Model Constitution for an Unincorporated Club at Macquarie University

It is usually appropriate to establish a club at the University as an unincorporated club because it is relatively simple way of setting up a club. An *unincorporated* club is a group of people who join together for a particular shared purpose.

The University has provided the attached template for a constitution for an unincorporated club to assist students who wish to set up a club at the University.

The template assumes that the club is to be run by a Management Committee who will be elected by members to hold office for one year.

Every effort has been made to make the template clear and easy to use. However, care must be taken to ensure that it is completed in a manner which is appropriate for the intended club. If in doubt, seek help from the University.

The right-hand side of each page of this document contains notes to assist you to complete the constitution. The notes may also be useful when the new club has been established, as a guide to the interpretation of the constitution. It is for this reason that we recommend you retain them however, they do not form part of the constitution.

When you have completed the document and it has been adopted by the club and approved by the University, you will be ready to affiliate and register the club with the University. Affiliation involves the club entering into an affiliation agreement with the University.

Any material change to, or replacement of, the constitution must be approved by the club and the University.

All student organisations at the University must familiarise themselves with and comply with the present and future by-laws, rules and policy documents of the University including in particular the Student Organisation Rules.

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| **CLAUSE No.** | **CLAUSE TEXT** | **NOTES** |
| n/a | Adopted on the [xxxx]. | *Insert the date of the meeting at which it was decided to adopt this constitution* |
|  | **NAME**  The name of the club is [xxxx] and in this document is called “**the Club**”. | *The name of the Club is fundamental to its identity and purpose.*  *The Club’s name should be chosen with care. It should be constant with the purposes of the Club. It must not be misleading or cause confusion with other student organisations.* |
|  | **INTERPRETATION**  In this constitution, the following words and expression have the following meanings:  **Annual Election** means the annual election of the members of the Management Committee in accordance with this constitution.  **Annual General Meeting** means a General Meeting of the Club held in accordance with clause 12.1 to discuss general club matters and undertake an Annual Election.  **Extraordinary General** **Meeting** means a general meeting of the Club called in accordance with clause 12.3.  **General Meeting** means a meeting open to all club members to attend and is either an Annual General Meeting or Extraordinary General Meeting.  **Management Committee** means the President, Treasurer and Secretary of the Club.  **The University** means Macquarie University through the Office of Student Engagement. |  |
|  | **PURPOSE**  The purpose of the Club is [xxxx]. | *The purpose of the Club should be clearly and accurately stated. An example of a purpose for a sporting club may be:*  *“a. to promote and encourage the playing of xxx sport in the Macquarie University community; ”*  *An example of a purpose of a non-sporting club may be:*  *“a. to promote the sharing of ideas and information relating to xxxx between students and other members of the Macquarie University community.”* |
|  | **POWERS**  The Club has the power to do anything necessary or incidental to the carrying out of the Club’s purposes. | *The powers are the means by which the Club’s purposes in clause 2 may be promoted. It must be stressed that the powers cannot be exercised for any other purpose.* |
|  | **MEMBERSHIP** | *Members are essential to an unincorporated club. It cannot exist or function without them.* |
|  | Membership of the Club is open to any individual over 16 (sixteen) years of age interested in promoting the Club’s purposes. | *This clause provides for an “open” membership for students.* |
|  | The Club has the following categories of membership:   1. **Student Membership** for currently enrolled students at the University; and 2. **Non-Student Membership** for persons not enrolled at the University (including former students of the University). |  |
|  | The Management Committee’s approval of an application for a membership must not be unreasonably withheld or delayed. |  |
|  | All applications for membership must be received by a member of the Management Committee. |  |
|  | The Management Committee may withhold or withdraw approval of any person’s application for Club membership if that Club membership would in the reasonable view of the Management Committee be harmful to the Club or if it reasonably believes that the application for membership is not made in good faith. The Management Committee may only withhold or withdraw approval after notifying the person concerned in writing and considering the matter in the light of any written representations which that person makes within 14 (fourteen) days after receiving notice. After considering any submissions from an applicant, the Management Committee must, as soon as is practicable, notify the applicant of its decision and the reasons for it. | *Generally an application will not be in good faith if the applicant has no genuine interest in the purpose of the Club or has an ulterior motive in wishing to join.* |
