

# ***Affiliated Clubs Council Terms of Reference***

Category: Recreation  
Version 2  
First ratified: October 2020  
Last ratified: November 2021  
Review date: October 2022

---

## **1. Purpose**

- 1.1. The OUSA Affiliated Clubs Council exists to:
  - 1.1.1. Provide a space for Clubs to communicate with both the OUSA Executive and the Clubs and Societies Centre staff; and;
  - 1.1.2. Provide feedback and make recommendations to the Clubs and Societies Representative.

## **2. Interpretation**

- 2.1. In this policy, unless the context otherwise requires:
  - 2.1.1. Council means the Affiliated Clubs Council;
  - 2.1.2. Club means all OUSA affiliated clubs, societies or unions;
  - 2.1.3. Club Representative means a person with delegated authority to represent a Club at the Council.

## **3. Membership**

- 3.1. The membership of the Council shall consist of:
  - 3.1.1. The Clubs and Societies Representative (Chair);
  - 3.1.2. The President (ex-officio);
  - 3.1.3. The Finance and Strategy Officer;
  - 3.1.4. The Clubs Development Officer (ex-officio); and;
  - 3.1.5. The Clubs and Societies Centre Manager (ex-officio).
  - 3.1.6. A representative or representatives of each Club.

## **4. Terms of Reference**

- 4.1. The Council shall:
  - 4.1.1. Convene at least once per semester.
  - 4.1.2. Advise and provide recommendations to the Executive and management on any issues including but not limited to;
    - 4.1.2.1. Policies;
    - 4.1.2.2. Campaigns;
    - 4.1.2.3. Operations of Club facilities; and;
    - 4.1.2.4. Capital Expenditure related to Clubs.

4.1.3. Minutes shall be taken at each Committee meeting and presented to the Executive at the next available Executive meeting.

4.2. Quorum is 15% of all clubs or 20 voting representative whichever is greater.

4.2.1. All members in attendance have speaking rights.

## **5. Voting**

5.1. Each Club shall nominate only one member to have voting rights at the Council to be their voting representative.

5.2. Clubs are responsible for the nomination of who will be their voting representative.

5.2.1. Any issues regarding who is the Club voting representative, will in the first instance be resolved by the Club, however if required the Chair will delegate a voting representative of the Club at their discretion having heard the reasoning for disagreement.

5.3. That person may only be a voting representative of one Club at that Council meeting.