**C&S Committee Policies**

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| **Policy** | **Date Adopted or Amended** |
| Accessibility and Inclusion | 2/11/2020 |
| Activity Reporting  | 7/8/2019 |
| Anti-Hazing Policy | 6/7/2023 |
| Appointment of Acting Executive Members | 7/8/2019 |
| Asset Disposal  | 7/8/2019 |
| Audits | 7/8/2019 |
| *Camp Guidelines\** | *6/7/2023* |
| Clubs Online Application for Payment Submissions  | 7/8/2019 |
| Communications | 20/7/2015 |
| Equipment Use and Hire | 8/12/2017 |
| Expo Participation & Table Hire Conditions | 6/7/2023 |
| *Financial Management Guidelines\** | 16/2/2012 |
| International Student Club Protocol | 13/03/2019 |
| Joint Events Guidelines | 20/7/2015 |
| Locker Use | 6/7/2023 |
| *Logo Usage Guide\** | 11/2/2016 |
| Pinboard Use | 8/12/2017 |
| Satellite Campus Events | 3/8/2017 |
| Sponsorship Agreements | 12/10/2017 |
| Sustainability | 4/5/2020 |
| Ticketed Event Management | 21/4/2020 |
| Training Enrolments | 6/3/2018 |
| *UMSU and GSA Requirements for joint affiliation\** | 7/8/2019 |

**\****Policy published as separate document*

**Accessibility and Inclusion**

**Adopted 2/11/2020**

**Purpose:**

The purpose of this policy is to:

* Outline the proper measures Clubs and Societies should take to achieve accessibility and inclusivity during all their events and other activities.
* Assist clubs in gaining knowledge and awareness of accessibility and inclusivity, what this means and this entails.
* Ensure that every club takes adequate actions to ensure that every student feels welcome and included in all UMSU affiliated Club and Societies events.
* Advocate and promote an accessible and inclusive environment for all Clubs & Societies Events.
* Be a resource for Clubs and Societies to review at any time.

**Scope:**

This policy applies to:

* All Clubs & Societies Executives, committee members, club members, students and volunteers at any time when they are representing a Club or Society affiliated to UMSU, coordinating a Clubs & Societies Event or involved/engaged in the development, organisation and facilitation of a Clubs & Societies Event.
* All Clubs & Societies Events taking place on and off The University of Melbourne campuses, including but not limited to student camps, unless otherwise specified by the Clubs and Societies committee and department.
* All UMSU-controlled spaces and venues
* UMSU-affiliated Clubs & Societies and Theatre clubs in regards to theatre events on and off campus.
* All club members that engage in an event help by a club either that is on or off the University of Melbourne campus.

**Responsibilities and Procedures:**

It is the responsibility of all Clubs & Societies Executive and Committee members:

1. To readily advocate, promote and welcome accessibility and inclusion to all members and club events, whether they are on campus or off campus. All events should be inclusive to all and shall not exclude any student for any means that is out of their control. Everyone has the same opportunity to access any UMSU affiliated club event. This should be highlighted in all advertisement of the event, including Facebook, Instagram, email or other means of promotion.
2. To pledge to offer events with accessible alternatives to commit to access and anti-ableism.
3. To understand that disabilities can be visible and non-visible, and that all disabilities are unique. Everyone should be respected in the same way that promotes a positive environment. Try to avoid assumptions of members. All impairments have many different potential barriers.
4. To always be willing to ask or assist a member of your club who is a person with disability.
5. To use inclusive language if possible, for example here are some helpful phrases to assist:
	1. “People with disability”
	2. “People living with disability”
	3. “Person who has disability”
	4. “Person who has epilepsy”
	5. “Wheelchair user”
	6. “Person who uses a wheelchair”
	7. “Person who is hard of hearing”
	8. “Person with low vision”
	9. “Person who experiences or manages mental illness or poor mental health”
	10. “Person with intellectual disability”
	11. “Accessibility requirements”
	12. “Access requirements and adjustments”
	13. “Accommodation”
6. To promote inclusive communication. Here are some tips to assist:
	1. Be respectful and courteous,
	2. Be polite and patient when offering assistance,
	3. It’s OK to use common expressions, as seen in clause 5 of policy.
	4. If you feel like you’ve embarrassed someone then apologise, but don’t dwell on it or avoid the situation
	5. Be considerate of the extra time it might take some people to do or say some things,
	6. Some people with certain disabilities may have difficulties understanding or processing information. They may become unsure or confused about a situation, or have trouble understanding.
7. To avoid terms such as “disabled person”, “handicapped person”, “crippled person”, “suffering” or other terms that can be seen an insensitive.
8. To never directly or indirectly discriminate member/s because of their disability.
9. To be aware of the location of the club event beforehand. They should also be aware of the accessibility needs on a map and know the location of the nearest all-gender bathrooms, elevators and first aid areas. They should always identify exits and safety meet points in case of an emergency. All major areas should have clear signage.
10. That all events that require registration through a form completion, such as a google form for example, have some question/section that enquires about accessibility requirements. This is to ensure that the club is aware of this circumstance and that the club, to the best of their abilities, accommodates for their needs if necessary.
11. That for all major events, (for example balls, boat cruises, camps, excursions etc) as well as for all events with loud music, dancing, darkness and other sensory extremes; that at least one person organising/attending the event has a first aid and mental first aid training.
12. That all events containing food, cater for dietary needs of their members, including vegan, vegetarian, gluten free and other needs if specified/required.
13. That for events that have videos/movies, it is recommended that subtitles be used so that the event is more accessible.
14. That for events that have materials that need to be read, it is highly recommended that someone from the club reads out this material aloud, so that is can assist non-readers or non-English speakers.
15. For events, like general meetings (AGMs, SGMs and/or IGMs) that share documents before the event (such as agendas, constitutions, constitutional changes, reports etc), be sent as a word document (not a PDF) so that an accessibility checker can be used and that it can be more accessible to users.
16. For online events: there should be reasonable access to all students. There should not be any exclusion due to technology devices. It is recommended that large member online events, (for example on zoom trivia), that the majority of members are put on mute to reduce noise restraints and only allow discussion when necessary. As well, if people are lagging or having internet troubles, one recommendation is to ask them to turn their video off to get better internet service. Also, there should be no peer pressure of any sort for someone to put on their camera on in an online event; this should be of one’s own free doing. No student should be excluded for not having their camera on during the meeting. As well, if possible, it is recommended that online events can have live captions to allow the event to be more accessible.

**Definitions:**

**Accessibility and Inclusion:** The removal/reduction of barriers or implementations of resources to aid in the participation in the activities and functions of a community, by ensuring that information, services and facilities are accessible to all people, including people with various disabilities.

