

UC Life! Disaffiliation and Inactive Club Policy

The Disaffiliation and Inactive Club Policy exists to protect the clubs and their members from fraudulent or inappropriate actions by club executives as well as to identify inactive clubs that are wasting resources. This policy outlines the grounds for disaffiliation, the policy relating to inactive clubs and the procedures should disaffiliation be considered.

Grounds for Disaffiliation

A Club affiliated with UC Life! may be disaffiliated if:

1. Membership of said club comprises less than the required 10 UC student members.
2. The club attempts to obtain reimbursements in a fraudulent manner
3. The club attempts to interfere with or gain access to club funding or UC Life! administration information.
4. The club has discouraged UC students from joining it or any other club.
5. The club has unreasonably excluded any club member from taking part in any event or activity or unreasonably excluded any person from becoming a member.
6. UC Life! discovers that the club has behaved in a grossly improper fashion that may bring the name of the University of Canberra and/or UC Life! into disrepute.
7. The club is conducting its affairs predominantly for the benefit of outside (non UC) members.
8. The club has deliberately misrepresented information relating to its activities, membership, affiliation, or any other documentation it has submitted to UC Life! at any time.
9. The club fails to elect a committee at an AGM/IGM following the normal procedures for an AGM.
10. The club fails to submit a financial audit when requested by UC Life!.
11. The club fails to submit a financial re-audit should they have failed their initial audit.
12. The club at any point in its affiliation period dramatically changes its aims, objectives or stated purpose to the detriment of its members, UC or UC Life!
13. The club incurs a debt and there are reasonable grounds to expect that the club will not be able to pay their debt when it falls due and the club has not taken measures to reduce its level of debt or put in place a program which will reduce its level of debt.
14. The club is insolvent and, in the opinion of the auditor, the club will not be able to become solvent in the foreseeable future.
15. The club behaves in a financially incompetent or reckless fashion. This may be relevant even if the club is solvent and their audit was satisfactory.
16. **In-activity.** A club has been deemed inactive for a period of one year. This is due to failure of the clubs aims and/or failure to carry out club commitments. Disaffiliation by way of inactivity shall be considered by the Clubs and Community office and the UC Life! General Manager.

Should this occur the following factors will be considered:

- a. The activities and events, or lack thereof, of the club.
- b. The publications, or lack thereof, of the club.
- c. The minutes of any meeting called by the club.
- d. The club contact with UC Life! in that period.

Initial investigations by Clubs and Community Office.

The clubs and community office will first investigate any claim of any disinformation, fraud, illicit attempts to obtain funds or other matter. Such an investigation may lead to a temporary suspension of operations. Any investigation will either result in a recommendation to the UCU board for disaffiliation or a resumption of club activities following the result of the investigation.

Disaffiliation procedures and leave to appeal

A disaffiliation matter shall be referred to the board only after the following steps have been taken:

- Notice is made to the club in writing that they have breached the rules as laid out in the 'UC Life! disaffiliation and in-active club policy'.
- The notice will outline that the club has a period of 14 working days to respond in writing to the Clubs and community office and state the reasons for the occurrence which has led to a recommendation for disaffiliation.
- The club should they choose to respond via letter within 14 working days should outline their defence and state reasons, directly related to the occurrence, they believe shows that they should not be disaffiliated.
- The Clubs and Community office will respond to the letter.
 - Should UC Life! feel the club has grounds in the dispute they should call a meeting involving the Clubs and Community staff, UC Life! General Manager and 2 club representatives.
 - The club representatives will have a period of 10 working days to respond as to whether they wish to attend this meeting.

Should the club choose not to attend the meeting the Clubs and Community staff and General Manager shall continue with their recommendation to the UCU board that the club be disaffiliated. Should the club choose to attend the meeting the meeting will take place at the pre-arranged time. The meeting will be an opportunity for the Clubs and Community staff and the General Manager to review the reasons given to them by the club as to why the club feels they should not be disaffiliated.

The Clubs and Community staff and General Manager will then make a decision and convey it to the club representative present about the club's future.

Should the club disagree with the decision made they may undertake leave to appeal the Clubs and Community staff and General Manager's decision to the UCU board.

The decision of the UCU board shall be final.

NB: At each stage of appeal a club must present all information relevant to support their claim to be a continuing club.

Directions to Clubs upon approval of disaffiliation

1. A club directed to disaffiliate shall have leave to appeal the board decision. The appeal must be filed within 7 working days of being informed of disaffiliation. An appeal will only be heard if the clubs appeal letter contains matters not previously presented in the disaffiliation hearing at the UCU board meeting. The matter will then be reviewed at the next UCU board meeting. The second decision of the UCU board is final and binding.
2. Upon UC Life! advising of disaffiliation, the said club shall hand over all equipment and club signatories shall sign total control of the bank account over to UC Life!
3. Any debts advised by the club shall be paid from any funds retrieved by UC Life! in the disaffiliation period.
4. Any disaffiliated club may continue to operate however they will not receive funding or support from UC Life!
5. A club, once disaffiliated, is unable to affiliate for a period of one year or another date deemed

appropriate by both the Clubs and Community staff and General Manager.

6. A club executive, if part of a disaffiliated club, and if deemed to have had involvement in the club breaching any of the 'grounds for disaffiliation' shall be unable to hold membership of a UC Life! club for a period of one year or another date deemed appropriate by both the Clubs and Community staff and General Manager.

Disputes

Disputes between the Clubs and Community staff and a club shall be dealt with via following procedure:

1. The club should address any concerns with how an issue has been dealt with by the Clubs and Community Staff firstly to the Clubs and Community staff themselves.
2. The club, should they wish to notify UC Life! that they feel the Clubs and Community Staff have not responded effectively regarding an issue, can send a letter to the General Manager outlining the circumstances.
3. The General Manager will then, after taking action they feel is appropriate, advise the club of the outcome.

Should the club disagree with what action has been taken by the General Manager they shall then address a letter to the UCU board outlining the situation. The board shall then make a decision regarding the situation following consultation with both the Clubs and Community staff and the General Manager. The board's decision regarding action to be taken shall be final.