration until the October registration period the following calendar year

Using a personal card instead of Weel: inform your Club Officer immediately at clubs@swin.edu.au with details. On the first incident (no standing breach notices), a reimbursement will be made to the card holder's personal card. On subsequent incidents, reimbursements will not be processed.

Using the Weel card for a personal expense: inform your Club Officer immediately. On the first incident, the card holder reimburses SSA for the expense. On the second incident, the Weel card is cancelled for 12 months.

Clubs may change Weel card holders only once per calendar year. The new proposed owner must contact clubs@swin.edu.au to arrange the transfer.

10.3 Resource Booker

Resource Booker is Swinburne's platform for booking equipment and spaces available on campus. Club committee members are given access upon completion of compliance items.

10.3.1 Booking a Room

- Log in at Resource Booker using your Swinburne student login.
- Select the Make a Booking tab and choose the type of room or space (e.g. Classroom, Lecture Hall, Atrium, The Junction).
- Select the specific space and view the calendar of available times.

- Click your desired time and fill in the required fields: Event Name, description, start/end time, estimated attendees, contact number.
- Once submitted, the booking is sent to the Timetabling team and confirmed subject to SSA's approval and security's approval of your ESR.

10.3.2 Booking Equipment

- Select the Make a Booking tab, then Student Association – Equipment.
- Select the equipment you wish to book and view available times.
- Click your desired time and complete the required fields.
- Once submitted, the booking is sent to the SSA team for confirmation.
- Collect equipment from the SSA HQ at 14W foyer on the day of your event from the Clubs & Sports Team. Return it to the foyer once the event has concluded.

Some items can be booked internally by SSA Staff — ask your C&S Officer about items not listed.

10.4 ELMO (Compliance Training)

ELMO is the software used for committee members to complete their compliance training modules.

10.4.1 Creating an ELMO Profile

- Go to <https://swinburne.elmotalent.com.au/register#!/index>
- Fill in the first 5 form fields as indicated.
- In the 6th field ('Employee Number'), re-enter your email address.

10.4.2 Logging In

- Go to Elmo's website.
- When the screen wants to sign on with Single Sign On, click 'Cancel' immediately.
- In the Username field, enter your email address. In the Password field, enter your temporary or reset password.
- Once logged in, set a secure password and access your 'To Do List' on the dashboard.

10.4.3 Adding Courses

Compliance training modules may appear in the 'To Do' list on login. If any modules are missing, go to Learning > Course Catalogue, search for the course name, and self-enrol before returning to your dashboard to complete them.

11. Running an Event — How-To Guide

11.1 Planning Your Event

Before submitting an event request, answer these essential questions:

- What is happening at the event? (activities, performances, speakers)
- Who is involved? (attendees, special guests, volunteers)
- How much will it cost? (budget, funding sources, ticketing)
- Where and when is it happening? (venue, date, time)

Common mistakes to avoid:

- Submitting an event request without confirming costs and budget
- Forgetting to consider set-up and pack-down times
- Not allocating enough volunteers
- Overlooking safety requirements or risk assessments
- Confirming services with a supplier prior to receiving approval
- Confirming services without informing the supplier of payment terms
- Not allowing enough turnaround time for Clubs & Sports approval
- Failing to consider security clearance timelines (3–5 business days) for on-campus events

If unsure about any details, book a meeting with your Clubs Officer for guidance.

11.2 Event Approval Process (Two Steps)

Step 1 — Event and Grant Request Form: Apply for funding and grant for your event (Micro, General and Major Grants). Submit via the Forms tab in Rubric > Grant Forms > Event and Grant Request Form.

Step 2 — Event Approval Form: Once your Event and Grant Request Form has been approved, create your event in the Events tab on Rubric to have it approved and pushed live.

11.2.1 Submitting an Event and Grant Request Form

Introduction section:

- Event Name — make it interesting for members
- Description — sufficient detail on activities, location, time, exclusivity, costs
- Event Date and Time
- Event Run Sheet — not required for funds under \$200; basic run sheet for \$200–\$1,000; detailed run sheet for over \$1,000
- Third Party Collaborators — list any internal or external collaborators
- Is this a recurring event? — if yes, list all dates

Location section: Select on-campus, off-campus, or online. For on-campus events, upload a screenshot of your Resource Booker room booking. For off-campus events, provide venue name, address, quotes, and travel itinerary (required for events outside metropolitan Melbourne). For online events, list the platforms (e.g. Zoom, Teams, Discord).

Funding section: Select the funding type — No-Fund, club account, Micro Grant (up to \$200), General Grant (\$200–\$1,000), or Major Grant (over \$1,000). Provide a description of intended purchases and upload all quotes/invoices.