**Disability:** any impairment, abnormality, or loss of function of any part of the body or mind Including:

* Physical
* Intellectual
* Mental illness
* Sensory
* Neurological
* Learning disability
* Physical disfigurement
* Immunological

**Direct Disability Discrimination:** the treatment of a person with disability in a less favourable manner because of their disability.

**Indirect Disability Discrimination:** the indirect treatment of a person with disability in a less favourable manner. This happens when a ‘condition’ stops a person with disability or an associate of a person with disability from doing something during at event.

**Resources:**

* The Australian Network of Disability: [www.and.org.au](http://www.and.org.au)
* The National Relay Service: <https://www.communications.gov.au>
* The National Disability and Insurance Scheme: <https://www.ndis.gov.au>

**Counselling and Psychological Services UniMelb**

* This service is free for UniMelb staff and students.
* Location: Level 5, 757 Swanston Street (stop 1), Parkville Campus
* Disabled access: at the rear of 757 Swanston Street (North-West side)
* Phone: +61 3 8344 6927
* Website: <http://services.unimelb.edu.au/counsel>

**UniMelb Health Service**

* Location: 138 Cardigan Street, University of Melbourne, Parkville
* Phone: +61 (3) 8344 6904
* Website: <http://services.unimelb.edu.au/health>

**Melbourne Dental Clinic**

* 5% discount for tertiary students and staff
* Location: Level 1, 723 Swanston St, Carlton
* Phone: 03 9035 8402
* Website: <http://dental.unimelb.edu.au/dental-clinic>

UMSU resources for anxiety: <https://umsu.unimelb.edu.au/communities/disabilities/resources/anxiety/>

UMSU resources for depression: <https://umsu.unimelb.edu.au/communities/disabilities/resources/depression/>

UMSU resources for eating depression: <https://umsu.unimelb.edu.au/communities/disabilities/resources/eating-disorders/>

UMSU resources for obsessive compulsive disorders: <https://umsu.unimelb.edu.au/communities/disabilities/resources/ocd/>

UMSU resources for psychosis: <https://umsu.unimelb.edu.au/communities/disabilities/resources/psychosis/>



# Equality vs equity

This image shows three images of three boys of various heights watching a baseball game. In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.

In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.

In the third image, all three can see the game without any supports or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed.

**Activity Reporting**

**Adopted 23/11/2014**

**Amended 7/08/2019**

Ensuring compliance

Clubs are required to hold two events per semester that have more than 10 students in attendance and that relate to the club’s aims (*Regulation 5.4*). In order to minimise the time spent on checking and reporting compliance, for both the club and the C&S Department, the following processing method is adopted.

Grants administered by the C&S Department must relate to the clubs aims (*Regulation 8.1.e*). After the end of semester Function, Camp, Excursion and C&S Promo (in-semester dates, with Event Attendance List submitted) grants will be assessed for number of attendees. Grants with 10 or more attendees are designated as an ‘activity’ for the purpose of fulfilling *Regulation 5.*4.

A club that is deemed to have satisfied *Regulation 5.4* has no further reporting obligations.

Clubs that have not been deemed to satisfied *Regulation 5.4* by Grant submission will then be invited to submit evidence of compliant activities. Evidence must be Event Attendance Lists. The submission should also be accompanied by a brief explanation on how the event is in fulfilling the club’s aims.

In exceptional circumstances other evidence (photos or a Statutory Declaration) may be submitted and the circumstances and evidence must be referred to the C&S Committee.

Clubs shall regularly be advised of the obligation of *Regulation 5.4* during semester so they don’t forget or lose their evidence, but are only required to make a submission if their Grants do not provide the requisite evidence.

Non-compliant clubs

Clubs that have been unable to demonstrate they had two events during the semester with more than 10 attendees will be bought to the attention of the C&S Committee. The following provides general guidance to the C&S Committee, but is not binding:

*Clubs affiliated in the previous semester*

It is reasonable to give the club an opportunity to improve their performance and therefore is appropriate to place the club on Probation.

*Clubs that do not submit compliant activity reporting*

It is reasonable that a club that cannot demonstrate sufficient interest or activity for a semester may be Disaffiliated.

**Anti-Hazing**

**Adopted 06/07/2023**

**At a Glance:**

Hazing endangers the wellbeing (mental and physical) of event attendees and activity participants.

Club leaders are responsible to proactively prevent hazing at their events and activities.

If club leaders do not proactively prevent hazing or encourage hazing their club may face sanction by the Clubs and Societies (C&S) Committee (C&S Regulation 6.1.s. ((R6.1.s)).

Club leaders may also face sanction as individuals under University of Melbourne Policy.

University of Melbourne Student Union (UMSU) will take proactive steps to educate club leaders about the nature of hazing.

**Purpose:**

The purpose of this policy is to:

* Define hazing within the context of UMSU clubs.
* Highlight that hazing is unacceptable and that UMSU clubs may face disciplinary action if hazing occurs in their club.
* Outline the responsibilities of UMSU and clubs, and the consequences of not upholding those responsibilities.
* To outline reporting avenues available for people who have experienced or been a bystander to hazing.

Any breach of this policy is grounds for disciplinary action under R6.1.s at the discretion of the C&S Committee.

**Scope:**

This policy applies to:

* All club executives, committee members and volunteers at any time when they are representing an UMSU affiliated club. This includes when engaging in the development, organisation and/or facilitation of any event or promotional activity.
* All club events taking place on and off The University of Melbourne campuses, including but not limited to student camps.
* All UMSU-controlled spaces and venues.

UMSU only has the capacity to sanction clubs as a whole and not individual students.

**Other Relevant Policies:**

* The University of Melbourne [Student Conduct Policy](https://policy.unimelb.edu.au/MPF1324/)
	+ The Student Conduct Policy does not outline what behaviours guidelines, but the processes of discipline and investigation used by the University.
* The University of Melbourne [Vice-Chancellor Regulations](https://about.unimelb.edu.au/__data/assets/pdf_file/0024/374640/Vice-Chancellor-Regulation-v7.pdf) (Section 25)
	+ Outlines acceptable behaviour for students at the University.
* The University of Melbourne [Sexual Misconduct Prevention and Response Policy](https://policy.unimelb.edu.au/MPF1359/) (Section 7, Definitions, see Sexual Harassment)
	+ If the hazing was sexual in nature, it could be considered sexual harassment under the Sexual Misconduct Prevention and Response Policy.

