



AFFILIATION REGULATIONS

TABLE OF CONTENTS

PART 1 — PRELIMINARY	1
1 Overview of these Regulations	1
2 Definitions	1
2A Meaning of <i>in exceptional circumstances</i>	2
3 Notice requirements	2
PART 2 — NEW CLUBS	3
Division 1 — General	3
4 Simplified outline of this Part	3
5 Definitions	3
6 Impartiality of C&S office bearers	4
Division 2 — Applications	4
7 Number of new clubs	4
8 Initial application	4
9 Consideration of initial applications	5
10 Constitution	5
11 Expressions of interest	5
12 Direction to convene an inaugural general meeting	6
13 Unacceptable applications	6
14 Discontinuation	7
Division 3 — Establishment	7
15 Timing and notice of inaugural general meeting	7
16 Conduct of inaugural general meeting	7
17 Administrative matters	8
PART 3 — AFFILIATION	9
18 Simplified outline of this Part	9
Division 1 — Levels of affiliation	9
19 Levels	9
20 Eligibility	9
21 Entitlements	10
22 Demotion	10
Division 2 — Maintaining affiliation	11
23 Club general meetings	11
24 Clubs must give notice of current office bearers	12
25 Attendance at C&S events	12
Division 3 — Annual re-affiliation	12
26 Clubs to submit required documents	12
27 What documents must be submitted?	13
28 Assessment	14
29 Penalties	14

PART 4 — MEMBERSHIPS	15
30 Platform	15
31 Determining annual fees	15
32 Differential pricing	15
PART 5 — GENERAL	16
33 Registered address	16
SCHEDULE 1 — RE-AFFILIATION PENALTIES	17
SCHEDULE 2 — STANDING DELEGATIONS	18
SCHEDULE 3 — TRANSITIONAL PROVISIONS (2024)	19
1 Meaning of <i>old regulations</i>	19
2 New clubs	19
3 Activities	19
4 Automatic repeal of this Schedule	19

PART 1 — PRELIMINARY

1 Overview of these Regulations

MSA Clubs & Societies (C&S) provides services and support to affiliated clubs.

These Regulations outline:

- A process for affiliating new clubs through merit-based applications.
- Different levels of affiliation and the entitlements of affiliated clubs.
- Requirements for clubs to maintain affiliation throughout the year.
- Requirements for the submission of annual re-affiliation packs.
- How clubs determine membership fees.
- Conditions for clubs using their own membership platform instead of the C&S membership platform.

In accordance with Part 7 of the C&S Constitution, penalties are prescribed for acts of non-compliance with these Regulations (misconduct), which must be imposed by the Executive. Where no penalty is specified, the Executive may either take no action or convene a misconduct hearing to determine a penalty.

A club that is disaffiliated from C&S (deregistered), is wound up and its assets are returned to C&S. Limited exceptions to this are detailed in the C&S Constitution.

These Regulations are supplemented by:

- the C&S Constitution, which includes specific rules to be contained in a club's constitution in order to be affiliated
- the C&S Finance Regulations, which outline how clubs must manage their funds and keep financial records
- various other regulations, policies, handbooks, workshops and directives.

2 Definitions

(1) In these regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council.

(2) In addition, in these Regulations—

affiliation means recognition by C&S;

C&S membership platform means the platform prescribed by the Executive under regulation 30(1);

C&S office bearer means the elected student members of the C&S Executive;

financial affiliation means probationary, associate or full affiliation;

MSA+ member means a person who has an MSA+ membership;

office bearer, when referring to a club, means the club's President, Vice President, Secretary or Treasurer (however named);

student means a person who is currently enrolled in a course of study administered by the University at its Clayton campus;

student MSA+ member means a person who is both a student and MSA+ member.

Note: Where a number of students and MSA+ members is specified, student MSA+ members are counted for both requirements.

