



CLUB MEMBERSHIP POLICY

CONTENTS

- 1. Purpose of Policy.....2
- 2. Definitions2
- 3. Application & Scope - Exclusions or Special Conditions3
- 4. Policy Principles3
- 5. Membership Requirements.....3
- 6. Roles & Responsibilities6
- 7. Related Documents6
- 8. Notes.....6
- 9. Version Control and Amendments.....6



1. Purpose of Policy

1.1 This policy exists to define the rules and requirements involved with membership of Clubs at Swinburne.

2. Definitions

Word/Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne Student. Clubs may, by Resolution, opt to offer Associate Memberships following the rules laid out in this Policy.
Base Funding	A monetary amount issued annually to each Student Life Club, with the exception of Political Clubs, on the completion of the club registration/re-registration process. The amount of Base Funding received is dependent on each Club's Size, determined by the number of current Club Members (not including Associate Members.)
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management and day-to-day operation of a Club, as well as handling most communication between the Club and Student Life. Club Committee Members are chosen in an Election. For more information, see Student Life Club Governance & Management Policy.
Club Member	A currently enrolled Swinburne Student who has registered to be a Member of a Club. May also include Associate Members, where this is specifically referred to.
Clubs & Sport Software	Software resources used to manage the majority of communication between Student Life, Clubs and Club Members. As of the time of implementation of this policy, the current Clubs & Sport Software is the "UniOne" package.
Committee Member	A Club Member who has been voted onto the Club Committee. See Student Life Club Governance & Management Policy for more information.
General Meeting	An official Club Meeting where Resolutions may be passed and Elections held, provided a Quorum is present. All Clubs must hold one General Meeting each year, known as the Annual General Meeting. In exceptional circumstances, Special General Meetings can be held, however Student Life must be notified in advance. A General Meeting Minutes Form must be filled out at each General Meeting and uploaded to the Club's Files area on the Clubs & Sport Software.
Quorum	The minimum number of Members required to be present at a General Meeting in order for Resolutions to be passed. A Quorum is present whenever the lesser of 50% of the Club's total membership or 20 Club Members is present at a General Meeting. Associate Members do not count towards the number of Club Members present nor the Club's total Membership.
Resolution	A decision subject to a Member Vote during a General Meeting. Usually in the form of a "yes/no" question. For example: <ul style="list-style-type: none">• Does the Club adopt a proposed Event Calendar?• Does the Club adopt a proposed change to the Club Constitution?• Will a proposed Club Policy take effect?• Does the Club offer Associate Memberships?
Student Life	Swinburne Student Life, formally known as the SSAA or Swinburne Student Amenities Association



3. Application & Scope - Exclusions or Special Conditions

- 3.1 This Policy applies to all current and future Swinburne Clubs and Club Members, including Associate Members. This Policy will also guide Student Life Staff when making decisions regarding Club Memberships, in consultation with the Team Leader, Clubs & Sport.
- 3.2 This Policy does not apply to PAVE Groups or Leadership Groups. See the relevant handbooks for more information on these groups.
- 3.3 Student Life Staff have the authority to clarify, interpret or propose amendments to this Policy as necessary.

4. Policy Principles

- 4.1 Clubs must be run by, and for, currently enrolled Swinburne Students.
- 4.2 Clubs are responsible for ensuring that all Club Members, including Associate Members, are aware of the requirements and responsibilities associated with Club Membership.
- 4.3 Breaches of this Policy by Clubs, Club Committees or Club Members (including Associate Members) may result in action as per Student Life Club Discipline & Dispute Resolution Policy.