**Definitions:**

* **Hazing** is defined as any activity or behaviour that could reasonably humiliate, degrade, or cause psychological, physical and/or reputational harm to the person. It is used for the purpose of joining, participating in, or maintaining membership in a group. Examples of hazing behaviours may include, but are not limited to:
	+ **Physical Hazing**: Any activity that involves physical abuse, injury, or discomfort, such as paddling, whipping, beating, branding, or forced exercise.
	+ **Psychological/Emotional Hazing**: Any activity that causes mental distress, emotional discomfort, or psychological harm, such as verbal abuse, humiliation, intimidation, or degradation.
	+ **Substance-related Hazing**: Any activity that involves the consumption of alcohol, drugs, or other substances, whether forced or coerced, as part of an initiation or membership requirement.
	+ **Sexual Hazing**: Any activity that involves sexually explicit or demeaning behaviour, including sexual harassment, assault, or coercion.
	+ **Risky or Dangerous Hazing**: Any activity that puts individuals at risk of harm or injury, such as extreme physical challenges, sleep deprivation, or exposure to extreme weather conditions.
	+ **Social Isolation or Exclusion**: Any activity that intentionally isolates, ostracizes, or excludes individuals from group activities, events, or privileges.
	+ **Cyber Hazing**: Any activity that involves using electronic or online means to harass, intimidate, or demean individuals, such as cyberbullying, spreading rumours, or sharing humiliating content.

This list of examples is not exhaustive as hazing can take many different forms.

* **Club leader**: anyone who takes on responsibility within the group, this can include committee members and appointed individuals.

**Responsibilities:**

* UMSU has a responsibility to:
	+ Prevent hazing through education and cultural change initiatives.
	+ Respond to reports of hazing in a timely and serious manner.
	+ Provide UMSU clubs with risk assessments and camp facilitator agreements which highlight that hazing is unacceptable and is a risk to be prevented.
* UMSU club leaders have a responsibility to:
	+ Foster a safe and positive environment which ensures that all individuals at UMSU club events and activities feel safe and welcome.
	+ Ensure that all USMU affiliated club events are a safe space where no one feels pressured into participating or acting in a certain way.
	+ To pledge that no aspect of an UMSU affiliated club event is reasonably likely to cause harm on an individual and their wellbeing.
	+ To understand that everyone has different backgrounds and experiences, and subsequently each person’s reaction will be unique. Everyone should be respected and activities which could make someone feel uncomfortable should not occur.
	+ To always be willing to listen to anyone’s thoughts and concerns and not perpetuate any harmful ideas.

**Reporting Procedures:**

* Hazing within clubs should be reported to the Clubs and Societies Coordinator:
	+ If the Clubs and Societies Office Bearers (OBs) receive a report of hazing, they should escalate the matter to the Clubs and Societies Coordinator.
* The Clubs and Societies Coordinator, after receiving a complaint, will:
	+ Work with the relevant UMSU Staff and C&S OBs to determine whether the matter can be brought to the C&S Committee for sanction.
	+ Communicate with complainant in timely manner about the progress of complaint.

**Consequences for Hazing:**

* Any breach of this policy is grounds for disciplinary action under UMSU Clubs and Societies Regulation 6.1.s at the discretion of the C&S Committee. Possible outcomes include, but are not limited to:
	+ Educative Responses
	+ Probation
	+ Discipline members of the executive committee in accordance with R6.2f
	+ Disaffiliation
* If conduct breaches University of Melbourne Policy students may also face sanction from the University of Melbourne. Possible sanctions from the University of Melbourne include:
	+ Educational responses
	+ Suspension
	+ Expulsion

**Education and Prevention:**

UMSU will take the following steps to prevent hazing:

* Integrate definitions and education about consent in the Bystander Intervention and Responding to Disclosures of Sexual Assault and Harassment training.
* Create an online module for club leaders which covers definitions of hazing, examples, and dispels common myths and misconceptions.

**Review and Amendment:**

* This Policy will be reviewed by the Clubs and Societies Committee twelve months after its implementation (2024) and then every three years by the Clubs and Societies Committee.
* UMSU Clubs and Societies Staff are responsible for this policy.

**APPENDIX I – FURTHER EXPLANATIONS OF DEFINITIONS OF HAZING (SECTION 3)**

There are often intersections between the types of hazing.

* **Physical Hazing**: Any activity that involves physical abuse, injury, or discomfort, such as paddling, whipping, beating, branding, or forced exercise.

Example: Obstacle courses which emulate “military” style training, amazing race around the city which involves participants doing embarrassing and potentially dangerous activities.

* **Psychological/Emotional Hazing**: Any activity that causes mental distress, emotional discomfort, or psychological harm, such as verbal abuse, humiliation, intimidation, or degradation.

Example: Fake first-year tests, which involving “pranking” first years that if they fail the test, they cannot join the group. Any event which involves throwing food, paint, or other substances at people coupled with intimidating and yelling. Tasks which involve personal servitude, for example a first year having to help an older student out with tasks in some capacity.

* **Substance-related Hazing**: Any activity that involves the consumption of alcohol, drugs, or other substances, whether forced or coerced, as part of an initiation or membership requirement.

Example: Drinking games and challenges, challenges involving eating food. If someone might throw-up or become sick from an eating challenge it is not safe.

* **Sexual Hazing**: Any activity that involves sexually explicit or demeaning behaviour, including sexual harassment, assault, or coercion.

Example: Events involving nudity, such as “nudie runs.” Competitions which involve people be rewarded for the amount of type of sexual acts they participate with. Teasing and jokes about a person’s sexual activity. Chants which involve sexual components, such as mocking other groups for having STD’s.

* **Risky or Dangerous Hazing**: Any activity that puts individuals at risk of harm or injury, such as extreme physical challenges, sleep deprivation, or exposure to extreme weather conditions.

Example: Activities which involve students being crammed into small spaces, such as elevators and trams.

* **Social Isolation or Exclusion**: Any activity that intentionally isolates, ostracizes, or excludes individuals from group activities, events, or privileges.

Example: Writing nicknames on people’s foreheads, giving people nicknames that they haven’t chosen or created.

* **Cyber Hazing**: Any activity that involves using electronic or online means to harass, intimidate, or demean individuals, such as cyberbullying, spreading rumours, or sharing humiliating content.

Example: Creating a meme about someone and sharing it on social media, sharing embarrassing pictures of someone online.