Risk Assessment section: Provide emergency contact details; state whether alcohol will be served (none allowed on campus); state whether food will be served (upload food handling certificates where relevant); provide first aider details for high-risk events; complete and upload the Risk Assessment template; select Club or SSA bank account for drawdown.

11.2.2 Submitting an Event Approval Form

Once the Event and Grant Funds Request is approved:

- Go to Events tab > Create New Event (or Create Collaborative Event for multiple clubs).
- Complete Event Information: event name, start/end dates and times; promo banner image; event address via Google Maps (click Online button if virtual); event description.
- Complete Ticketing: assign ticket sale start/end dates; set total ticket numbers and max per order if applicable; click 'Absorb Selling Fees' (SSA covers these costs); add tickets (set cost to \$0 for free events, or enter the price; label each ticket type; add multiple ticket tiers if needed).
- Complete SSA Questions: pick your approved Event and Grant Funds Request Form from the dropdown; provide emergency contact details; provide First Aider details if applicable; submit your approved ESR.

11.3 Event Support Request (ESR) — How to Submit

- Click the Facilities & Services – Event Support Request link (provided in your Resource Booker confirmation email).
- Guarantor Information: provide your Resource Booker Reference Number, Full Name, Email Address, Contact Number, and Area.
- Booking Details: Booking/Event Name (must match Resource Booker exactly); Start/End Date; Booking Start/End Time; Location and Location Type; Campus (Hawthorn, Wantirna, or Croydon); whether any part of the event is held outdoors; booking summary; expected number of attendees; crowd control requirements.
- Cleaning, Portage and Parking: indicate requirements and note that there is a cost for each.
- Advertising/Marketing: advise if you are planning posters on campus.
- Alcohol: indicate if alcohol will be served (will require additional security at club cost).
- Food: indicate if food will be served.
- Patron/Contractors/Visitors: provide patron demographics and indicate if any dignitaries will be attending.
- Security Requirements: note any specific requirements.
- Sign and submit.

Security requires a minimum 3–5 business days for approval. For larger scale events, submit at least 6 weeks prior. To edit a submitted ESR, email securitysut@swin.edu.au with the ESR reference, original event details, and any changes required.

11.4 Running a Club BBQ

Throughout the year, Clubs & Sports provide days where clubs can run BBQs on campus as fundraisers. Expression of Interest forms are sent out to clubs.

Requirements:

- Valid food handlers' certificate (available via DoFoodSafely)
- Enough hands to work the BBQ
- Purchase perishable items (bread, sausages, onions, cheese) using approved payment methods

The BBQ Kit (knives, napkins, chopping boards, sauce, oil, etc.) is provided by the C&S Team. Book the BBQ Kit and the BBQ location (OP George Corner) through Resource Booker. Liaise with your Clubs and Sports Officer to arrange handover of the BBQ key with security the day prior to your event.

12. Funding — How-To Guide

12.1 Submitting a Non-Event Related Grant Form

Submit a non-event funds request any time you want funding not specific to a particular event — for example, to hire facilities for ongoing use, purchase equipment, pay for a subscription, or order merchandise.

- Go to the Forms tab.
- Under Grouped Forms, click Non-Event Fund Request Form.
- Click Create New Submission. Complete: funds required by date; expected use (what the purchase will be used for, how often, and why it is important).
- Upload any relevant quotes/invoices and provide a payment schedule.
- Indicate whether you are drawing from the Club Bank Account or SSA Club Funding, and select the amount.

12.2 Submitting a Sponsorship for Approval

- Go to the Forms tab > Other Forms > view all > Sponsorship Form.
- Enter your Club Name and complete the Sponsor details: business name (legal entity name, not trading name — look up via ABN); address; contact person; contact email; Sponsor ABN; contact number.
- Complete the sponsorship details: brief description of sponsor; sponsorship type (money, products, services, discounts, or advertising); proposed benefits to the Club; proposed benefits to the Sponsor; estimated value (AUD); duration of agreement.
- Complete the SSA Compliance check and confirm you understand the sponsorship policy.

12.3 Submitting Merchandise for Approval

- Source pricing from a reputable supplier (C&S Team can recommend preferred suppliers).
- Submit a Non-Event Funds Request under the Forms tab in Rubric, including the supplier quote, the merchandise design, and proof of member interest.
- Your C&S Officer must approve the request via Rubric before moving forward.

