



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

University Affiliation of Student Clubs

Effective: 29 August 2019

Audience: Staff & Students

Policy Category: Governance
Policy Sub-category: Student Representation

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Procedure Owner:	Pro Vice Chancellor, Student Experience
Responsible Officer:	National Director, Student Life and Wellbeing
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1 PURPOSE

- 1.1** This Procedure sets out main processes to support implementation of the *Policy: University Affiliation of Student Clubs*.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This Procedure should be read in conjunction with the following policy:
2.1.1 *Policy: University Affiliation of Student Clubs*

3 FORMAL APPLICATION

- 3.1** Students seeking affiliation of a Club with the University will meet with Student Association representatives from the relevant campus to discuss eligibility requirements for affiliation and the formal application process.
- 3.2** A formal application for affiliation must be submitted to the Student Association President in the first instance. This application must:
- 3.2.1 Be in writing and signed by no less than 5 currently enrolled students at UNDA supporting the creation of the Club and giving a commitment to be involved in the Club should it be affiliated;
 - 3.2.2 Include a clear statement that the Club and its members will abide by all University Statutes, Rules, Regulations, Procedures and Policies which are from time to time in force;
 - 3.2.3 Include clear evidence that the objectives, purpose and proposed activities of the Club are consistent with the Objects and vision of UNDA including, but not limited to:
 - 3.2.3.1 a clear statement as to the objectives and purpose of the Club;
 - 3.2.3.2 a clear statement as to the proposed activities of the Club; and
 - 3.2.3.3 a draft constitution, following the UNDA provided template.

4 DETERMINATION OF APPLICATION FOR AFFILIATION

- 4.1** The application for affiliation will, in the first instance, be assessed by the Student Association on the relevant Campus.
- 4.2** The Student Association will provide a recommendation regarding the application, together with all relevant paperwork, to the University Officer.
- 4.3** The University Officer will consider the application in accordance with the Policy and if necessary, meet with either or both representatives of the Student Association and/or members of the Club to discuss the application.
- 4.4** The University Officer will, within one week of receiving the completed application, forward the application, the Student Association's recommendation and his/her own recommendation to the Senior University Officer for determination.
- 4.5** The decision to formally affiliate a Club to the University is at the sole discretion of the Senior University Officer. The determination of the application will, as far as practicable, be completed within four weeks of the full and complete paperwork and recommendation being provided by the Student Association to the University Officer in accordance with clause 4.2.
- 4.6** The Senior University Officer will provide notification of the decision, including the reasons for

the decision, in writing to:

- 4.6.1 the person nominated as the contact for the application by the Club;
- 4.6.2 the relevant Student Association of UNDA; and
- 4.6.3 the University Officer.

5 PROCEDURE FOR APPEAL

- 5.1 If a Club wishes to appeal the decision of the Senior University Officer to reject its application for affiliation, it must lodge an appeal in writing to the Head of Campus within three weeks of being notified of the decision.
- 5.2 The appeal must include:
 - 5.2.1 a copy of the decision of the Senior University Officer against which the appeal is being lodged;
 - 5.2.2 all relevant paperwork including, but not limited to, the original application;
 - 5.2.3 a written explanation of the basis on which the Club is appealing the decision; and
 - 5.2.4 any written submissions the Club wishes to make in support of the appeal.
- 5.3 The appeal will, as far as is practicable, be determined within three weeks of the full and complete appeal being lodged with the Head of Campus in accordance with this clause 5.
- 5.4 The decision of the Head of Campus will be notified in writing to:
 - 5.4.1 The person nominated as the contact for the application by the Club;
 - 5.4.2 the relevant Student Association of UNDA;
 - 5.4.3 the University Officer; and
 - 5.4.4 the Senior University Officer.
- 5.5 The decision of the Head of Campus is final and cannot be further appealed by the Club.

6 RELATED DOCUMENTS





- 6.1 *Policy: Provision of Funding to the University's Student Associations (Fremantle and Sydney)*
- 6.2 Draft template – Student Club Constitution (*Attachment 1*)

7 DEFINITIONS

- 7.1 **For the purpose of this Procedure, the definitions outlined in the *Policy: University Affiliation of Student Clubs* apply here.**

Version	Date of approval	Approved by	Amendment
1	14 October 2015 29 October 2015	Executive Council Student Board	Effective date – new Procedure.
2	29 August 2019	Vice Chancellor, endorsed by the Student Board	Reformatting to new template; inclusion of procedural clauses from Policy referring to the determination of application and appeal processes.
	15 June 2022	University Secretary	Minor amendments – policy owner and responsible officer updated to reflect new organisational structure.

8 PROCESS SUMMARY

<i>Process Step</i>	<i>Responsibility</i>
	
<i>Application for Affiliation</i> <ul style="list-style-type: none"> • Meet with Club seeking affiliation to ensure compliance with the related Policy. • Complete and submit an application for formal affiliation to relevant Student Association. 	Student Association Club
	
<i>Determination of Application</i> <ul style="list-style-type: none"> • Make a preliminary assessment on the eligibility of the Club for formal affiliation and present the application, with a written recommendation, to the University Officer. • Review application, with the Student Association and Club if necessary, to determine a recommendation for affiliation. Forward the full application and each recommendation to the Senior University Officer. • Determine whether the Club will be formally affiliated or not and notify the relevant persons in writing as per clause 4.6. 	Student Association University Officer Senior University Officer
	
<i>Appeal</i> <ul style="list-style-type: none"> • Lodge an appeal of the decision of the Senior University Officer to not grant formal affiliation, to the Head of Campus as per clause 5. • Consider the appeal and inform the relevant persons, as per clause 5.4, of the decision in writing. 	Club Head of Campus
	
<i>Conditions</i> <ul style="list-style-type: none"> • Comply with conditions of affiliation as outlined in clause 5 of the related Policy. • Monitor Club compliance with eligibility requirements of affiliation annually and report non-compliance to the University. 	Club Student Association