**Appointment of Acting Executive Members**

**Adopted 11/2/2009**

**Amended 7/08/2019**

The C&S Committee upholds the right of Club Members to democratically choose the Committee of their Club, and also recognises the importance of facilitating the appointment of Acting Executive Members where a position on the Executive becomes vacant at a time that it is impracticable or impossible to call a General Meeting for the purpose of holding an election. The C&S Department will therefore recognise the appointment of an Acting Executive Member where the following conditions are met:

* A Club Committee may, by a motion passed by a simple majority, appoint any current Non-Executive Committee Member to the vacant Executive position as an Acting Executive Member.
* The Club Committee shall make a submission to the C&S Department including:
	+ Signed Minutes of the Committee Meeting at which the appointment was made. The Minutes shall include:
		- Details of the conditions under which the vacancy arose;
		- Motion by which the Acting Executive appointment was made;
		- Reason it is impracticable or impossible to call a General Meeting immediately; and
		- Date by which a General Meeting shall be held to fill the vacancy by general election.
	+ Any Resignation Letter/s.
	+ Clubs Online Executive List of all Executive members.
* At the same time the Club Committee must also notify the Club Members by email of the vacancy, Acting Executive Member appointment and the date by which a General Meeting shall be held to fill the vacancy by general election.
* The General Meeting must be held within 20 Academic Days of the appointment of the Acting Executive Member, unless exceptional circumstances exist. If such circumstances exist, the granting of an extension shall be by negotiation with, and at the discretion of, the C&S Coordinator or Officer.
* If the club fails to hold the requisite election, it shall be deemed to be in breach of the club constitution and may be disciplined under *Regulation 6.1.d.*

If the Club Committee fulfils these conditions the Acting Executive Member may exercise all such powers as could be exercised by their predecessor within the Club, and will be fully recognised by the C&S Department as holding all the rights and responsibilities of an Executive Member.

This policy only applies if the Club’s own constitution does not have provisions to fill casual vacancies.

**Asset Disposal**

**Adopted 27/07/2017**

**Amended 7/08/2019**

*Regulation 7.2* sets out the rules for UMSU-funded assets, including the annual presentation. From time to time a club fails to present an asset for the annual check, and this policy guides the responses of the C&S Committee.

An UMSU-funded asset is defined as a single item or a group of items, which:

* Have lasting value to the club
* Have a purchase value exceeding $50, or a publication with a value exceeding $15
* Is purposed for ongoing use by the club
* Is funded 50% or more by C&S grants

An UMSU-funded asset is placed on the asset list for three years, the deemed life of the asset, and must be presented annually upon request to the C&S Department.

Clubs may not dispose of assets without permission from the C&S department. An asset that is not presented in the annual check will be deemed LOST unless the club provides evidence otherwise.

Assets that are not presented in the annual check shall be written off, and the club may be disciplined, as outlined below.

Evidence and discipline guide:

LOST ASSETS: A club that has lost an asset will be disciplined with a suspension of Purchases (Assets) category grants for 12 months.

BROKEN ASSETS: A club that presents or claims an asset is broken must provide a statutory declaration outlining the circumstances in which the asset became broken. If the committee deems the breakage irresponsible, the club will be disciplined with a suspension of Purchases (Assets) category grants for 12 months.

STOLEN ASSETS: A claim that an asset has been stolen must be supported by submission of either a police report when the asset is over $100 or a statutory declaration for assets under $100. An unsupported claim will be deemed LOST.

**Audits**

**Adopted 3/6/2011**

**Amended 7/08/2019**

In order to ensure that proper financial records are kept by clubs and reporting procedures are being adhered to, the C&S Committee may order audits of clubs at any time.

Audits will be ordered by the C&S Committee on the basis of concern about a club’s financial reporting raised by a member of the club or by C&S Officer or Coordinator.

No club may refuse an audit and must comply with all reasonable requests involved in the audit.

When the C&S Committee orders an audit, the club will be given two weeks to submit all financial records dated within the time period specified by the Committee. Clubs may request an extension, however it is at the discretion of the Coordinator (for periods before the next Committee meeting only) or the Committee whether it is granted.

Once the records have been reviewed, the club will be informed of any issues and a deadline to give explanations before audit results are reported to the C&S Committee.

If any disciplinary action results from the audit the regular notification procedures will apply.

Hard copy records will not be kept by the C&S Office for longer than a month and will be returned to the club when no longer required. The club can access their own documents during the audit.

**Clubs Online Application for Payment Submissions**

**Adopted 9/03/2016**

**Amended 7/08/2019**

Electronic submission requirements

A club may submit scanned Tax Invoices, Receipts and Event Attendance Lists to make a Clubs Online Application for Payment under the following conditions:

* The club must keep the original documents. Alternatively, the club may submit the original documents to C&S for filing.
* C&S may require submission of original documents at any time to internally audit club submissions. That is, an original document cannot be submitted elsewhere.
* Any one document may only be submitted to Clubs Online once.
* Only clear, complete scanned documents will be accepted.

If an Invoice or Receipt is required more than once

As a document may only be submitted once, if a payment document applies for two or more grants the following process should be followed by the club to submit the Application for Payments:

* All applicable Applications for Payment should be calculated and submitted at the same time.
* For the shared payment document, calculate the payment amount and GST applicable to each grant and record the divided amounts in a Word document.
* Submit the Invoice/Receipt into one of the Applications for Payment, noting the CSF reference number in the Word document with the division calculations.
* Submit the Word document into the other grant/s where Receipts would usually be submitted.

Complete the Calculation fields in all grants using the divided figures calculated above.

Acceptable payment evidence and Tax Invoices

All Applications for Payment must be made with both Tax Invoices and proof that payment has been made.

The C&S Department must be able to discern what was purchased. C&S will reject ambiguous payment documents (e.g. eftpos receipts).

Tax Invoices (see C&S publication “What is a Tax Invoice?”) should always be requested by the club when making grant-applicable purchases. A Tax Invoice is required for all purchases over $82.50. For individual purchases under $82.50 if a Tax Invoice is not available, another unambiguous receipt will be accepted and GST can be calculated by dividing the receipt total by eleven (e.g. GST on $20 is $1.82).

Overseas Receipts

The C&S Department will pay overseas invoices or receipts only when:

* The item(s) purchased is clear.
* The date, amount and currency are easily identifiable and fall within the reasonable and allowable purchase period for the grant.
* Evidence of payment is provided.

The C&S Department will process the payment by converting the international currency into Australian dollars on the date of payment using the conversion tool at http://www.oanda.com/currency/converter/ and then calculating the payment using the regular grant rules.

**Communications**

**Adopted 20/7/2015**

The C&S Communications Policy sets out the appropriate usage of contact information collected within the Clubs and Societies department, and the formal and informal communication channels used within the department, including the contacts database, social media, and bulletin.