|  | Membership of the Club is not transferable. |  |
|  | Membership of the Club ceases if the Club member:   1. resigns by written notice to the Management Committee; 2. dies; 3. is suspended or expelled from the University for disciplinary reasons; 4. has their membership terminated by Management Committee; or 5. fails to pay any membership fee charged by the Club within six weeks of the due date for payment of the membership fee. | *Clause 5.6 (e) will only apply if the Club requires members to pay a fee to join. Student Engagement approval is required to charge a membership fee.* |
|  | The Management Committee may suspend or terminate the membership of any Club member if the Management Committee reasonably view the continued membership of the Club member would be harmful to the Club or its members but only after notifying the Club member concerned in writing and considering the matter in the light of any written representations which the Club member puts forward within 14 (fourteen) days after receiving notice. After considering any submissions from the Club member, the Management Committee must, as soon as is practicable, notify the member of its decision and the reasons for it. | *It is uncommon for a member of a club to be removed from membership, but if this happens it must be done for good reason. Any decision to remove a member must be justifiable.* |
|  | If a person’s membership ceases for failure to pay a membership fee, the Club member may be readmitted within 3 (three) months on the payment of the amount owing. |  |
|  | If a person’s membership ceases because he or she no longer satisfies the eligibility for the category of membership, then he or she must re-apply for membership in accordance with the criteria for an alternative category. |  |
|  | If a person’s membership ceases because he or she was suspended or expelled from the University for disciplinary reasons, then that person may only be readmitted to the Club with the University’s written approval. |  |
|  | The Club must have a minimum of 20 (twenty) members to exist. If after a Membership is terminated and there would be less than twenty Club members, the Club will cease to exist. |  |
|  | At any one time, Student Members must comprise at least 75% of the total membership of the Club. If the proportion of Student Members falls below 75%, the Club will cease to exist. |  |
|  | **MANAGEMENT OF THE CLUB** | *This clause sets out the composition and role of the Club’s governing body.* |
|  | The Management of the Club is vested in the members of the Management Committee who will comprise the following:   1. President; 2. Secretary; and 3. Treasurer. |  |
|  | The role of **President** of the Management Committee is to:   1. preside over meetings of the Management Committee; 2. preside over meetings of the Club; 3. have oversight and provide leadership for the running of the Club; and 4. liaise with the University as required. |  |
|  | The role of the **Secretary** of the Club is to:   1. keep records and minutes of meetings; 2. confirm to members their membership of with the Club; 3. keep a register of current members of the Club; and 4. arrange meetings of the Management Committee, general meetings for the Club including the giving of notice to Members. |  |
|  | The role of the **Treasurer** of the Club is to:   1. maintain the custody of any financial books and records of the club; 2. make any required payments at the direction of the Management Committee; and 3. maintain a yearly financial ledger of any financial payments or receipts. |  |
|  | The signatories to this Constitution will respectively hold the positions of President, Secretary and Treasurer of the Club and will be the members of the first Management Committee until the first Annual General Meeting of members of the Club. |  |
|  | **ELECTION OF THE MANAGEMENT COMMITTEE** | *This clause sets out the election of the Club’s governing body.* |
|  | An Annual Election of each position of the Management Committee will occur at the Annual General Meeting of the Club. |  |
|  | The term for each of the Management Committee members will be until the next Annual Election. They are eligible for re-election as a Management Committee member at the next Annual Election. |  |
|  | Nominations for each position in the Management Committee must be:   1. by a candidate whose is a current Student Member; 2. made in writing via letter or email to the Management Committee and if the nominator is not the candidate, accompanied by the written consent of the candidate; and 3. delivered to a member of the existing Management Committee at least 1 week before the time fixed for election. |  |
|  | A ballot must be held for the election of the positions on the Management Committee at the Annual General Meeting in such manner as the standing Management Committee may direct. All Club members present at the Annual General Meeting are entitled to cast a vote in the annual election. |  |
|  | **CASUAL VACANCIES** |  |
|  | A Management Committee member automatically ceases to be a Management Committee member if he or she:   1. lacks legal capacity, that is he or she is incapable, whether mentally or physically, of managing their own affairs; 2. is absent from three (3) or more consecutive meetings of the Management Committee without prior permission or a valid excuse acceptable to the other members of the Management Committee; 3. ceases to be a Student Member of the Club; 4. resigns from the Management Committee by notice in writing given to the remaining members of the Management Committee; or 5. has, since his or her appointment, been disqualified from being involved in management of a student organisation by the University. |  |