2A Meaning of *in exceptional circumstances*

Where a power may be exercised by the Executive *in exceptional circumstances*—

- (a) the exercise of that power is subject to the absolute discretion of the Executive; and
- (b) the club must demonstrate that it is facing hardship or has another compelling reason.

3 Notice requirements

Any notice required to be given by a club to the Executive under these Regulations may be given—

- (a) by submitting an appropriate electronic form; or
- (b) by email from the club's C&S supplied email account to—
 - (i) the email account designated by C&S for general enquiries; or
 - (ii) the email account of a C&S staff member; or
Note: C&S staff members are ex-officio members of the Executive.
 - (iii) the email account of a C&S Secretary or C&S President; or
- (c) by leaving the notice in the mailbox outside the C&S office.

Note: The methods are listed in order from most to least preferred.

PART 2 — NEW CLUBS

Division 1 — General

4 Simplified outline of this Part

Each semester, the Executive may affiliate a limited number of new clubs based on a merit-based selection process.

A new club must be:

- not-for-profit
- distinct from existing clubs or MSA departments
- organised primarily by and for students.

Branches of external organisations are accepted, provided that the club has reasonable autonomy and that C&S affiliation is superior to any other affiliation.

Applications are led by a group of 4 student MSA+ members who engage regularly with the C&S Coordinator. The process for starting a new club is as follows:

- During week 0 or week 1, a member of the applicant group collects an initial application booklet from the Coordinator.
- In week 2, the applicant group jointly submits the initial application to the Coordinator (who may give feedback before submission).
- The Executive decides whether or not to accept the application, based on the number of available spots and the strength of the application.
- Within 2 weeks of the Executive's approval, the applicant group drafts a constitution in consultation with the Coordinator, then submits it to the Executive.
- Simultaneously, the applicant group collects expressions of interest from at least 40 students (including at least 10 MSA+ members).
- Once the above requirements are met, the Executive directs the club to hold an inaugural general meeting.
- Afterwards, the Coordinator works with the club to set up its financial affairs and the club's office bearers complete required inductions.

Elected executive members (C&S office bearers) must remain impartial and at arm's length from the process. An application may be terminated if the applicant group attempts to bias a C&S office bearer or engages in misconduct.

5 Definitions

In this Part—

applicant group means a group of 4 student MSA+ members who apply to start a new club;

application means the process to affiliate a new club under this Part;

Coordinator means the C&S staff member whose portfolio includes new club applications or their delegate;

lead applicant means a member of the applicant group responsible for liaising with the Coordinator;

week 0 means the week before teaching commences for a semester.

6 Impartiality of C&S office bearers

Prohibition on discussing applications

- (1) All communications with an applicant group on behalf of C&S must be made by the Coordinator.
- (2) A C&S office bearer must only discuss a current, former or potential application with other members of the Executive.

Conflict of interest

- (3) Any executive member who has a material personal interest in an application for a new club—
 - (a) must, as soon as the member becomes aware of the interest, disclose the nature and extent of that interest to the Executive; and
 - (b) must not—
 - (i) discuss that application with any other executive member; or
 - (ii) be present while the application is being considered at an executive meeting; or
 - (iii) vote on any matter of the application, including its progression or cessation.

Prohibition on becoming committee members

- (4) A new club must not elect or appoint to its committee—
 - (a) any current C&S office bearer; or
 - (b) any C&S office bearer who held office during or since the semester when the club was affiliated—

until after the conclusion of the club's first annual general meeting.

Division 2 — Applications

7 Number of new clubs

Before week 0 of each semester, the Executive must by resolution decide the number of new clubs (if any) it wishes to accept for that semester under regulation 9.

8 Initial application

Content

- (1) An application to start a new club must be made using a form approved by the Executive.

Collection and submission

- (2) A member of the applicant group may only collect an application form from the Coordinator—
 - (a) in person, unless otherwise agreed by the Coordinator; and
 - (b) during business hours from the beginning of week 0 until the end of week 1.
- (3) An application form must be submitted—
 - (a) in person, unless otherwise agreed by the Coordinator; and
 - (b) with every member of the applicant group present; and

- (c) during business hours in week 2.

