

ACU Sport Club Rules

Definitions

ACU: Australian Catholic University.

ACU Sport:

Director, Student Engagement and Services: The director of the department of ACU that includes Sport, Health and Wellbeing, the unit responsible for the delivery of Sport opportunities to students at ACU.

Manager – National Programs (Sport, Health and Wellbeing): The manager of the unit responsible for the delivery of sport, health and wellbeing programs and services at ACU including Sport Programs, Gyms, Elite Athlete and Performer Program and place management. This position is the supervisor of the Sport Programs Manager. This position reports to the Director, Student Engagement and Services.

Sport Programs Manager: Oversees the management and development of a range of Sport, Health and Wellbeing programs including ACU Sports clubs, Affiliate clubs, UniSport endorsed programs, Social Sport and Community Events and place management. This position reports to the Manager – National Programs (Sport, Health and Wellbeing).

Sport Programs Coordinator (SPC): Oversees the delivery of sport at ACU through Sport clubs and sport, health and wellbeing programs. This position reports to the Sport Programs Manager.

Sport Club Officer: ACU staff member who liaises with ACU sport clubs and their executive committees regarding the development, operations and management of the club. This position reports to the Sport Programs Coordinator.

Sport Club Administrator (SCA): ACU staff member who liaises with ACU Sport clubs and their executive committees regarding the operations and management of the club. This position reports to the Sport Programs Coordinator.

Executive Committee (EC): The management committee that carries out the day-to-day running of the respective club.

1.0 NAME

- 1.1** The official name of the club shall be "ACU [Sport] Club", hereinafter called the "Club".
- 1.2** In all matters not specifically dealt with herein, the procedures set out in the current edition of the Sport Club Guidelines apply.

2.0 OBJECTIVES

The Club shall be conducted in accordance with the following objectives:

- 2.1** To enhance the profile of ACU through strong and credible Sport programs that aspire to the highest level of competition.
- 2.2** To provide diverse and sophisticated Sport pathways that encourage participation, high performance and promote health, wellbeing and physical development in an inclusive campus community, celebrating Sport success.
- 2.3** To improve ACU's performance at representative Sport events including state and national competitions within UniSport Programs, and state and national Sport organisations (NSOs).
- 2.4** To enhance the University's commitment to Community Engagement.
- 2.5** To enhance the wellbeing of staff students and community members.
- 2.6** The Club must be affiliated with ACU, remain affiliated with ACU and comply with all the conditions and requirements of affiliation, including these Rules.

3.0 MEMBERSHIP

- 3.1** Membership of the Club is open to all ACU students, staff and community members including alumni, former ACU staff and non-ACU students.
- 3.2** A person eligible for membership becomes a member of the Club on registration with a Sport team managed by the Club and payment of any applicable fees and charges. Membership expires at the end of the season the member has paid to partake in.
- 3.3** Each person admitted to membership shall:
 - 3.3.1** be bound by the ACU Sport Club Rules, ACU Sport Terms and Conditions, Sport Club Handbook, and the ACU Sport Code of Conduct and ACU policies contained therein (Student Conduct and Discipline Policy; Social Media Policy; Privacy Policy);
 - 3.3.2** become liable for such fees and charges as may be fixed by the Club;
 - 3.3.3** be entitled to all advantages and privileges of membership.
- 3.4** Membership Categories:
 - 3.4.1** Student Member: Current ACU student player
 - 3.4.2** Staff Member: Current ACU staff member player

- 3.4.3** Community Member: Non-ACU student player (including students of other Universities) or non-ACU staff member player
- 3.4.4** Non-Playing Member

4.0 MEMBERSHIP FEES

- 4.1** Membership fees and charges relevant to the category of membership shall be payable as and when they are due. This includes where a person joins a club after the season has started regardless of the point in the season when they join.

