How to start a RUSU affiliated club:

UNDERLYING PRINCIPLES

1. RUSU will not support a new club that replicates an existing RUSU club or has aims that are too similar to the functions of a RUSU Department, RUSU Collective or other RUSU body. To see what clubs RUSU already has, go to www.su.rmit.edu.au/clubs

2. Sports Clubs and Arts Collectives are supported and funded through RMIT Link (Part of Student Services). RUSU affiliated academic, cultural, social/special interest, spiritual and political clubs. For RMIT Link go to www.rmit.edu.au/link

3. RUSU will not support a Club that promotes 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.

4. RUSU will not support a club with aims focused on academically required activity (whether or not that activity is assessed), to fundraise for an academically required activity (whether or not that activity is assessed), to provide or subsidise practical materials required for completion of academically required activity (whether or not that activity is assessed) or for activity otherwise not allowed under the Student Services and Amenities Fee Act 2011 or provisions or guidelines related to the Act.

TO START A NEW CLUB – Step 1: Provisional Affiliation

1. Check the club listings at http://su.rmit.edu.au/clubs/ to see if the club or a similar club already exists or if your club idea can be supported. RUSU will not affiliate a club that replicates an existing club or a club that performs the same role as a RUSU Department. If unsure, please contact the RUSU C&S Department for advice by email at rusu.clubs@rmit.edu.au or through a RUSU campus office.

2. If your club idea appears to be a new club and the aims of your club would be allowed, find another three (3) enrolled RMIT students who are willing to help establish the club, decide on the club name, club aims and a plan of what the club’s activities would be. Complete & submit the online Provisional Affiliation Application at http://su.rmit.edu.au/clubs/club-resources/provisional-affiliation-application/

3. If Provisional Affiliation is granted, this gives the Club until the end of Week 6 of the semester to complete the Full Affiliation process. (See Step 2 overleaf)
Step 2: Gain Full Annual Affiliation:

1. Once Provisional Affiliation is approved, another minimum six (6) enrolled RMIT students are needed to sign up as Founding Members in addition to the original 4 students. This will give your club the minimum ten (10) currently enrolled RMIT student members a club needs for Full Affiliation. The club must maintain at least ten (10) enrolled RMIT student members. Non RMIT students can join as Associate Members.

2. Call a meeting of the founding members – this will be your Inaugural General Meeting (IGM). Make sure someone takes minutes (a written record) of the IGM as minutes are required for affiliation.

3. At the IGM, your new club must:
   3.1. Formally adopt a club name;
   3.2. Formally adopt the club aims (make them achievable and measurable);
   3.3. Formally adopt a Club Constitution (a Model Constitution is available for you to use). **NOTE:** If your Club develops its’ own Constitution or uses an amended Model Constitution, your Constitution must be approved by the C&S Office before your club votes to adopt it at its’ IGM.
   3.4. Elect the Club Executive Committee (at least 4 members to fulfil the traditional duties of President, Vice President, Secretary and Treasurer);
   3.5. Formally adopt an Annual Activity Plan (a basic plan of what the club is going to do).
   3.6. Complete the RUSU Full Affiliation paperwork which is provided when the group gains Provisional Affiliation.

4. After the IGM, contact the C&S Department to arrange your affiliation meeting. All four of the Executive Officers must attend. The meeting takes about 90 minutes including the visit to bank to set up club bank account. Bring your IGM minutes, the completed affiliation paperwork, the Club Constitution and any additional membership lists (in addition to the founding list of 10 from the affiliation paperwork).

Step 3: Maintain Annual Affiliation

1. Clubs must re-affiliate every year (it’s not just a one-time thing)

2. Clubs can be calendar year affiliated clubs (January to December) or mid-year to mid-year affiliated clubs. Your annually elected Executive must be enrolled at RMIT during their term of office or new elections and paperwork must be completed.

3. Annual Re-Affiliation requires the Club to present the minutes of the Club Annual General Meeting (AGM), the clubs annual financial statement and completed RUSU annual affiliation paperwork to the C&S Department (again at a meeting the Club Executive must attend). Re-Affiliation also includes transferring control of the club bank account to the new Club Executive (Clubs hold elections at their AGM for the following year Club executive).

4. Clubs failing to finalise their annual re-affiliation by the semester deadline may not be able to re affiliate until the following semester.

5. Clubs failing to re-affiliate for two consecutive years will be considered to no longer exist. If this happens, RUSU will close down the club account and reabsorb any funds in the account, redistributing the funds to other RUSU clubs through the RUSU Clubs Financial Grants system.

**NOTE:** Sports and Arts Clubs are coordinated through RMIT Link (part of RMIT Student Services). RUSU clubs are academic, political, special interest, cultural and faith based clubs.

How to start a RUSU affiliated Club in 2014