Review

- (4) The Coordinator may review an application and provide feedback to the applicant group before it is submitted to the Executive.

9 Consideration of initial applications

- (1) The Executive must, as soon as practicable, consider all applications received and decide by resolution, subject to regulations 7 and 13, for each application whether to—
 - (a) accept the application, subject to regulations 10 to 12; or
 - (b) reject the application.
- (2) The Executive may defer making a decision under subregulation 9 for up to 2 weeks to seek further information or clarification from the applicant group.
- (3) After a decision has been made for all applications, the Coordinator must notify each applicant group in writing of the decision of the Executive.
- (4) The Executive is not required to give a reason for the rejection of an application.
- (5) A club that was rejected may re-apply in the following semester.
- (6) Any decision made under this regulation is subject to the absolute discretion of the Executive.

10 Constitution

- (1) In consultation with the Coordinator, the applicant group must submit to the Coordinator a constitution of the new club no later than 2 weeks after the decision is made under regulation 9.
- (2) The Coordinator must review the submitted constitution in accordance with §6.2 of the C&S Constitution.
- (3) After reviewing the constitution, the Coordinator may direct the applicant group to revise the club's constitution within 1 week.
- (4) After complying with subregulations (2) and (3), the Coordinator must submit the constitution to the Executive.
- (5) As soon as practicable, the Executive must decide by resolution for each application whether to—
 - (a) approve the constitution of the new club; or
 - (b) direct the applicant group to revise the constitution in consultation with the Coordinator; or
 - (c) end the application.
- (6) A decision made under subregulation (5) is subject to the absolute discretion of the Executive.

11 Expressions of interest

- (1) An individual who wishes to be a member of the new club must submit their details to the Coordinator in a form determined by the Coordinator (an ***expression of interest***).
- (2) The new club must have expressions of interest from at least 40 students and at least 10 MSA+ members.

- (3) At most one quarter of the new club's expressions of interest may be from members of an existing club identified under regulation 13(3).

12 Direction to convene an inaugural general meeting

The Executive must by resolution direct an applicant group to convene an inaugural general meeting in accordance with Division 3 as soon as practicable after both of the following have occurred—

- (a) the Executive has approved the constitution of the new club; and
- (b) the required expressions of interest have been submitted.

13 Unacceptable applications

- (1) An application for a new club must—
- (a) be organised as a not-for-profit; and
 - (b) have a name which reflects its stated purposes; and
 - (c) have purposes which—
 - (i) advance the education of students; or
 - (ii) advance another charitable purpose.
- (2) The Executive must not accept an application for a new club that—
- (a) has purposes that—
 - (i) conflict with the aims and objectives of C&S; or
 - (ii) breach the C&S Constitution in any way; or

Example: A club's purposes must not be racist, sexist, queerphobic, transphobic, ableist or militaristic.

 - (iii) are substantially similar to any club that was deregistered within the preceding 12 months; or
- (b) is not in the interests of—
 - (i) students; or
 - (ii) the MSA; or
 - (iii) the University; or
- (c) proposes activities that cannot be covered by the University's public liability insurance; or
- (d) is unlikely to function as a primarily on-campus community; or
- (e) is affiliated with an external organisation that may have substantial influence over the activities or governance of the club; or
- (f) has activities that would predominantly overlap with the activities of a current MSA department, unless the club would service a different student demographic than that MSA department.

Applications similar to existing clubs

- (3) If an application for a new club which, in the opinion of the Executive, has similar purposes similar to any existing club, the Coordinator must—
- (a) provide to any relevant existing clubs a copy of—
 - (i) the name of the new club; and
 - (ii) the purposes of the new club; and

- (iii) any activities proposed by the applicant group; and
- (b) request a statement from any relevant existing clubs which discusses—
 - (i) the extent of any similarities between the existing and new clubs; and
 - (ii) whether the new club is likely to service a student demographic similar to the existing club.
- (4) After complying with subregulation (3), the Executive may only accept an application for a new club if the Executive is reasonably satisfied that the new club will service a different student demographic than the existing club.