|  | Within 14 (fourteen) days of a vacancy in the Management Committee arising in accordance with clause 8.1, the remaining members of the Management Committee must call an Extraordinary General Meeting to elect a new Management Committee member to fill the casual vacancy. |  |
|  | A ballot must be held at the Extraordinary General Meeting for the election of the position to fill the casual vacancy. The ballot is to be conducted in such manner as the remaining members of the Management Committee may direct. All Club members present at the Extraordinary General Meeting are entitled to cast a vote to elect a person to fill the casual vacancy. |  |
|  | A Management Committee member appointed to a casual vacancy will hold that position until the annual election at the next Annual General Meeting. |  |
|  | **POWERS OF MANAGEMENT COMMITTEE** |  |
|  | The Management Committee will carry out the day-to-day running of the Club and will be responsible for: |  |
|  | 1. entering into an affiliation agreement with the University to be signed by the President, Secretary and Treasurer who will be “Authorised Representatives” of the Club pursuant to that affiliation agreement; |  |
|  | 1. delegating any tasks and activities to sub-committees or office bearers; | *A specific provision is essential if the Club is to be able to delegate to sub-committees. The Management Committee should define the terms of reference of each sub-committee with care and will be responsible for the sub-committee’s acts* |
|  | 1. making rules consistent with this constitution in regards to all aspects of the running of the Club; | *The Management Committee are allowed*  *to make rules of various*  *kinds to govern different aspects of running the Club.* |
|  | 1. making rules consistent with this constitution about the meetings and procedures of the Management Committee and sub-committees; and |  |
|  | 1. resolving or establishing procedures to assist the resolution of disputes within the Club. | *This clause is designed to place the responsibility for finding a solution to internal disputes on the Management Committee.* |
|  | A technical defect in the appointment of a Management Committee member which the Management Committee are unaware of at the time does not invalidate decisions taken at meetings. | *Occasionally a mistake occurs in appointment procedures. If a mistake of this kind is discovered it does not retrospectively invalidate previous decisions but should be put right before further decisions are taken.* |
|  | **MEMBERSHIP FEES** |  |
|  | The Management Committee may determine that an annual membership fee is payable under the categories of Student Membership and Non-Student Membership. |  |
|  | Membership fees must be:   1. reviewed annually by the Management Committee; 2. approved by the University. |  |
|  | All membership fees collected immediately vest as the property of the University upon collection. |  |
|  | **MANAGEMENT COMMITTEE MEETINGS** | *This clause deals with the meetings and proceedings of the Management Committee* |
|  | The Management Committee must meet at on at least [xxxx] occasions during a [xxxx] (semester/year). | *The number of meetings per year will depend on the nature of the Club’s activities.* |
|  | At least [xxxx] Management Committee members may call a meeting of the Management Committee by giving at least fourteen (14) days written notice to the other Management Committee members stating the purpose of the meeting. |  |
|  | A quorum of the Management Committee is 2 (two) members of that Management Committee. The quorum must be present at all times during the meeting. If no quorum is present within fifteen (15) minutes of the notified time of the meeting, such meeting shall lapse. | *Bearing in mind that decisions may be taken on majority vote, the quorum should normally be fixed at (at least) one more than the number nearest one third of the total Management Committee.* |
|  | The President or, if the President is unable or unwilling to do so, another Management Committee member chosen by the Management Committee present must chair the Management Committee meeting. |  |
|  | No person who is not a member of the Management Committee is to be present at a Management Committee meeting unless invited to attend by the Management Committee. Members in attendance at the invitation of the Management Committee are not entitled to vote on resolutions. |  |
|  | Every issue will be determined by a simple majority of the votes cast at a Management Committee meeting. A resolution which is in writing and signed by all Management Committee is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature. | *An alternative to a decision taken at a meeting is a written resolution, but this will not be valid unless signed by all of the Management Committee.* |
|  | Every resolution of the Management Committee will be binding on all members of the Club and must be passed by the majority of those Management Committee members in attendance providing a quorum has been reached. |  |
|  | Minutes of every meeting shall be kept by the Secretary. |  |
|  | **GENERAL MEETINGS** | *A general meeting is a formal gathering of members of the Club.* |
|  | The Management Committee must call an Annual General Meeting (“**AGM**”) of all members once each calendar year to be held 12 (twelve) months from the previous AGM or as soon as practicable thereafter. The first Annual General Meeting is to occur at least 12 (twelve) months after the date on which this constitution is adopted. | *AGMs are recommended in October of every year, or as soon thereafter as possible.* |