The purpose of the C&S Communications policy is:

* to ensure that contact information provided to C&S by clubs and club executives is used in an appropriate manner;
* to ensure that contact information is not exploited by sponsors or other UMSU departments; and
* to ensure that all C&S communication channels are best used to fulfil the aims and objectives of the department.

*Managing the Contact Database*

The database exists to allow official communication between the C&S department and club executives on administration, grants, and events within the C&S department.

There shall be no correspondence to clubs via the database on sponsorship or advertising, which shall be directed to the Communications and Marketing Division.

The database is not to be used as a mailing list for other UMSU departments. The C&S department may however send communication to clubs on other pertinent issues at the direction of the C&S Committee.

It is encouraged that any non-clubs related matters are included as an item at the end of a bulletin rather than as a specific email. This prevents other departments exploiting our database, and protects clubs from receiving excessive non-relevant information.

*Engaging Social Media*

The C&S department uses various social media platforms, including Facebook and Instagram. The management of these platforms is the responsibility of the Clubs & Societies Officer.

As with the database, all sponsorship and advertising requests are to be forwarded to the Communications and Marketing Division.

Non-clubs related posts, particularly those relating to other UMSU departments may be posted at the discretion of the Clubs & Societies Officer or at the direction of the C&S Committee.

**Equipment Use and Hire**

**Adopted 08/12/2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment** | **Length of hire** | **Security Deposit**  | **Cleaning fee** | **Cost of replacement**  |
| Drinks Containers | 3 hours | $10 | $10 | $50 |
| BBQ Equipment Pack | From before BBQ to 11am the following day | $20 | $10 | $50 completeor $5 per item |
| First Aid Kit | From before event/camp until 11am the day following the end of camp | $50 | N/A | $100 |
| Eski | 3 hours | $20 | $10 | $50 |
| Picnic Rugs | 3 hours | $10 | N/A | $20 |
| Trolley | 3 hours | $50 | N/A | $900 |

**Conditions of hiring equipment:**

* All equipment must be booked at least two working days in advance by emailing clubs@union.unimelb.edu.au
* Your hire will be confirmed by reply email.
* Bring the security deposit to the C&S Coordinator and collect your equipment.
* Return the equipment by the deadline, or by any negotiated extended return time.
* Upon return all equipment must be clean. Dishwashing liquid is available from C&S. Any cleaning fee will be withheld from the security deposit.
* All non-consumables must be returned complete.
* Advise staff of any consumables that have been used up. This includes First Aid items that have been used.
* If the equipment is in satisfactory condition the security deposit will be returned.
* If the club does not return the equipment the club will be invoiced the replacement fee. This will not be reimbursed by C&S Grants.

**Contents:**

**First Aid Kit**

1 x 4057 Bag Specimen Biohazard
1 x 1070 Bandage Crepe 5cm
2 x 1080 Bandage Crepe 7.5cm
2 x 1085 Bandage Crepe 10cm
2 x 1181 Bandage Triangular 110cm
1 x 3080 Blanket Emergency Accident
1 x 1210 Cold Pack Instant
2 x 2050 Dressing Combine 10cm x 10cm
2 x 223501 Dressing Island Adhesive 8.3cm x 6cm
2 x 2140 Dressing Non-Adherent 7.5cm x 10cm
1 x 353802 Face Shield CPR Without Valve
2 x 305402L Gloves Nitrile Large 2s
2 x 2170 Pad Eye
1 x 2230 Strips Adhesive Plastic 50s
3 x 2020 Swabs Gauze 7.5cm x 7.5cm 3s
1 x 1128 Tape Hypoallergenic 2.5cm x 9m
1 x 3070 Forceps Sharp Stainless Steel 12.5cm
1 x 3130 Pins Safety Assorted 12s
1 x 309105 Probes Splinter 5s
2 x 514000 Sachet Burnaid 3.5g
1 x 515405 Sachet Itch Relief 1g 5s
5 x 5111 Saline Eye and Wound Irrigation 15mL
1 x 3010 Scissors Sharp-Blunt Stainless Steel 12.5cm
10 x 2290 Swabs Alcohol
10 x 505400 Wipes Antiseptic
1 x 3325 St John Emergency First Aid A Quick Guide
1 x 3140 Notepad and Pencil

**BBQ Equipment Pack**

Gloves

Hand Sanitiser

Moist Towelettes

Paper Towel

Bench Wipes

Tongs (3)

Knife (1)

Cutting Board

Dishwashing Liquid

BBQ Wipes

BBQ Scraper

**Expo Participation & Table Hire Conditions**

**Adopted 2/4/09**

**Amended 3/6/09**

**Amended 26/5/10**

**Amended 16/2/2012**

**Amended 19/3/12**

**Amended 17/7/2012**

**Amended 24/7/2013**

**Amended 13/5/2014**

**Amended 27/5/2015**

**Amended 1/9/2015**

**Amended 8/12/2017**

**Amended 13/9/2019**

**Amended 13/02/2023**

**Amended 6/7/2023**

**Schedule of Fees**

|  |  |
| --- | --- |
| Security Deposit | $50 |
| Sponsorship fine | $250 |

* All Affiliated clubs are entitled to a stall at C&S Expos.
* Only Affiliated clubs are entitled to a stall at C&S Expos.
* The Information Centre will usually restrict Union House stall availability during Week 0.
* All clubs participating in a C&S Expo must agree to be bound by the terms and conditions of this Policy.
* No club shall receive preferential treatment in any part of this Policy, regardless of relationship with the C&S Department.

Making a Booking

* It is the individual club’s responsibility to respond to C&S correspondence and make Bookings as stipulated by the C&S Office.
* Only Bookings submitted in the manner stipulated by C&S will be accepted.
* C&S may predetermine the number of stalls and receive Bookings in order of application (Winter) or they may confirm the size of the Expo after Bookings close (Summer). This must be communicated to clubs when Bookings are opened.
* Once the Booking period closes C&S will confirm receipt of bookings. At that time no upward variation on the number of stalls will be made. Late applicants will be placed in order of enquiry on a waiting list and allocated a stall if cancellations are received.

Cancellation

* Cancellation of a booking must be in writing to the C&S Coordinator at least 48 hours before the advertised start time of the Expo.
* A cancellation can only be considered complete if a written reply is received from C&S.
* Clubs that fail to check-in and have not provided sufficient cancellation notice will be invoiced the Security Deposit amount.

