**Bond University Clubs and Societies Code of Conduct**

1. **Introduction**
   1. For the purposes of this code of conduct, clubs and societies (including FSAs) that are not deemed as sporting clubs will be referred to as ‘clubs’. This code of conduct details the rules that govern affiliated clubs. All clubs and societies, which are not classified as sporting clubs, operate within this legal framework of the Clubs and Societies (C&S) Code of Conduct.
   2. No club may promote violence and/or hatred through militarism and/or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin. This policy is implemented in all aspects of these Regulations. Any club deemed to have engaged in such behaviour by the C&S Director or by the Bond University Student Association may be subject to disciplinary action outlined in Section 8.
   3. The Bond University Student Association and C&S Director have power to interpret this code of conduct.
   4. BUSA reserves the right to dismiss executive members or dissolve any club/society that does not adhere to the Club code of conduct or uphold the name of the University, Student Association or general student cohort.
   5. All correspondence and documents submitted to the C&S Director shall be in English
   6. In these Regulations a decision made ‘by motion’ is a decision made by a motion made in a general meeting of the committee or club and carried by a majority of the executive members present.
2. **Categories of Clubs**

The C&S Director and the Sporting Clubs director shall determine the category of Clubs once they are created. There shall be six (6) categories of clubs: Academic, Leisure, Welfare, Cultural, FSA, and Sporting;

**2.1 Academic, Leisure, Welfare, and Cultural Clubs**

1. Shall have an executive consisting of registered full time or part time students at Bond University;
2. Shall, at least, fill the executive member positions of President, Vice President, and Treasurer;
3. Must accept applications for new executive members as outlined in Section 6.
   1. **Faculty Student Associations**
   2. Shall have an executive consisting of students of the given faculty or Department at Bond University; (This overrules Section 2.1 [a])
   3. Shall, at least, fill the executive member positions of President, Vice President, and Treasurer;
   4. Must hold elections, as outlined in Section6, each academic year in the semester of their choice.

**2.3 Sporting Clubs**

1. Sporting clubs are bound by their own sets of rules and regulations and are exempt from this code of conduct.
2. **Affiliation**
   1. Clubs must submit a C&S application form before being approved.
   2. The C&S Director, with assistance from the BUSA President, will determine if a Clubs Application is to be approved.
   3. Clubs must be approved before conducting meetings on campus, running events on or off campus, using Bond University in the name of the Club, or advertising the Club in any form.
   4. All new clubs will be deemed as Provisional for their first semester.
   5. Provisional clubs will receive a maximum of $500 AUD in SAM Reimbursements per semester.
   6. The deeming of a club as provisional is at the discretion of the C&S Director, Treasurer and/or Student Events Director.
   7. The timeline for the affiliation process is set out below:

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| **Progress** | **Date** | **Actions** | **Outcome/Notes** |
| *Club Application* | O-Week  Monday | Initial Applications Open | Applications to be submitted via online form |
| Week 10  Friday | Initial Applications Close | Applications must be submitted by 5pm |
| Throughout the semester till week 12 | C&S director and BUSA President consider applications | If approved, club president will be contacted with invitation to Club Management information seminar. If denied, advised with reasons for failure. |
| *Club Management Training* | Week 12  Wednesday | Club Management information seminar | Attendance by one or more executive members is compulsory. Failure to attend will result in the club forfeiting their application |
|  | Week 13  Friday | Constitution submission | Clubs must submit their constitution online. Failure to do so will result in the club forfeiting their application |
| *Affiliation* | Week 13 – O Week | Establish club bank account and email account | Clubs to open an account with a bank of their choice under the clubs name and provide details to student events office. Liaise with BUSA IT director to establish club email. |
|  | Week 1  Friday | Club Sign on Day | Attendance is mandatory. Failure to attend, without prior contact with and approval from C&S director may result in disciplinary action as outlined in section 9.2 |

1. **Constitution**

All clubs must abide by their own constitution, FSA voting by laws, BUSA’s constitution, and the C&S code of conduct. Any club deemed to be acting in contravention of any of the documents listed in section 4 may be subject to disciplinary action as outlined in section 9.2;

**4.1 Required Provisions of Club Constitution**

A BUSA affiliated club’s constitution must contain:

1. The club's name and aims;
2. Provision ensuring all Bond University students are eligible for membership to the club; (With the exception of Faculty Student Associations)
3. Provision for a President, a Treasurer, a Secretary, a Vice-President or a Secretary/Vice-President, all of whom must be current Bond University students;
4. Provision for the duties of the positions outlined in section 4.1(d) and any other positions created by the club’s executive;
5. Provision for elections in accordance with section 6;
6. Provisions for executive members being the only members to be present at general meetings;
7. Provision for general meetings to overturn any of the executive’s decisions;
8. Provision for the notification and convening of general meetings, the quorum requirement for general meetings and provision for the calling of general meetings;
9. Provision for amendments to the constitution.