14 Discontinuation

- (1) The Executive may, in its absolute discretion and at any time, terminate an application if—
 - (a) the applicant group is acting in accordance with the instructions or wishes of any person other than a student MSA+ member; or
 - (b) a member of the applicant group—
 - (i) engages in misconduct under §7.1.1(ii) or §7.1.1(iii) of the C&S Constitution; or
 - (ii) attempts to influence a C&S office bearer in favour or against any application.
- (2) An application ceases if—
 - (a) the lead applicant fails to contact the Coordinator for a period longer than 28 days; or
 - (b) the applicant group fails to submit any documentation required under Division 2 by the end of the semester in which an application was made.

Division 3 — Establishment

15 Timing and notice of inaugural general meeting

- (1) The applicant group must convene an inaugural general meeting—
 - (a) on an academic day between week 1 and week 11 of a semester; and
 - (b) no later than 20 academic days after a resolution of the Executive is passed under regulation 12.
- (2) The applicant group must give to each person who signed the expression of interest at least 14 day's written notice of the inaugural general meeting.

16 Conduct of inaugural general meeting

- (1) The inaugural general meeting of a club must be attended by—
 - (a) at least 20 students and at least 5 MSA+ members; and
 - (b) at least one C&S office bearer.
- (2) At an inaugural general meeting, a club must—
 - (a) elect a C&S office bearer to be—
 - (i) the chairperson of the meeting; and
 - (ii) the returning officer for all elections held at the meeting; and
 - (b) authorise a student to apply for affiliation with C&S; and

- (c) approve the purposes and constitution of the club, as previously approved by the Executive; and
- (d) declare all positions of the club's committee vacant and elect in accordance with the club's constitution—
 - (i) a President; and
 - (ii) a Vice President; and
 - (iii) a Secretary; and
 - (iv) a Treasurer; and
 - (v) at least one other committee member; and
- (e) direct the committee to close all existing bank accounts held in the club's name (if applicable) and open a new bank account in the club's name, to be kept in accordance with the C&S Finance Regulations; and
- (f) for the new bank account held in the club's name—
 - (i) appoint signatories to the bank account; and
 - (ii) direct the signatories of the bank account to execute and deliver to the C&S President an irrevocable authority which authorises the whole of any balances standing to the credit of the club to be withdrawn and the account closed by C&S; and

Note: See §2.2 of the C&S Finance Regulations which sets out how a club must manage its bank accounts.
- (g) appoint the following as authorised contact persons for the Australian Taxation Office for the club—
 - (i) an office bearer of the club; and
 - (ii) the Coordinator.
- (3) The minutes of a club's inaugural general meeting must be submitted to the Coordinator to be recorded in the minutes of the next executive meeting.
- (4) Subject to subregulations (1) and (2), a club is affiliated from the date of its inaugural general meeting.

17 Administrative matters

- (1) Within 2 months after a new club's affiliation, the club must do the following in conjunction with the Coordinator—
 - (a) lodge an application for an Australian Business Number and Tax File Number for the Club; and
 - (b) open a bank account in accordance with the C&S Finance Regulations; and
 - (c) determine its annual membership fee (if any) in accordance with Part 4; and
 - (d) apply for charity registration with the Australian Charities and Not-for-profits Commission, if eligible.

Penalty: Deregistration.
- (2) Within 2 months after the new club's affiliation, the club's office bearers must—
 - (a) register their details with the Executive; and
 - (b) attend a new club workshop; and
 - (c) complete any training required by the Executive.

Penalty: Deregistration.

PART 3 — AFFILIATION

18 Simplified outline of this Part

Clubs affiliated at four different levels, which are differentiated by their entitlement to grants.