Allocation

* Spaces are randomly allocated prior to the Expo.
* Requests for ‘good’ spots or locations with high exposure will be disregarded.
* Special allocation requests will only be considered to allow space for demonstrations directly relating to the aims of the club, or for clubs that would like to be grouped with or separated from specific clubs. Such requests must be made at the time of Booking.
* Allocations will not be available prior to the day.
* Each club will be provided with a weather-protected stall consisting of one trestle table and two chairs. No other equipment is provided (see Use of Electrical Equipment below).There is not space to permit variations, nor is there space for a display to exceed the width of the table.
* When the number of applying clubs exceeds the capacity of C&S to offer all applicants stalls on all days of a multi-day Expo the following provisions shall apply:
	+ Allocation of the Day of attendance will be random within categories of clubs.
	+ Requests for a particular Day allocation may be made upon Booking but must be accompanied by a compelling reason.
	+ Between the advice to clubs of Day allocation up until 48 hours prior to the Day requests for change of Day may be made. Such requests must be accompanied by a compelling reason and will be placed in order of receipt. When a cancellation or another change request creates an opening changes will be facilitated in order of receipt.
	+ Conflicting events must be organized after Day allocations are made and will not be considered a compelling reason to be allocated to a particular Day.
	+ Conflicting obligations/events organised by Faculties will be considered a compelling reason to allocate to a particular Day.

Use of Electrical Equipment

* The availability (or otherwise) of access to electricity will be advised to clubs with the invitation to sign up for the Expo.
* If access to electricity can be provided, a powered site must be requested at same time the Expo stall is booked.
* A club will be provided with a powered site only if full details of the equipment to be powered are provided.
* Only equipment that meets Testing & Tagging requirements can be used at the Expo.
	+ Testing & Tagging will be arranged at a date and place to be stipulated by C&S.
	+ The club is responsible for delivering all equipment and power leads to C&S as required or arranging their own Testing & Tagging.
	+ Only Australian standard equipment may be used at the Expo. No overseas plugs or adaptors will be tested or permitted.
	+ If a club fails to get its equipment Tested & Tagged it will not be provided with access to electricity at the Expo.

Check-In (Collecting the Allocation)

* C&S will confirm check-in details at the latest a week in advance of the Expo.
* Check-in will only be between the times set and advised by the C&S Department.
* Allocation will only be to a member of the club Executive or to the Contact provided at Booking or advised to C&S up to 48 hours before the Expo.
* The Security Deposit is required at check-in. Clubs are responsible for providing the correct deposit as no change can be given. No coins, cheques or credit cards will be accepted.
* A Refund Token will be issued in exchange for the deposit. The club representative checking in is responsible to ensure they have obtained the Token from the C&S staff.

Conditions of Stall Usage: General

* Clubs should be set up before the advertised start time of the Expo.
* Each club will be allocated a numbered space. They must ensure they are set up in that space.
* Clubs must provide the means to accept membership applications.
* Stalls must not be left unattended. If a stall is left unattended the club will forfeit the Security Deposit.
* If C&S-provided equipment is broken or lost the Security Deposit will be forfeit.

Conditions of Stall Usage: Access and Amenity / Risk Management and Safety

* Clubs must abide by all instructions given by C&S Staff.
* Clubs must not conduct recruitment in a way that creates overcrowding, impedes movement of visitors to the Expo or impinges on surrounding stalls. This includes:
	+ Displays, bags and club materials must be stored within the stall area, or off-site storage arrangements must be made. They must not encroach on other club stalls; in front, on tables, or behind the stalls.
	+ Music or amplified noise must be kept to a reasonable level. This is assessed at the discretion of event staff.
	+ Clubs must not take equipment from other stalls.
	+ No roaming recruitment shall be permitted at the C&S Expo.
	+ Clubs may have a maximum of four volunteers at the stall, two of whom are allowed outside of the stall for crowd control and processing memberships in the line.
	+ The club is responsible to ensure new recruits wait in an orderly line in front of the stall.
* Clubs must not create trip hazards and wind-sail hazards with their stall materials. All banners must be secured.
* No alcohol may be consumed or distributed at the Expo.
* A club that causes difficulty to surrounding clubs or otherwise breaches the Access and Amenity / Risk Management and Safety section of this Policy:
	+ Will be required to cease recruitment, pack up and leave the Expo immediately;
	+ Will forfeit their Security Deposit; and
	+ May, at the discretion of the C&S Committee, forfeit their right to attend any Expo for the following 12 months.
	+ May be disciplined for a breach of occupational health and safety obligations (*Regulation 6.1.s*).

Sponsors & Non-Affiliated Groups

* Only the club who has booked the space may use the space.
* No club may host a non-affiliated club at their table or allow any other group or club to use their stall.
* Clubs must not host people from sponsor or external organisations. This includes permitting/inviting them to attend the Expo in any capacity.
* Clubs may carry sponsor materials which must not exceed 10% of a club display. All club sponsor materials must be entirely housed within the club stall.
* If sponsor materials conflict with UMSU-authorised event promoters the club will be asked to remove the materials.
* Clubs may be required to carry UMSU/C&S promotional material on their tables during the Expo (as determined by a motion of the C&S Committee). Such material will be provided by C&S upon check-in and must be prominently displayed on the club table.
* Clubs that are found to host people from sponsor organisations:
	+ Will be required to cease recruitment, pack up and leave the Expo immediately;
	+ Will forfeit their Security Deposit; and
	+ May, at the discretion of the C&S Committee, forfeit their right to attend any Expo for the following 12 months.
* Clubs that breach the Sponsors & Non-Affiliated Groups section of this Policy will forfeit their Security Deposit and will be billed the Sponsorship fine.

Monitoring Stall Use

C&S staff will circulate through the Expo and monitor club stalls and event participation. They will be watching for:

* People roaming the Expo that are promoting (club or sponsor).
* Overcrowding in front of stalls (club volunteers or recruits).
* Any other breaches of the provisions of Access and Amenity / Risk Management and Safety such as excessive amplification or tripping hazards.

A one-warning system shall be utilised:

* C&S staff will clearly communicate in writing to the stall organiser the breach of the policy.
* The breach shall be recorded by C&S.
* Another breach of the same type will result in the club being required to immediately cease recruitment, pack up and leave the Expo, and forfeit the Security Deposit.
* The C&S Committee will review all instances of clubs being removed from the Expo and may determine that the club cannot attend the next Expo.