5. Membership Requirements

- 5.1 Membership of a Swinburne Club is available only to currently enrolled Swinburne Students.
- 5.2 Clubs may opt, by Resolution, to offer Associate Memberships to non-students. A number of conditions apply to Associate Members and to Clubs offering Associate Memberships. It is a Club's responsibility to ensure that prospective Associate Members are informed of these conditions before registering for Associate Membership.
 - 5.2.1 Clubs must consist at least 51% of current Swinburne Students at all times.
 - 5.2.2 If a Club normally charges a Membership Fee, Associate Members are instead required to pay an Associate Membership Fee equal to whichever is the greater of the following:
 - 5.2.2.1 \$10 AUD.
 - 5.2.2.2 1.5x the Membership Fee.
 - 5.2.2.3 An amount determined by Resolution at a General Meeting.
 - 5.2.3 If a Club does not normally charge a Membership Fee, Associate Members are still subject to a \$10 AUD Associate Membership Fee.
 - 5.2.4 Associate Membership Fees, like normal Club Membership fees, are payable only through the Clubs & Sport Software.
 - 5.2.5 If a person, who is not a currently enrolled Swinburne Student, is found to have joined a Club, and this person has avoided paying an Associate Membership fee when joining a Club, that non-student will forfeit their Club Memberships and any Club Membership Fees paid.
 - 5.2.6 Associate Members do not count as Club Members when determining Club Size, Base Funding or Grant Funding.
 - 5.2.7 Associate Members do not count when determining event size for funding purposes. This may be waived in special circumstances at the discretion of Student Life.



- 5.2.8 Associate Members are not eligible to hold positions on a Club Committee.
- 5.2.8.1 Associate members must not fulfil any roles or responsibilities required of Club Committee members.
- 5.2.9 Associate Members are not eligible to vote at General Meetings.
- 5.2.10 Associate Members do not count towards whether or not a Quorum is present at General Meetings.
- 5.2.11 Associate Members are not covered in any way under Student Life or Swinburne insurance policies. All Associate Members must indicate that they have been made aware of this, by agreeing to the Club Member code of Conduct as part of registering for the Student Portal and joining a Club. Student Life recommends that clubs offering Associate Memberships hold their own public liability insurance policy.
- 5.3 Club membership must be open to all currently enrolled Swinburne Students, regardless of personal characteristics such as race, gender, sexuality or political stance.
- 5.4 Students interested in joining a Club can do so online via the Clubs & Sport Software. This will require the creation of an account and completion of a standard Membership Form.
- 5.5 Clubs can elect to capture additional information from Club Members by making changes to their Clubs & Sport Software Membership Form.
- 5.6 Club Memberships are fixed-term, expiring at the end of the calendar year in which they are issued.
- 5.7 A Swinburne Club must have a minimum of 10 currently enrolled Swinburne Students as Members at all times.
- 5.8 All Clubs are strongly encouraged to levy an annual Club Membership Fee, payable by each Club Member, to help fund Club resources, activities and events, as well as to boost member engagement and assist with meeting Quorum at General Meetings. Talk to a Clubs & Sport Officer for advice on setting an appropriate Club Membership Fee.
- 5.8.1 Membership Fees are collected from Club Members via credit/debit card during the process of joining a club via the Clubs & Sport Software.
- 5.8.2 GST must be charged for all Membership Fees, including Associate Membership Fees. This is handled through the Clubs & Sport Software.
- 5.8.3 A club may set up one or both of the following membership groups:
- 5.8.3.1 Yearly membership
- 5.8.3.2 Semester 1 / Semester 2 membership. These membership fee amounts should be appropriate to the requirements of the club.
- 5.8.4 A club membership fee may only be established through a vote at the club AGM or IGM. Once established, this membership fee will apply for the entire calendar year.
- 5.8.5 Committee members are required to pay the membership fee.
- 5.8.6 Clubs are not permitted to offer discounts on membership fees.
- 5.9 All Club Members, including Associate Members, are required to abide by the following Club Member Code of Conduct.
- 5.9.1 Members agree to use Club Monies for Student Life approved Club purposes only.