As a condition of affiliation, a club must:

- attend C&S general meetings and other mandatory events
- convene its own general meetings
- organise at least 4 other activities annually for its members
- complete training required by the Executive
- notify the Executive of its office bearers whenever they change and after its AGM
- submit an annual re-affiliation pack in semester 1.

A club that does not comply with these Regulations or other requirements may have its entitlements reduced (demotion) or be deregistered.

Division 1 — Levels of affiliation

19 Levels

A club is affiliated at one of the following levels—

- (a) full; or
- (b) associate; or
- (c) probationary; or
- (d) non-financial.

20 Eligibility

- (1) Any club may be non-financially affiliated.
- (2) To be eligible for financial affiliation, a club must—
 - (a) use the C&S membership platform; and
 - (b) charge differential pricing in accordance with regulation 32; and
 - (c) set out in its constitution—
 - (i) purposes which are predominantly to advance the education of students; and
 - (ii) that any student is eligible for ordinary membership of the club, except as permitted in §6.2.5 and §6.2.6 of the C&S Constitution; and
 - (iii) that only a student is eligible to be a voting committee member; and
 - (iv) that no disposal of its tangible assets may take place without prior approval from the Executive, including through resale, donation, transfer or by any other means.
- (3) A club that complies with subregulation (2) must have full affiliation unless—
 - (a) the club has determined to be non-financially affiliated; or
 - (b) a penalty of demotion has been imposed on the club.

21 Entitlements

General entitlements

- (1) All clubs are entitled to the following free of charge—
 - (a) a C&S supplied email account;
 - (b) a C&S supplied mailbox;
 - (c) access to insurance facilities arranged by C&S.
- (2) All clubs are entitled to access to other services provided by C&S at rates determined by the Executive.

Grants

- (3) All financially affiliated clubs are entitled to receive non-reporting grants at full rates.
- (4) A club is entitled to receive reporting grants—
 - (a) if the club has full affiliation—at full rates and with the full cap; or
 - (b) if the club has associate affiliation—at half rates and with a half cap.

Note: The reduction applies to events held within the period of associate affiliation, not when submissions are made.
- (5) A club with probationary affiliation may not receive reporting grants.

Limitations on entitlements

- (6) The Executive may determine requirements for utilising any entitlement, provided that the requirements do not discriminate between levels of affiliation.

Example: A grant may not be paid if a report is not made in accordance with the Grants Manual.
- (7) C&S may suspend any entitlement of a club as a penalty for misconduct in accordance with these Regulations or the C&S Constitution.

22 Demotion

Level of affiliation

- (1) Unless specified otherwise, where a penalty of demotion is imposed on a club—
 - (a) if the club had full affiliation before demotion—it must be reduced to associate affiliation; or
 - (b) if the club had associate affiliation before demotion—it must be reduced to probationary affiliation; or
 - (c) in any other case—it must be deregistered.
- (2) After the period of demotion ends, a club must be restored to the level of affiliation it would otherwise have without the penalty.

Example: A club that was demoted from full to probationary affiliation must be restored to full affiliation after the penalty ends.

Period of demotion

- (3) Unless specified otherwise, a penalty of demotion applies for 12 academic weeks.
- (4) If the day after a period of demotion ceases is not an academic day, the demotion remains in effect until the beginning of the next academic day.

Example: A penalty of demotion imposed for the entirety of semester 1 ends at the commencement of semester 2.

- (5) Penalties of demotion are served concurrently.

Example: A club that is demoted to associate affiliation for 12 weeks, then 6 weeks after the original demotion was imposed is demoted again for 12 weeks, will be reduced to probationary affiliation for 6 weeks then have associate affiliation for the subsequent 6 weeks.

Division 2 — Maintaining affiliation

23 Club general meetings

Types of meetings and timing

- (1) A club must convene—
- (a) an annual general meeting during the period specified in the club's constitution; and
 - (b) at least one general meeting during the semester when an annual general meeting is not held (an **ordinary general meeting**); and

Example: A club convenes an ordinary general meeting during semester 1 and an annual general meeting during September.