**4.2 Amendments to Club Constitutions**

1. An executive member of the Club must submit any proposed constitutional amendments and the voting results to the C&S director. These must be approved by the C&S director before the club amends its constitution;
2. **Membership**
   1. A club must maintain an up to date list of executive members, including their expected semester of graduation, through the online Club Manager portal.
   2. New members can be added to the club at any time.
   3. All members of a club, excluding executive members, must have equal rights within the club.
   4. A motion to ban or expel a member or executive member from any club must be approved both in a constituted general meeting as well as by the C&S Director.
   5. A club cannot expel a member on the grounds of race, sex, gender, religion; or political, moral or sexual view, provided that the member supports the aims of the club.
3. **Elections and Handover**
   1. Clubs must accept applications for new executive members once per academic year.
   2. Clubs may decide to change executive members by way of election or through applications;
      1. The C&S Director must be advised of any proposed changes to executive members before they occur.
   3. Current executive members must also submit applications to maintain their positions each academic year.
   4. Applications and elections must be advertised through the student portal announcements page at least 1 week prior to election or due date.

**6.1 Presidents Handover**

1. This section does not apply for FSAs.
2. There must be a transition period of the outgoing President and the President elect. This will commence from Week 8 of the previous semester and this needs to be noted on the Clubs *Club Manager* account.
3. By Friday Week 14 of that semester the *Presidents Handover Form* needs to be submitted to the C&S Director notifying them of this change.
4. **Events**
   1. Clubs must run at least two (2) membership events each semester. Attendance to Club Sign on Day, Meet and Great or Orientation events, constitutional General Meetings, and events held in collaboration with another club(s) do not fulfil this obligation.
   2. Any club event, both on and off campus, must be approved by the Student Events Coordinator. Clubs must seek this approval by submitting a Student Event Form.
   3. Clubs must not enter into contracts or negotiations with external suppliers or vendors under the name ‘Bond University’ and will not imply that the University is endorsing club organised events or activities in any manner.

1. **Finances**
   1. All clubs are eligible to receive reimbursement for approved purchases from SAM fees.
   2. Clubs must wait until after the budget for the semester has been released before making purchases that will be reimbursed or seek pre approval from BUSA Treasurer.
   3. Clubs must use all funds acquired under the Clubs name (I.E. SAM reimbursements, fundraising, and membership fees) for the betterment of the Club or Bond University.
   4. A bank account held in the Clubs name must be nominated each semester as the recipient of SAM reimbursements.
   5. Any equipment purchased by a Club is the property of BUSA and is able to be stored in BUSA approved locations.
   6. In the event of the club being dissolved, any funds or equipment held shall become the property of BUSA.
   7. Clubs must act in an honest and transparent manner and provide all proof of financial transactions to the BUSA Treasurer if requested.
2. **Disciplinary Action**

**9.1 Grounds for Disciplinary Action**

The C&S Director may take disciplinary action against any affiliated club which:

1. Fails to fulfil its obligations to uphold and abide by this code of conduct;
2. Misappropriates funds, or under the advice of the BUSA treasurer after an audit is deemed to have been financially mismanaged;
3. Fails to comply with the requests of the C&S director, Sporting Clubs Director, BUSA President, BUSA Treasurer, or BUSA Secretary;
4. Participates in or encourages criminal activity;
5. Participates in or encourages any acts outlined in section 1b;
6. Damages, defaces, or steals BUSA Property or Property of Bond University;
7. Breaches Bond University rules in any way;
8. Promotes or encourages dangerous activities without the approval of the C&S director.

**9.2 Disciplinary Powers**

The C&S Director may take disciplinary action in the following ways:

1. Disaffiliation;
2. Suspension or reduction of funding;
3. Withdrawal of permission for the club to use any or all of the facilities provided by BUSA;
4. Withdrawal of the Clubs invitation to Executive Drinks;
5. Suspension of Club proceedings and events;
6. Reclassification as a provisional club;
7. Removing a member from the executive committee;
8. Referral to the Bond University Disciplinary Board.

**9.3 Appeals against a disciplinary decision**

An executive member of the Club must submit an appeal to the BUSA Secretary if they wish to contest any disciplinary action taken against the club. The BUSA Secretary and President will determine if the primary decision maker’s decision was reasonable and appropriate, if they deem they decision was not reasonable and appropriate they may decide whether or not to refer a case to the Chancellery.