To set up merchandise for sale once approved:

- Go to Merchandise tab in Rubric > Store Listings > Create New Listing.
- Fill out item information: at least 1 photo, item price, description, and delivery method. Set 'Selling Fees' to 'Absorb Selling Fees'.
- Add Item Variations (Type, Colour, Size) and set Inventory for each variation.
- Add required customer information fields (Name, Email, Shipping Address if shipping).
- Click Publish Listing.

12.4 Club Asset Register

Whenever a club acquires an asset, the Club Asset Register Form in Rubric must be updated.

- Select the Forms Module at the top of your welcome page.
- Under Other Forms, select Club Asset Register Form.

- Complete club name, your name, and the date of submission.
- In asset details provide: Asset name; Asset image (uploaded photo); Monetary Value (purchase price); Where it is stored.
- Whenever a new asset is acquired, edit this form submission to add the new item(s).

12.5 Tax Invoice Requirements

All goods and services supplied to SSA (or any SSA student club) must be accompanied by a valid Tax Invoice satisfying both Australian tax requirements and SSA policies. Tax Invoices must include at minimum:

- The words 'Tax Invoice' at the top
- Supplier identity and contact information (company name, address, telephone, email)
- Supplier Australian Business Number (ABN)
- Invoice date and a unique invoice number
- Buyer's identity and contact information (Swinburne Student Association, SSA HQ at 14W, 14 Wakefield Street, Hawthorn VIC 3122)
- Description of goods/services provided, including quantity (if applicable) and unit price
- GST amount payable (or statement that total price includes GST)
- Total amount payable inclusive of GST
- Supplier's payment information (Bank Name, Account Name, BSB, Account Number)

Tax Invoices which do not contain all the requested information will not be accepted. If the seller does not hold an ABN, withholding tax may be applied unless a Statement by a Supplier is provided.

13. Incidents, Disputes & Compliance — How-To Guide

13.1 How to Report an Incident

All incidents or breaches of SSA Policy or Code of Conduct can be reported via:

- Rubric: open the Complaints & Appeals Form and state whether you are lodging a complaint or an appeal
- Email: clubs@swin.edu.au for general enquiries; safercommunity@swinburne.edu.au for serious welfare or safety concerns
- In person: by visiting the Clubs & Sports team at SSA HQ at 14W

SSA may take up to 5 business days to review and respond. If someone is in immediate physical danger, contact 000. If on a Swinburne campus, also contact Swinburne Security on 9214 3333.

13.2 Submitting a Complaints & Appeals Form

If submitting a complaint:

- State if the complaint is on your behalf or someone else's
- Provide your relation to the person affected
- Explain what happened and who is involved
- Explain whether informal resolution was attempted
- Provide any supporting evidence

For bullying, harassment, discrimination, sexual harassment or misconduct, unsafe OHS behaviour, injury, or breach of SSA policies/code of conduct — submit through the Incident Report Form on the SSA website.

If submitting an appeal:

- State the decision you are appealing
- State if it is on your behalf or someone else's
- Provide your reason for appeal, further evidence, and proposed outcome
- Upload a copy of the original breach notice you are appealing

14. Key Contacts & Resources

Contact	Details
Clubs & Sport Team (General)	clubs@swin.edu.au (03) 9214 5445
Clubs & Sport Team (Location)	SSA HQ at 14W, 14 Wakefield Street, Hawthorn VIC 3122
Security (ESR / Event queries)	securitysut@swin.edu.au
Health, Safety & Wellbeing	healthsafetywellbeing@swin.edu.au
Safer Community	safercommunity@swinburne.edu.au
Campus Security (on-campus emergencies)	9214 3333
Emergency	000
SSA Website / Club Pages	www.swinburnestudentassociation.com.au
Rubric (Club Management Platform)	Log in via student email
ELMO (Compliance Training)	https://swinburne.elmotalent.com.au
Resource Booker	Log in via Swinburne student credentials
Weel (Finance Management)	https://app.letsweel.com/

Appendix A

SSA Model Club Rules ('Constitution')

These SSA Model Club Rules (**Club Rules**) are made by SSA and constitute the constitution of every registered club. Upon registration, each Club is bound by these Club Rules and is not required to adopt a separate constitution.

Each Club records the limited matters it is permitted to set for itself in its Club Schedule (Appendix B), which is adopted at the Club's IGM and may be amended at a later General Meeting.

1. Status and precedence

These Club Rules, together with the Club Schedule, are the constitution of the Club and are binding on the Club, its Committee and its Members.

In the event of inconsistency, the following order of precedence applies:

- (1) the Clubs & Sports Program Governance Framework;
- (2) SSA's standalone policies;
- (3) these Club Rules;
- (4) the operational guidance in this Handbook; and
- (5) the Club Schedule.