- (c) a general meeting within 20 academic days after any of the following positions becoming vacant (an **extraordinary general meeting**)—
 - (i) President; or
 - (ii) Vice President; or
 - (iii) Secretary; or

Note: If a club is incorporated, its committee must appoint a Secretary within 14 days after the vacancy arises in addition to convening a general meeting. See section 73 of the **Associations Incorporation Reform Act 2012**.

- (iv) Treasurer.

Note: If an extraordinary general meeting is held during the period when an annual or ordinary general meeting is specified to be held, that meeting fulfills the requirements of convening an annual or ordinary general meeting.

- (2) Despite subregulation (1), in exceptional circumstances, the Executive may permit a club to—
- (a) convene a general meeting during a different period than is required by the club's constitution; or
 - (b) not convene a general meeting, other than an annual general meeting.
- (3) Subregulation (1)(c) does not apply if a club's constitution provides that the club—
- (a) appoints the candidate that received the next greatest number of votes; or
 - (b) elects a member to fill the vacancy from a ballot of ordinary members otherwise than at a general meeting.

Power of the Executive to intercede

- (4) If a club is unable to convene a general meeting, the Executive may convene a general meeting of the club.

Example: A general meeting may be convened by the Executive if all committee positions are vacant.

Minimum requirements

- (5) At a general meeting, a club must—
- (a) have a quorum of members present; and

- (b) elect members to the positions of President, Vice President, Secretary and Treasurer, if the positions are vacant.

Penalty: For each consecutive general meeting (including adjourned meetings):

First or second meeting: No penalty.

Third meeting: Meeting between a club committee member, a C&S staff member and a C&S office bearer.

Fourth meeting: Deregistration.

24 Clubs must give notice of current office bearers

- (1) When requested by the Executive, a club must, as soon as practicable, provide the Executive with the details of the club's office bearers.

Penalty: Deregistration.

- (2) Within 2 weeks of a club's annual general meeting, the club must provide the Executive with the details of its office bearers (even if all of the club's office bearers were re-elected).

- (3) A club must update the details of its office bearers within 2 weeks of an office bearer—

- (a) being elected at a general meeting; or
(b) being appointed by the club's committee; or
(c) resigning or otherwise ceasing to hold office.

Note: A club must clearly identify any vacant office bearer positions (if applicable).

25 Attendance at C&S events

- (1) At least one representative of a club must be present at—

- (a) general meetings of the Clubs & Societies Council; and

Note: If the club's President is unable to attend, they may appoint any ordinary member of the club as their proxy. See §4.5 of the C&S Constitution.

Penalty: For each consecutive meeting without an apology:

First offence: No penalty.

Second offence: Reprimand.

Third and each subsequent offence: Demotion.

- (b) a stall designated for the club, for each day it is provided during the semester 1 orientation festival; and
(c) any other event as determined by the Executive.

Apologies

- (2) If a club is unable to be represented at any event under subregulation (1), the club must submit an apology to the Executive within a reasonable period before the event.
(3) The Executive must accept an apology if it is made on reasonable grounds.

Division 3 — Annual re-affiliation

26 Clubs to submit required documents

- (1) Every club must annually submit documents to the Executive in a method and format approved by the Executive (the **re-affiliation pack**).

- (2) A club must submit its re-affiliation pack by 11:59 pm on Thursday during week 5 of semester 1, unless the Executive determines otherwise.

Penalty: For submissions late by:

Up to and including 2 weeks: Reprimand.

Up to and including 6 weeks: Demotion.

Later than 6 weeks: Deregistration.

- (3) In exceptional circumstances, the Executive may permit a club an extension of up to 2 weeks from the deadline in subregulation (2).
- (4) At least one month before the deadline in subregulation (2), the Executive must provide to all clubs—
- written notice of the deadline; and
 - any forms to be used as part of the re-affiliation pack.