Check-Out (Getting the Security Deposit Back)

* Clubs are obliged to remain at the Expo until 30 minutes before the advertised finish time (at the earliest) and must complete cleaning up and check-out within 30 minutes after the advertised finish time.
* C&S Staff may circulate the Expo on the day to advise an earlier check-out due to poor attendance or poor weather.
* Earlier check-out may be arranged to accommodate special circumstances by consultation with the C&S Coordinator at least 48 hours prior to the start of the Expo.
* If a club loses the Refund Token they may only obtain the Security Deposit refund after 2 pm on the next work day after the conclusion of the Expo, after C&S has reconciled any uncollected and forfeited deposits. To check out of the Expo:
	+ Pack up all materials, including removing all materials from the marquee and table.
	+ Configure or pack away equipment as directed by C&S staff.
	+ Approach a C&S staff member and request a table check.
	+ The staff member will escort the club representative to the table and check that it is all clear.
	+ If the clean-up is not satisfactory, complete clean up as instructed be the C&S staff member.
	+ When clean-up is satisfactory the C&S staff member will stamp the hand of the club representative.
	+ Go to the C&S stall with stamp and Refund Token to collect the Security Deposit.

**International Student Club Protocol**

**Adopted 13/03/2019**

**Statement of Relationship**

International student groups at the University of Melbourne relate to two departments within the Student Union: UMSU International and UMSU Clubs & Societies. The two departments play different roles in providing resources, services and opportunities to international student groups. This protocol seeks to clarify these roles and the interaction between these departments.

**UMSU International (UMSUI)**

The peak representative body for international student at the University, UMSUI has a mandate to support all international students. As part of this mandate the Partnership and Sponsorship Director and Officers (P&S) relate to the international student community through their clubs.

UMSUI’s relationship with clubs may include the following:

1. offering opportunities for collaboration (such as Festival of Nations and Night Market);
2. provision of resources (grants, facilities, etc.);
3. advocacy relating to international students and/or international student communities. Specifically, collaborating with clubs to tackle issues relating to international students.

UMSUI also supports and provides resources to international student groups who are not affiliated with UMSU Clubs & Societies.

**Clubs & Societies (C&S)**

C&S affiliates student groups, a sub-set of which are international student groups. Affiliates are accountable to and report to C&S, and C&S:

1. ensures minimum standards of financial reporting;
2. gives grants to clubs;
3. provides insurance for club events;
4. ensures compliance on liability issues;
5. provides access to relevant training in club conduct; and
6. is a central resourcing point, with current information about room bookings, grounds bookings, and the variety of resources available through the Student Union.

**Interdepartmental Meetings**

The following interactions are encouraged:

* C&S Officer(s) to be invited to attend UMSUI’s heads of clubs (HOC) meetings. This provides C&S with an opportunity to gain insight into UMSUI’s collaboration with clubs. To optimize communication, it is recommended that UMSUI and C&S meet in the leadup to HOC.
* UMSUI P&S to be invited to attend Clubs’ Council. This will provide UMSUI with an insight into the governance of the C&S department, informing them of key areas of concern for C&S so that communication to and about clubs remains consistent.

**UMSUI International Club Contact List**

UMSUI maintains a list of International Student Groups with which it has a relationship. This list is compiled from information obtained in one of the following ways:

1. through individual clubs approaching UMSUI (including through C&S);
2. through UMSUI approaching clubs engaging in promotional activities (including during club events, and clubs carnival);
3. through UMSUI’s personal connections with club members;
4. through UMSUI liaising with clubs via social media.

UMSUI will refrain from using unsolicited phone calls/emails as a means for approaching clubs.

**C&S Assisting UMSUI in Communicating with Clubs**

C&S shall assist UMSUI in communicating with Clubs in the following ways:

1. **Automatically through AGM acceptance emails:** When C&S emails a new club executive after their AGM is accepted, the message will include a link to sign up to UMSUI’s International Club Contact List.
2. **Upon request through the C&S Bulletin:** UMSUI may request for C&S to include a message in the C&S Bulletin. For example, in the leadup to major events, UMSUI can provide C&S with a 50-100-word promotional piece to incorporate into the Bulletin. To guarantee that UMSUI messages are included in the C&S Bulletin, requests should be made with advanced notice (3 weeks).
3. **Upon request through targeted emails:** Where UMSUI wishes to communicate with one or more clubs that are not on the UMSUI International Club Contact List, C&S may send an email on UMSUI’s behalf. For this to occur the following steps will take place:
* UMSUI representative will compose an email message and forward to C&S Coordinator (clubs@union.unimelb.edu.au)
* The C&S Coordinator will forward the message to the executive of the clubs as requested by the UMSUI representative. The email will go to both personal and club email addresses.
* Emails will be forwarded to clubs within one business day except where the C&S Coordinator is away. It is therefore important to speak to the C&S Coordinator as well as sending the email.

**Grants**

Both departments provide grants, which can give opportunity for double-dipping. Clubs may not receive double funding for an expense, but UMSUI may be able to help clubs make up some losses by providing grants not available from C&S. The UMSUI Treasurer will seek appropriate information from the C&S Coordinator upon receipt of a grant application from a club, that will ensure double-dipping does not occur.

* C&S does not fund events run for profit (i.e. Night Market or Festival of Nations), but UMSUI may provide grants for such events where a club has incurred losses.
* Non-affiliated clubs may apply for grants directly to UMSUI.

**Joint Events Guidelines**

**Adopted 20/7/2015**

Regulation 8.1f. refers to joint events and is as follows:

If two or more clubs apply on behalf of the same event or purchase, a special application can be made to the C&S Committee for both clubs to receive the full amount for which they are eligible. If this application is rejected, the grant funding received will be no more than the limit for a single club, were it to apply for the same grant, and this is to be split equally among the applying clubs.

* Jointly funded events may only be held with other C&S affiliated clubs as only affiliated clubs may apply for grant funding.
* Complete the Joint Events coversheet with the names of all the clubs applying.
* Only one Grant Application needs to be completed. All regular Safe Food Handling and RSA requirements must be completed by one club or a combination of executive members from both clubs.
* For Functions grants, only one Attendance List should be completed.
* Only one Application for Payment and one set of receipts needs to be submitted.
* No joint event may be funded for a greater amount than the total receipts.
* If a joint grant is approved each club may receive up to the cap for the grant category as specified in the Regulations.
* The Application for Payment will be calculated as one payment and divided equally among the applicant clubs.

**C&S Policy**

**Locker Use**

**Adopted 3/11/2011**

**Amended 29/01/2014**

**Amended 20/7/2015**

**Amended 20/7/2015**

**Amended 11/2/2016**

**Amended 6/4/2016**

**Amended 20/2/2020**

**Amended 3/4/2023**

**Amended 6/7/2023**

Clubs that breach any part of this policy may, at the discretion of the C&S Committee, be either ineligible for a locker allocation; or placed at the bottom of the allocation list, in the subsequent year. If such occurs, the club will be advised of the Committee decision and due to the limited availability of the resource the C&S Committee will not consider any further correspondence.