The Club Schedule cannot override any higher document. Only SSA may amend these Club Rules.

SSA dispensation. SSA may, in its absolute discretion and by written notice, waive, vary or set aside the application of a specific provision of these Club Rules or the Handbook in a particular case, where SSA determines that doing so is necessary or appropriate. A dispensation is specific to the case and time stated, does not amend these Club Rules, and sets no precedent.

A dispensation under this clause must not set aside, and may not be used to override:

- the Clubs & Sports Program Governance Framework, or any SSA standalone policy of higher precedence;
- any requirement imposed by law, including the minimum age of 18, a valid Working with Children Check, and privacy and work health and safety obligations;
- any condition of SSA's insurance, or any child-safety or non-discrimination requirement, including the principles in Sections 2.2 and 3.2.

A dispensation may be granted only by the CEO or the Lead, Clubs and Sports (or their delegate under the Delegations Schedule), and must be recorded in writing.

2. Name, purpose and objects

The Club's name, description and objects are those recorded in its Club Schedule and must satisfy the registration requirements in Section 2.2. The Club is operated for the benefit of its Members and its stated objects, consistent with SSA's charitable purposes.

3. Membership

Membership must be open to all enrolled Swinburne students, alumni and community members.

The minimum age for Club Membership is 18 years. A person under the age of 18 is not eligible to become or remain a Club Member, an Associate Member, or a Club Committee member (unless approved by the C&S team on a case-by-case basis).

The club must always maintain at least 20 student members and associate membership is available only where the Club has elected to offer it in its Schedule.

4. Committee structure

The Club must at all times have a President, a Treasurer and a Secretary, each a currently enrolled Swinburne student. Any optional positions are those recorded in the Schedule. A club may also adopt additional eligibility criteria for nomination to committee positions in accordance with Section 1.4.2, recorded in its Club Schedule; such criteria apply in addition to, and must not derogate from, the requirements of this clause.

Committee members are elected at a General Meeting

5. General Meetings, quorum and voting

General Meetings, notice, quorum and voting are governed by Section 1.6. The Club must hold an Inaugural General Meeting on formation and an Annual General Meeting each year as part of registration and re-registration.

6. Removal of members and committee members

A Member or Committee member may be suspended or removed only in accordance with Section 5.7 and any sanction imposed by SSA under Section 5. Before any suspension or removal, the person must be notified in writing and given a reasonable opportunity to respond.

7. Finances

All Club funds are held by SSA in the club account under Sections 1.5, 1.7 and 4. The Club must not operate any independent bank account or other money-storage facility, and all expenditure must be pre-approved by SSA. SSA holds the club account as custodian for the benefit of the Club's current Members.

8. Dissolution and winding up.

The club may be dissolved by its members, through SSA's disciplinary process under Section 5.6 or for any reason determined by the CEO (or delegate). On dissolution, any tracked assets become the property of SSA and the club account is wound up in accordance with the Governance Framework. The Club must not distribute assets to Members.

9. Relationship with SSA

The Club operates under the authority and umbrella of SSA, has no separate legal personality, and cannot contract or insure independently. Committee members act as agents of SSA and must not enter contracts or financial commitments in the name of the Club or SSA except as authorised.

10. The Club Schedule

Each Club completes the Club Schedule at Appendix B. The Schedule is the only part of the Club's constitution the Club itself sets, and may record only: the Club name; the Club description and objects; the student membership fee; whether associate membership is offered (and, if so, the associate fee under Section 3.3); and any optional Committee positions adopted under Section 1.4.1; and any additional eligibility criteria for nomination to committee positions adopted under Section 1.4.2. Any matter not dealt with in the Schedule is governed by these Club Rules and the Handbook.

Appendix B

Club Schedule (Template)

Each Club completes this Schedule at its IGM (and at any General Meeting where a listed matter changes) and submits it to SSA. The Schedule records the only matters a Club sets for itself; all other matters are governed by the Club Rules (Appendix A) and this Handbook.

Club name: _____

Club type (Academic / Cultural / Spiritual / Social / Political / Sports): _____

Club description and objects: _____

Student membership fee (per calendar year): \$_____ (minimum \$5.00 if a fee is charged)

Associate membership offered? (Yes / No): _____. If yes, associate fee (Section 3.3, minimum \$10.00): \$_____

Optional Committee positions adopted (Section 1.4.1):

Additional nomination eligibility criteria adopted (Section 1.4.2, optional):

Adopted by resolution at the IGM / AGM held on (date): _____

Result (for / against / abstain): _____

Returning Officer / Meeting Chair: _____

Submitted to SSA on (date): _____