|  | At an AGM the members:   1. receive the accounts of the Club for the previous financial year; 2. receive reports of the Management Committee on the Club’s activities since the previous AGM; 3. conduct an Annual Election; and 4. discuss and deal with any other matter put before them. |  |
|  | The Management Committee will call an Extraordinary General Meeting (**“EGM”**) within 14 (fourteen) days:   1. if a member of the Management Committee considers such a meeting is necessary; or 2. if the Management Committee receive a written request to do so from at least [xxxx] members of the Club. | *Where an urgent or important matter (such as an amendment of the Constitution or the filling of a casual vacancy) which must be decided at a general meeting cannot conveniently be dealt with at an AGM, the meeting specially called for the purpose is an EGM.* |
|  | In the case of an Annual General Meeting, the Management Committee must provide at least 14 (fourteen) days written notice to all Club members setting out the time, place and date and general business to be discussed.  In the case of an Extraordinary General Meeting, the Management Committee must provide at least 7 (seven) days written notice to all Club members setting out the time, place and date and general business to be discussed. |  |
|  | **CONDUCT OF GENERAL MEETINGS** |  |
|  | All Club members are entitled to attend in person and vote at General Meetings. | *This clause states who has the right to attend and vote at general meetings. The Club may invite other individuals to observe or participate, but not to vote.* |
|  | A quorum of a General Meeting is [xxxx] and at least one member of the Management Committee. If no quorum is present within fifteen (15) minutes of the notified time of the General Meeting, the General Meeting is adjourned to a date, time and place determined in accordance with clause 13.3. | *This is the minimum number of members required to be present before any valid business can be transacted.* |
|  | A General Meeting that does not have a quorum present within fifteen (15) minutes after the time for the meeting set out in the notice of meeting is adjourned to a date, time and place within 14 (fourteen) days of the adjournment as the Management Committee determines. The Management Committee must provide at least 7 (seven) days’ notice to all Club members of the adjournment of the General Meeting and specify the date, time and place for the new meeting. |  |
|  | If no quorum is present at a resumed Extraordinary General Meeting within fifteen (15) minutes after the time for the meeting, the meeting is dissolved. |  |
|  | If an Extraordinary General Meeting fails to fill a casual vacancy on the Management Committee because the meeting is dissolved in accordance with clause 13.4, then the remaining Management Committee members may nominate a member of the Club to fill the vacancy until the next Annual Election. |  |
|  | If no quorum is present at a resumed Annual General Meeting within fifteen (15) minutes after the time for the meeting, then the meeting will be adjourned in accordance with clause 13.3. The required quorum for the second resumption of the Annual General Meeting will be at least one member of the Management Committee and one Club member. |  |
|  | The President or, if the President is unable or unwilling to do so, another Management Committee member chosen by the Management Committee present is to chair a General Meeting. |  |
|  | Except where otherwise provided in this constitution, every issue at a General Meeting is determined by a simple majority of the votes cast by the Club members present. | *It should be noted that the required majority is not a majority of the members present at the meeting, but of the votes cast.* |
|  | A resolution put to vote at a General Meeting must be decided on a show of hands of those members present at the meeting unless a poll is demanded.  On a show of hands, a declaration by the chair is conclusive evidence of the result. Neither the chair of the meeting nor the minutes need to state the number or proportion of the votes recorded in favour or against. | *Even though the Presidents’ declaration is conclusive of the voting results, the members present may demand a poll.*  *A poll is a voting process where votes are recorded secretly in writing before being counted.* |
|  | A poll demanded on a matter other than the election of a Management Committee member must be taken in the manner the chair directs.  A poll on the question of an adjournment must be taken immediately. | *The chair is required to act reasonably and not for an improper purpose.* |
|  | Every member present in person at a General Meeting is entitled to one vote on every issue. The chair of the meeting does not have a second or casting vote. |  |
|  | **MEETINGS - TECHNOLOGY** |  |
|  | A Management Committee or General Meeting may be called or held using any technology consented to by a majority of the Management Committee members. | *Meetings do not need the physical presence of the participants but can be conducted by other means i.e. phone, video call, if consent is given.* |
|  | Any consent contemplated by clause 14.1 must not be unreasonably withheld, delayed or withdrawn. |  |
|  | A consent may be a standing one. |  |
|  | A consent may only be withdrawn within a reasonable period before the meeting. |  |