5.0 MANAGEMENT

- 5.1** The EC manages the affairs of the Club in accordance with these Rules, and subject to the decisions of an Annual General Meeting (AGM).
- 5.2** The members of the EC are elected from among the members of the Club and by the members of the Club at each AGM for a term which commences at the conclusion of the AGM at which the member is elected and ends at the conclusion of the following AGM.
- 5.3** The EC will comprise four (4) Office Holders and three (3) ordinary members.
- 5.4** Office Holder duties:
 - 5.4.1** President will:
 - 5.4.1.1** oversee and coordinate the activities and administration of the club, including the operation of the EC.
 - 5.4.1.2** act as Chair at all meetings
 - 5.4.1.3** report on the progress of the Club to the Sport Club Administrator (SCA)
 - 5.4.1.4** represent the Club at official functions and meetings
 - 5.4.1.5** see that the duties of the EC are performed
 - 5.4.1.6** prepare and present the Annual Report before the end of the elected term.
 - 5.4.2** Vice-President will:
 - 5.4.2.1** assist the President in any duties as required
 - 5.4.2.2** act on behalf of the President where the President is unavailable.
 - 5.4.2.3** Be responsible for Club publications, equipment inventory list and Club apparel.
 - 5.4.2.4** Maintain the Club's ACU Life group page and social media.
 - 5.4.3** Secretary will:
 - 5.4.3.1** keep records of all Club proceedings including EC meeting Minutes

- 5.4.3.2** manage all Club correspondence
- 5.4.3.3** give notice of all Club meetings
- 5.4.3.4** supply a copy of these Rules to any member upon a reasonable request
- 5.4.3.5** keep an updated list of Club members
- 5.4.3.6** notify all members of proposed changes to the Rules, meeting times and events
- 5.4.3.7** produce agendas of all meetings for the club.

5.4.4 Treasurer will:

- 5.4.4.1** manage the Club finances
- 5.4.4.2** present a financial report at the AGM and at other Club meetings as requested by the EC
- 5.4.4.3** prepare a budget and liaise with the SCA who will liaise with the SPC in regards to expenses for the Club
- 5.4.4.4** ensure invoices are organised for approval by the SCA who shall liaise with the SPC.

- 5.5** No person shall hold more than one position on the EC at any one time.
- 5.6** At least one member of the EC must be a current ACU student.
- 5.7** A quorum of the EC shall be half of its members plus one.
- 5.8** If a member of the EC ceases to be a member of the Club that member ceases to be a member of the EC and there is a casual vacancy in the member's position on the EC.
- 5.9** The EC shall fill any casual vacancy arising on the EC through a direct appointment of a club member subject to the approval of the Manager – National Programs (Sport, Health and Wellbeing). Such appointment shall be submitted for confirmation at the next AGM of the Club.
- 5.10** Members of the EC are eligible for re-election subject to their being financial members of the Club.
- 5.11** The EC shall obtain written approval from the SPC prior to making any public statement or using the name of ACU and/or the name of the Club for any promotional, publicity or fundraising purposes including, but not limited to issuing a media release and print or digital publications in relation to the Club or its activities.
- 5.12** The President, Vice-President and Treasurer must seek written approval from the SCA prior to making any financial commitments. Any payment requests must be co-signed by the SPC who shall consult the SPM.
- 5.13** The EC must organise at least one event/competition/promotional Club activity each semester.
- 5.14** The EC must organise at least one Club fundraiser every season. This should be in line with the Club's budget.

6.0 POWERS OF THE EXECUTIVE COMMITTEE

- 6.1** The EC shall carry out the day-to-day running of the Club and shall have the power to:
- 6.1.1** administer the finances, fix fees and subscriptions payable by members and decide such fines and charges as is deemed necessary and to enforce payment thereof
 - 6.1.2** adjudicate on all matters brought before it which in any way affect the Club
 - 6.1.3** cause minutes to be made of all proceedings at meetings of the EC and AGMs
 - 6.1.4** make, amend and rescind rulings and regulations as contained in the Guide for ACU Sport Clubs and subject to the approval of the Manager, National Programs (Sport, Health and Wellbeing)
 - 6.1.5** appoint Club sub-committees for any purpose as it shall decide from time to time. An EC member shall be an *ex-officio* member of all such sub-committees.