27 What documents must be submitted?

- (1) A club must submit as part of its re-affiliation pack—
- the details of the club's office bearers; and
 - evidence that the club's office bearers have completed training required by the Executive; and
 - evidence of at least 4 activities organised, in whole or in part, by the club which took place in the previous calendar year that—
 - advanced the education of students; or
 - if the club has another purpose that is charitable—advanced that purpose; and

Notes:

- Rule 2 of each club's constitution sets out the club's purposes (which is most commonly advancing the education of students) and enumerates ways for the club to further its purposes.
 - Activities that are social in nature are only acceptable if they also advance the education of students or fulfill another charitable purpose.
- a signed declaration that the club and its representatives will comply with the Constitution, regulations and directions of C&S; and
 - any other information determined by the Executive.
- (2) To remove any doubt, an activity submitted under subregulation (1)(c) is acceptable if the activity advances the education of students but is not an enumerated purpose under the club's constitution.
- (3) For a new club affiliated in the previous calendar year—
- if the club's inaugural general meeting was held on or before 30 June—the club must submit evidence of 2 activities in accordance with subregulation (1)(c); or
 - in any other case—no activities are required to be submitted under subregulation (1)(c).

Clubs with non-standard membership arrangements

- (4) If a club does not use the C&S membership platform, its re-affiliation pack must also include its register of members in accordance with the requirements of its constitution.

- (5) If a person is automatically a member of a club by virtue of—
- (a) enrolment in a particular course of study; or
 - (b) living in a particular student residence—

the club may submit documentation from the applicable school, faculty or college that identifies which members are students instead of its register of members.

28 Assessment

Procedure

- (1) A re-affiliation pack must only be assessed by a C&S office bearer.
- (2) The assessor must verify for each club that—
 - (a) information has been submitted in accordance with regulation 27; and
 - (b) the club has at least 40 student members and at least 10 MSA+ members; and
 - (c) the club successfully organised 4 activities which took place in the previous calendar year that comply with regulation 27(1)(c); and

Note: The assessor may seek clarification about a club's activities from information generally available to the club's members, including from social media and newsletters, or from other documents submitted to C&S.

Deferral

- (3) The assessor must defer assessment of a club's re-affiliation pack if it does not comply with subregulation (2).
- (4) The assessor may defer assessment of a club's re-affiliation pack to seek further information or clarification from that club.
- (5) The period of deferral is—
 - (a) if the club has less members than is required by subregulation (2)(b)—until the end of week 1 of semester 2; or
 - (b) in any other case—two weeks.

Note: The period is calculated from when the assessor gives notice to the club, not the original submission deadline.

- (6) The assessor must give the club written notice of the deferred assessment that states—
 - (a) the reasons for deferment; and
 - (b) the deadline and process for resubmission.

Reassessment

- (7) As soon as practicable after the deferral period, the assessor must reassess the club in accordance with subregulation (2) based on the information, if any, that has been provided to that date.

29 Penalties

- (1) If a club has failed to comply with this Division after the club has been reassessed, the Executive must impose a penalty in accordance with Schedule 1.
- (2) The Executive must not impose any penalty on a club merely because the assessment of its re-affiliation pack was deferred.

PART 4 — MEMBERSHIPS

30 Platform

- (1) All clubs must use the platform prescribed by the Executive for registering memberships.
- (2) In exceptional circumstances, the Executive may permit a non-financially affiliated club to register and manage its memberships other than by the C&S membership platform.
- (3) A club that maintains memberships in accordance with subregulation (2) must submit its register of members to the Executive whenever requested by the Executive.

Penalty: Deregistration.