|  | **PROPERTY AND FUNDS** | *This clause reflects the University’s requirement that the property of a University student organisation must be held by the University.* |
|  | The property and funds of the Club must be used only for promoting the Club’s purposes and do not belong to the members of the Club or the Management Committee. A member who misuses the property and funds of the Club for their own personal use may be expelled from the Club by the Management Committee. |  |
|  | No Club member may receive any payment of money or other material benefit (whether direct or indirect) from the Club except:   1. reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the Club and which are approved by the Management Committee; 2. in exceptional cases, other payments or material benefits (but only with prior written approval of the Management Committee). |  |
|  | Whenever a Management Committee member has a personal interest in a matter to be discussed at a Management Committee meeting or General Meeting, the Management Committee member must:   1. declare an interest before discussion begins on the matter; 2. withdraw from that part of the meeting unless expressly invited by the remaining Management Committee members to remain in order to provide information; 3. not be counted in the quorum for that part of the meeting; and/or 4. withdraw during the vote and have no vote on the matter. |  |
|  | Funds which are not required for immediate use or which will be required for use at a future date must be held by the University in the nominated bank account until needed. | *It is obvious that a prudent Management Committee does not allow significant amounts of money to be kept as cash.*  *The Club is not a legal person and cannot therefore hold the legal title of property in its own name. It is often inconvenient for the Management Committee, who may change frequently, to hold property in their individual names. This clause requires that property be held by the University.* |
|  | **RECORDS** |  |
|  | The Management Committee must keep records of its dealings appropriate for the Club including:   1. all proceedings at all meetings; and 2. all reports. | *The keeping of adequate*  *records is essential if a Club is to be properly run.* |
|  | The Clubs records must be made available for inspection by any member of the Club when reasonably requested. | *This provision is designed to ensure that the members of the Club have access to the published report and statements of account.* |
| **17** | **AMENDMENTS** | *Amendments to the Constitution may be needed as the Club develops. The Constitution will be incapable of amendment if a specific power to amend is not included. It is usual to include such a power and to require more than a simple majority for a vote on the matter.* |
| 17.1 | Any provision of this constitution may be amended provided that:   1. the members must be given 14 (fourteen) days’ notice of the meeting at which the proposed amendments are to be moved, together with the text of the proposed amendments; 2. no amendment may be made to the Club’s purposes set out in clause 3 or to this clause without the prior written approval of the University; and 3. any resolution to amend this Constitution is passed by a two thirds majority of the votes cast at a general meeting. | *The members must be given advance notice of proposed amendments to the Constitution.*  *It is of the utmost importance that the Constitution should not be amended in a way that makes it impossible for the Club to continue to operate.* |
| 17.2 | A copy of any resolution amending this constitution must be sent to the University within 28 (twenty eight) days of it being passed detailing all of the changes. |  |
| **18.** | **DISSOLUTION** |  |
| 18.1 | If at any time the Club’s members at a General Meeting decide to dissolve the Club, the Management Committee will remain in office and be responsible for the orderly winding up of the affairs of the Club. |  |
| 18.2 | After making provision for all outstanding liabilities of the Club, the Management Committee must relinquish the remaining property and funds to the University. |  |
| 18.3 | A final report relating to the Club must be sent to the University. |  |
| **19.** | **COMPLIANCE** |  |
| 19.1 | The Club and its members must comply with the present and future by-laws, rules, policies, procedures and directions of the University. | *The Club and its members must familiarise themselves with the regulations of the University and comply with them, particularly, the Student Organisation Rules.* |
| **20.** | **NOTICES** |  |
| 20.1 | Written notice of a meeting of the Clubs members must be given individually to each member. The written notice may be given:   1. personally; or 2. by sending it by post to the address for the member in the register of members or the alternative address (if any) nominated by the member; or 3. by sending it to the email address (if any) nominated by the member. |  |
| 20.2 | A notice of meeting sent by post is taken to be given 3 (three) business days after it is posted. A notice of meeting sent by email, is taken to be given at 9.00am (AEDT) on the business day after it is sent. |  |
|  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witnessed [For all signatures above]  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name, address and signature of witness] | *In order to make this an official document it must be signed and witnessed.*  *The constitution should be signed by all Management Committee members. The witness cannot be one of the Management Committee.* |