7.0 ANNUAL GENERAL MEETINGS

- 7.1** The process of an AGM shall be as follows:
- 7.1.1** AGMs shall be held within 60 days of the end of the season or otherwise in October or November at a time and place to be determined by the EC.
 - 7.1.2** The Secretary shall give at least 28 days' notice of the time, date and location of the AGM, to members.
 - 7.1.3** All financial Club members may attend the AGM.
 - 7.1.4** A quorum for an AGM shall be 25% of the number of the Club's financial members. If at the end of 30 minutes after the start of the AGM, there is no quorum, the AGM will be adjourned for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
 - 7.1.5** The AGM including elections shall be presided over by the President.
 - 7.1.6** Where the President is absent from the AGM the members in attendance shall elect a Chair for the meeting. This may be any member of the EC in attendance.
 - 7.1.7** For all positions on the EC, nominations in writing and on the correct form (see ACU Sport Clubs Handbook) shall be emailed to the Secretary at least seven days before the AGM.
 - 7.1.8** Each nomination shall be signed by the nominator, seconder and nominee, all of whom shall be financial members of the Club.
 - 7.1.9** A list of nominations for each position shall be emailed to members and posted on the Club ACU Life page six days before the AGM. Where the

Secretary has received no written nomination for a position on the EC, a nomination may be made by a member of the Club verbally for that position at the AGM, subject to the consent of the person nominated.

7.2 The following shall occur for voting at an AGM:

7.2.1 Each individual financial member present either in person or online shall have one (1) vote via the ACU Life election module. Proxy votes are not permitted.

7.2.2 Each position will be appointed by a simple majority vote of financial members at the AGM.

7.2.3 If in the case there is a tied vote there will be a revote with the in question parties unable to participate in the re-vote.

7.2.4 Voting shall be by secret ballot through the ACU Life election module where by ACU Sport Staff have permissions to check votes are from financial members only.

7.2.5 The agenda for an AGM shall be:

- Open the meeting
- Confirm attendance and apologies
- Confirmation of Minutes of previous AGM and of any Special General meeting which may have been held since that meeting
- Reports from the EC
- Financial Report from the Treasurer
- Election of EC members
- Other agenda items as requested in writing by members prior to the AGM

7.2.6 An attendance sheet shall be taken at the AGM and provided to the SCA by the Secretary after the meeting.

8.0 MEETINGS

8.1 Members of the EC are required to meet with the SCA at least once a semester and provide an update on the Club's progress to date along with its financial position.

8.2 EC meetings shall be held monthly during semester and at other times as business may necessitate and shall be called by the Secretary. At least two days' notice is required on the time, place and objective of the meeting.

8.3 A quorum of the EC shall be half of its members plus one.

9.0 TERMINATION OF MEMBERSHIP

9.1 A member of the Club will cease to be a member upon:

9.1.1 expiration of the membership term, unless the membership is renewed

9.1.2 failure to pay membership fees and costs

9.1.3 receipt of a termination of membership notice from the Manager, National Programs (Sport, Health and Wellbeing) on the grounds that the member has acted in a way which is detrimental to the Club and/or ACU. The Manager, National Programs (Sport, Health and Wellbeing) will not make a decision to terminate a person's membership without giving the member the opportunity to give reasons why the membership should not be terminated.

9.1.4 receipt by the Secretary of a written resignation from the member.

9.2 No membership fees or charges will be reimbursed on termination of membership.

10.0 FINANCE

10.1 All funds of the Club shall be held by ACU Finance.

10.2 Under no circumstances shall any financial accounts be opened with any bank for the business of an ACU Sport Club. This includes for the receipt of payment of funds relating to the Club.

10.3 The Treasurer shall keep a financial budget and records of all income and expenditure.

10.4 The President or Treasurer may request from the SCA a list of financial transactions to assist with the management of the Club's accounts.

10.5 Goods/Services ordered must have prior approval in writing from the SCA/SCO in consultation with the SPC as necessary. A minimum of three quotes on any future expense is expected before final approval will be given on amounts above \$500.

10.6 At its sole discretion, ACU may have a Club's financial records audited. This audit may be performed by an external auditor at ACU's request.

10.7 Where a misuse of Club funds occurs, ACU may seek reimbursement of funds from those deemed accountable and reserves the right to take any steps it considers appropriate (including commencing legal proceedings) to recover the debt.