31 Determining annual fees

- (1) A club must determine the annual membership fee for the coming year at a committee meeting held during—
 - (a) December or January; or
 - (b) any other period determined by the Executive.
- (2) A club may determine a reduced annual fee for members joining after 1 July, provided that—
 - (a) if the club is financially affiliated—differential pricing is charged in accordance with regulation 32; and
 - (b) notice is given to the Executive by the third Monday in July.
- (3) If a club does not give notice to the Executive of new membership fees, its fees will remain at the last notified price.
- (4) In exceptional circumstances, the Executive may permit a club to increase or decrease their annual membership fee at any time.
- (5) This regulation does not apply to any club that uses a membership platform other than the C&S membership platform in accordance with regulation 30(2).

32 Differential pricing

- (1) All financially affiliated clubs must impose a surcharge of \$5 on all non-MSA+ members, even if no membership fee is charged to MSA+ members.
- (2) In exceptional circumstances, the Executive may permit a club to sell additional categories of memberships other than MSA+ member and non-MSA+ member.

Examples:

- (1) A club may, in agreement with the applicable Faculty, provide free membership to students enrolled in particular course of study.
- (2) A club may charge a fee for members who are not students which is greater than the fee for non-MSA+ students.

PART 5 — GENERAL

33 Registered address

- (1) The registered address of each club is the mailbox supplied for that club at 21 Chancellors Walk, Clayton.
- (2) A club may determine a different registered address, provided that address is located within a campus of the University.
- (3) A club that determines a different registered address in accordance with subregulation (2) must give notice to the Executive of its new address as soon as practicable.

SCHEDULE 1 — RE-AFFILIATION PENALTIES

Regulation	Act of misconduct	Penalty (after deferral)
27(1)(a)	Failure to provide office bearer details.	Deregistration.
27(1)(b)	Non-completion of required training.	Demotion.
27(1)(c) and 28(2)(c)	Only 3 activities in the previous year.	-50% administration grant.
	Only 2 or less activities in the previous year.	<i>Not prescribed.</i>
	Too few activities in both of the previous 2 years.	Deregistration.
27(1)(d)	No signed declaration.	Deregistration.
27(1)(e)	Failure to submit other documentation.	<i>Not prescribed.</i>
27(4) or 27(5)	Failure to submit register of members or appropriate substitute documentation.	Deregistration.
28(2)(b)	Too few eligible members.	Deregistration.

Notes:

- (1) Where there is no prescribed penalty, the Executive may, in its absolute discretion, convene a misconduct hearing in accordance with Part 7 of the C&S Constitution.
- (2) A reduction in the administration grant payable is limited to no grant being paid.

SCHEDULE 2 — STANDING DELEGATIONS

Regulation	Thing delegated	Delegate
Division 1 of Part 3	Function of managing the affiliation levels of clubs.	C&S staff members.
21(1)	Function of providing non-financial entitlements.	
21(2)		
21(3)	Function of providing financial entitlements.	<i>Refer to the C&S Grants Regulations.</i>
21(4)		
17(2)(a)	Function of managing club office bearer details.	C&S staff members.
24		
24(1)	Power to request the details of office bearers.	
26(4)	Duty to provide clubs with the re-affiliation pack and related information.	
Part 4	Function of managing the C&S membership platform.	
30(3)	Power to request a club's register of members	
31(b)	Power to determine a period when clubs may set their annual membership fees.	
33(3)	Function of recording a club's registered address.	

Notes:

- (1) Where a thing is delegated to all C&S staff members, any C&S staff member may give effect to that delegation individually or collectively with other C&S staff members.
- (2) Any delegated power may also be exercised by the Executive in its absolute discretion.

SCHEDULE 3 — TRANSITIONAL PROVISIONS (2024)

1 Meaning of *old regulations*

In this Schedule—

old regulations means the C&S Affiliation Regulations as amended on 16 February 2024.

2 New clubs

For an application that commenced during 2024 to start a new club, the application must be processed in accordance with the old regulations and Part 2 of these Regulations has no effect.

3 Activities

For the purposes of regulation 27(1)(c), an activity that took place during 2024 is acceptable if the activity would have been accepted under the old regulations.

4 Automatic repeal of this Schedule

This Schedule is repealed on 1 January 2026.