- 5.9.2 Members must behave in a manner that reflects the values of Swinburne and Student Life. Members must be particularly mindful of the core Swinburne behaviours:
- 5.9.2.1 **Communicate** – “Say it” – have the conversation, respect each other’s differences, give meaningful feedback and share openly and honestly.
 - 5.9.2.2 **Listen and Learn** – “Hear it, learn from it” – learn from one another, actively listen to each other, resolve conflict and be innovative.
 - 5.9.2.3 **Collaborate** – “Share it” – work constructively together with a common purpose.
 - 5.9.2.4 **Trust** – “Trust it” – be open to and honest with others, act with fairness and respect, inspire positive expectations and communicate honestly.
 - 5.9.2.5 **Act** – “Do it” – have a strong sense of immediacy, take practical action and see it through.
- 5.9.3 Members must be fair, equitable, considerate and honest, in their dealings with others.
- 5.9.4 Members must use facilities and equipment for their proper purposes.
- 5.9.5 Members must not abuse, intimidate and/or harass others in any way, including in-person, online, on-campus or off-campus.
- 5.9.6 Physical violence or assault, including sexual assault, is completely unacceptable. Members must report any instances of violence to Student Life and the appropriate authorities. If a Member is aware that violence or assault is in progress, or if they suspect someone is in imminent danger, they must immediately contact 000 and, if on a Swinburne Campus, Campus Security on 9214 3333.
- 5.9.7 Illicit drug use of any kind is prohibited.
- 5.9.8 Members must not engage in discriminatory behaviour, including (but not limited to) public disparagement, discrimination against, or vilification of, a person or group on the grounds of a personal attribute such as race, gender, sexuality or political stance.
- 5.9.9 Members must follow the directions of Student Life, Swinburne and security staff at all times.
- 5.9.10 Members are to cooperate with Club Committee Members as well as venue, Swinburne, Student Life and security staff at all times at Club Events.
- 5.9.11 Members agree to contribute towards the provision of a safe environment for all events, functions, competitions and other activities run by a Club.
- 5.9.12 Members who consume alcohol during Club Events must do so safely and responsibly. Impairment by alcohol is no excuse for violating the safety or wellbeing of others.
- 5.9.13 Members of Sports Clubs must not engage in doping, as defined by the Australian Sports Anti-Doping Authority and the World Anti-Doping Agency.
- 5.9.14 In some circumstances, Clubs may wish to engage Club Members to provide professional services such as coaching, catering or DJ services. If the Club Member would normally charge clients a fee to provide these services, or if a fee would normally be payable to an outside entity to provide similar services, the Club Member counts as a Club Contractor and must adhere to the rules for Club Contractors laid out in Student Life Club Governance & Management Policy.
- 5.9.14.1 A Club Member is ineligible to serve as both a Club Committee Member and a Club Contractor in the same calendar year.



5.9.14.2 The selection of Club Contractors must not present a conflict of interest with Club Members or Student Life.

6. Roles & Responsibilities

- 6.1 Club Committee Members - ensure Club compliance with this Policy.
- 6.2 Club Members – abide by the rules and spirit of the Club Member Code of Conduct.
- 6.3 Student Life Staff – make fair determinations around Memberships based on this Policy, as well as the overall best interests of the Club, Student Life and Swinburne.
- 6.4 Clubs & Sport Team – Exercise good management and oversight of Club Membership.

7. Related Documents

- 7.1 Student Life Club Governance & Management Policy
- 7.2 Student Life Club Discipline & Dispute Resolution Policy
- 7.3 Student Life Club Registration Policy
- 7.4 Student Life Club Funding & Grants Policy
- 7.5 Student Life Club Events Policy

8. Notes

Date first approved: 13/02/2017	Date of Next Review: 12/01/2019
First Approved by:	Rodney Thomson – Director, Swinburne Student Life
Custodian title & e-mail address:	Team Leader, Clubs & Sport – Aimee Gipper. agipper@swin.edu.au
Original Author:	Harry Williams, Project Officer - Student Life

9. Version Control and Amendments

Version Control	Date Effective	Approved By	Amendment
1	13/02/2017	Rodney Thomson – Director, Student Life	First version.
1.1	14/02/2017	Rodney Thomson – Director, Student Life	Minor formatting revision.
1.2	12/01/2018	Rodney Thomson – Director, Student Life	Second version. Edits made to membership groups and fees. Minor edit to associate memberships.