10.8 In the case of an ACU student's misuse of Club funds or failure to pay any membership fees or charges, ACU may seek additional forms of redress as per Clause 6.2.1 of the Academic Regulations until the debt is repaid.

11.0 RISK MANAGEMENT

11.1 The Club must undertake, in consultation with the SCA, a risk assessment of all activities. The proper management and response of these risks must be actioned prior to an activity being held.

11.2 Risk Assessments should be submitted at least 2 weeks prior to the event or competition through ACU Life.

11.3 A risk assessment should be reassessed by the EC and SCA in consultation with the SPC should the competition or event change.

12.0 CONFLICT OF INTEREST

12.1 Any person directly connected to or with a vested interest in a matter under consideration by the EC must notify the Chair of the meeting of the conflict of interest. In any such case, this person will not be permitted to participate in any discussion or decision related to that matter.

12.2 Conflict of interest can be real or perceived and should be managed accordingly by the EC.

- 12.3** Meeting Minutes should reflect when a conflict of interest is declared by a member in attendance.

13.0 CLUB UNIFORMS

- 13.1** Clubs and their members are to purchase the official ACU uniform and apparel from ACU's preferred supplier.
- 13.2** In the event ACU's preferred supplier cannot provide a specific uniform item due to its uniqueness (for example: a rowing zootie) the SCA will provide the alternate supplier that is to be used.
- 13.3** ACU club uniforms are to carry the ACU Sport logo as specified by the SCA and in accordance with the ACU Sport Brand Guidelines.
- 13.4** Clubs may not have sponsor logos or branding on ACU uniforms or apparel unless an agreement is established by the Manager, National Programs (Sport, Health and Wellbeing) upon approval of the Director, Student Engagement and Services.

14.0 SPONSORSHIP

- 14.1** The EC or Club members may not seek sponsorship for their Club or any part thereof including uniforms and apparel without the prior written consent of the Manager, National Programs (Sport, Health and Wellbeing) in consultation with the Director, Student Engagement and Services.
- 14.2** Where written consent has been provided as per clause 14.1 no EC or Club member shall enter into sponsorship discussions with an organisation without the inclusion of the Manager, National Programs (Sport, Health and Wellbeing)

15.0 AMENDMENT OF CLUB RULES

- 15.1** These Rules may be added to, repealed, or amended by the Director, Student Engagement and Services at any time with notice of no less than 28 days to the Club and its members.

16.0 UNIVERSITY AFFILIATION

- 16.1** A request for the formation of a club should be submitted via ACU Life to the Manager, National Programs (Sport, Health and Wellbeing) for consideration. Upon written approval by the Manager, National Programs (Sport, Health and Wellbeing) the request may proceed to the Vice-Chancellor and President for approval of affiliation with ACU and eligibility to receive funding allocations to support approved Club activities.
- 16.2** The Club is affiliated with ACU in a manner which allows the Club to access external funding for the improvement of sport, health and wellbeing outcomes.
- 16.3** Requests by new clubs for affiliation shall be via the ACU Life [New Club Form](#) and is subject to the approval of the Vice-Chancellor and President as per Statute 9.

16.4 New clubs shall be considered for affiliation for commencement at each semester.

17.0 DISAFFILIATION

17.1 In accordance with Statute 9, the Club may be disaffiliated from ACU by the Vice-Chancellor and President giving notice to the Club President on the advice of the Director, Student Engagement and Services where the Director considers that:

17.1.1 the Club's membership numbers are insufficient, falling below a minimum of four (4) financial members for individual sports and ten (10) financial members for team sports.

17.1.2 the Club and/or its members seriously or consistently engage in conduct which breaches ACU student or staff policies and procedures; Club obligations, these Rules or is illegal.

17.2 If a Club is disaffiliated, it ceases to have any right to use the name or logo of ACU, all funding and support from ACU ceases and any unspent funds of the Club become the property of ACU. All equipment and uniforms purchased by the Club shall be returned to ACU.

17.3 The EC shall have ultimate responsibility for equipment and uniforms and it shall be their responsibility to ensure all outstanding items are returned to the SCA in the event the Club discontinues to operate.