SCHEDULE

Appeal Rules

1. A decision of the Management Committee or the Club members to:
2. suspend or expel a member from the Club; or
3. to withhold or not to grant membership of the Club to an applicant,
4. may be appealed by the person affected to the University in accordance with these Appeal Rules.
5. An appeal may be made on one or more of the following grounds:
6. the decision to withhold membership, suspend or expel a person was not the correct or preferable decision in the circumstances (having regard to any applicable University policies or procedures);
7. the person affected was not given a reasonable opportunity before the decision was made to present his or her case as to what the decision should be;
8. that the persons making the decision were biased against the person affected;
9. the decision was dishonest or for an improper purpose;
10. there was no evidence to justify the making of the decision.
11. The person affected has fourteen (14) days from the date of final notice from the Management Committee of the decision, to make an appeal to Student Engagement (on behalf of the University). The notice to Student Engagement must be in writing and must set out the basis for the appeal.
12. A decision to suspend or expel a member has no effect until:
13. the expiration of that fourteen (14) day period if no appeal is made; or
14. a final decision on the appeal is made if an appeal is made.
15. The person affected must be given the opportunity to:
16. provide any relevant written material to the University; and/or
17. address the University.
18. The University may after hearing the appeal make any decision it thinks appropriate in the circumstances including any decision:
19. confirming the appealed decision; or
20. varying that decision; or
21. setting aside that decision; or
22. setting aside that decision and making a fresh decision to replace it; or
23. setting aside that decision and referring the matter to the Management Committee of the Club for reconsideration of the decision.
24. The Club and the person affected are bound by the decision of the University.
25. Any decision of the Club may also amount to Misconduct in accordance with the University’s Student Discipline Procedures.