

UQU CLUBS & SOCIETIES AFFILIATION PROCESS

BASED ON UQU REGULATIONS R189

All new club applications must go through a two-step process, ratification and affiliation, in order to be affiliated as a UQU club.

Firstly, ratification of a new club application.

Ratification means preliminary affiliation of a club and begins when an Expression of Interest form ([download the form here](#)) is completed and submitted to the Clubs and Societies Administrative Officer in person or clubs@uqu.com.au. The Expression of Interest form (the EOI form) must include the following information:

- the name of the proposed Club or Society,
- at least three proposed aims of the proposed Club or Society; and
- the names, signatures and student number of:
 - 30 students, in the case of a subsidized Club or Society;
 - 10 students, in the case of a Campus-Based Club or Society.

The EOI form will be given to the Chair of the Clubs and Societies Committee (the Committee) for ratification consideration. The Committee members may ratify the expression of interest provided the Committee has taken into account the following considerations:

- a) whether the expression of interest is complete, clear or consistent with the Constitution, Regulations or Standing Resolutions on Policy; or
- b) whether the proposed aims of the proposed club or society may reasonably be fulfilled by an existing Club or Society, or
- c) whether in the case of an expression of interest to be a Campus-Based Club, there is a Club with the same or reasonably similar aims that wishes to operate at the applicant Campus; or
- d) whether the names contained in the expression of interest are substantially similar to the membership of an existing Club or Society.

During the process of consideration, club representative may be invited to present before the Committee any further case that he/she may have.

Decision of the Committee will be communicated to club applicant after a meeting is convened. Successful application will then proceed to next stage, affiliation process.

Secondly, affiliation of the new club application.

A proposed club or society whose expression of interest has been ratified by the Clubs and Societies Committee is eligible:

- a) to book tables;
- b) to book Union rooms; and
- c) to use the Union's facilities to photocopy for the purposes of promoting the Affiliation Meeting.

The proposed Club or society must hold an Inaugural General Meeting or Affiliation Meeting no later than thirty working days after its expression of interest has been satisfied. The Affiliation Meeting must:

- a)
 - i) in the case of a subsidised club, be attended by at least thirty financial members of the Club or Society, at least 70 per cent of whom must be students; or
 - ii) in the case of an Campus-Based Club, be attended by at least ten financial members of the Club or Society, at least 70 per cent of whom must be students who do not study at the University's St Lucia Campus;
- b) adopt a constitution, consistent with the model in Schedule Fourteen (Model Constitution can be [downloaded from here](#));
- c) elect a Committee in accordance with its constitution;
- d) resolve to affiliate to the Union; and
- e) be attended by the Clubs and Societies Administration Officer or the Vice-president (Campus Culture). Notice of the Affiliation Meeting must be given to the Clubs and Societies Administration Officer at least five working days before the meeting.

Following the Affiliation Meeting, the club or society must submit to the Chair of the Clubs and Societies Committee:

- a) the club or society's constitution, and
- b) a membership list containing details of its members'
 - i) names, and
 - ii) contact details, and
 - iii) student numbers; and
- c) the composition and contact details of the club or society's committee; and
- d) the minutes of the Affiliation Meeting.

Prior to the Clubs and Societies Committee meeting where the proposed club or society will be considered for affiliation, the Chair will ensure the constitution adopted is consistent with the spirit of Schedule Seventeen. The Committee will then resolve to affiliate the club or society where the conditions for affiliation have been adhered to.