**General Use of the C&S Lockers**

All users of the locker must abide by the following Occupational Health and Safety rules and general space usage rules:

* All club property must be stored ONLY inside a locker.
* Nothing may be stored overhead on the tops of lockers and nothing may be stored on the floor.
* Prohibited items:
	+ Perishable food or drink
	+ Cash or other valuables
	+ Personal items (only materials for club activities may be stored in C&S lockers)
* No storage is provided for tables or other bulky items and they are prohibited anywhere in the locker room.
* Lockers must not be overfilled. The door must close comfortably without requiring force.

If a club is wound up or disaffiliated any club property remaining in the storage area or a locker after one week will be recycled or thrown away.

All damage or theft must be immediately reported to C&S Staff. However, the locker area is not secure and all items are stored at the club’s own risk.

Only the club allocated the locker may use the locker. The club allocated the locker is responsible for the use of the locker.

**Locker Application and Allocation**

Locker Applications will be opened and closed at the time and date set by C&S Staff. This is usually in the first week of February for 3 days.

**Initial Application**

Initial application will be electronic as advised by C&S. Only an Executive member may apply. The following will be required to apply:

* Name of Club
* Name and Executive position of Applicant (only club executives may apply)
* Email address of Applicant
* Details of any other storage the club has use of on campus
* Proposed contents of the locker, relevance to the club aims, and frequency of use
* Agreement to the Conditions of Locker Use (electronic signature)

**Allocation**

At the close of applications C&S Staff will allocate lockers. If the number of applications is more than the number of lockers, applications will be reviewed by the C&S Officers and allocated on merit. Those that are demonstrably necessary for the club operations will be granted first and the remainder in order of application.

**Confirmation & Occupation**

Once allocations are complete all successful locker applicants will be notified. Clubs will be instructed to come to the Information Centre (if amenable to staff) or to the C&S office to receive their locker number and lock during the collection period. Only a member of the executive may receive the allocation. C&S will record all locker and lock allocations as they are collected.

At the end of the collection period:

* Any allocations that have not been collected will be reassigned to the next eligible applicant, and a subsequent collection period notified.
* If any lockers remain unallocated after the end of the second collection period clubs may apply directly to the C&S Office during the year for an allocation, including an additional allocation.
* All clubs that have received an allocation will be sent a confirmation email that includes the allocation and the Conditions of Locker Use.

**End of Year**

By December 1 or upon request by C&S:

* All lockers must be cleared or the contents will be recycled or thrown away.
* Clubs must return assigned locks at the end of the year. A club will be invoiced $20 for the replacement of any lock that has not been returned.

**Conditions of Locker Use**

1. Only a member of the club executive may apply for a locker and receive the allocation and lock.
2. Lockers must be cleared by December 1or upon request by C&S Staff each year or the contents will be recycled or thrown away.
3. If a club is wound up or disaffiliated the locker must be cleared immediately (within one week) or the contents will be recycled or thrown away.
4. All damage must be immediately reported to C&S Staff.
5. No perishable food or drink is to be stored in the locker.
6. No cash or other valuables may be stored in the locker.
7. Only materials for club activities may be stored in the locker.
8. No club materials may be stored outside of the lockers, including overhead.
9. While the student union will endeavour to provide a secure facility, all items are stored in the locker at the club’s own risk.
10. The club may only use the lock provided by Clubs & Societies.
11. The combination locks belonging to C&S must be returned to C&S Staff when the locker has been cleared each year or the club will be invoiced for replacement.
12. The combination of the lock will only be provided to members of the club executive.
13. The locker must be left clean and empty, with all shelves inside, when it is vacated.
14. If the club fails to fulfil any of these conditions of use it may not be eligible for locker use in the following year.

**Pinboard Use**

**Adopted 31/1/2011**

**Amended 16/2/2012**

**Amended 8/12/2017**

No bigger than A4 sheets may be used except during non-peak times and if space permits, A3 may be used but C&S Officers and Coordinator will ask clubs to downsize their poster if board becomes full.

Only use pins to attach posters to the board.

Do not cover other posters – C&S may rearrange posters to maximise board space and posters with the latest future date will be removed and replaced when there is space on the board.

All posters must have the correct UMSU logo in use.

C&S reserves the right to remove posters in any of the following cases:

* Once the advertised event has been held.
* If it has not been authorised by C&S prior to placement.
* If the content contravenes one or more of: C&S Regulations, the UMSU Constitution, Union House Rules or directives by the C&S Committee.
* If the display of the poster does not meet with the stipulations of this policy.

**Satellite Campus Events**

**Adopted 3/08/2017**

**Preamble**

Students at non-Parkville campuses represent an underserved demographic at the University of Melbourne. To ensure that these students get the most out of their SSAF contribution and their time at the University of Melbourne more generally, the C&S department would like to incentivise the running of events at campuses other than Parkville. Our hope is to both encourage clubs based at Parkville to branch out to other campuses and to enable clubs already based at VCA, Burnley and Werribee to be more active.

**Funding structure**

Events whose venue is on a campus other than Parkville will be funded at $7 per green sheet signature for function grants. Purchases and Hiring grants will be funded at 100% of costs up to $250, then 80% of costs between $250 and $500.

**Sponsorship Agreements**

**Adopted 12/10/2017**

**Purpose**

The purpose of this policy is to establish the framework and guidelines for the creation of productive partnerships between UMSU affiliated clubs and societies and the private sector, i.e. sponsorship alliances with corporations, foundations, individuals and other non-government organisations.

A sponsorship is about relationship building and can be a powerful way to build and strengthen partnerships. It is recognised that such alliances can provide important financial and marketing support to potential partners of affiliated clubs and societies while at the same time generate additional revenues to support mission and mandate.

The UMSU Clubs & Societies Committee is dedicated to ensuring that the financial arrangements of affiliated clubs and societies are carried out in an ethical manner that is also compliant with Regulation 7.3.2.

**Policy**

The fundamental principles that shape affiliated clubs and societies relationships with sponsors are:

1. Sponsorship of a club or society in relation to any symposium, project, program or event held by the club or society will not entitle any sponsor to influence any decision of the club or society or UMSU.
2. An affiliated club or society will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship would jeopardise the financial, legal or moral integrity of UMSU and/or the affiliated club or society or adversely impact upon UMSU's standing and reputation in the community. If a sponsor’s products work against UMSU’s aims or the aims of the affiliated club or society (e.g. unhealthy food for a health or fitness club) the sponsorship is prohibited. This includes tobacco, gambling and external tutoring agencies.
3. An affiliated club or society may accept sponsorships as an additional source of revenue generation provided that all sponsorship alliances are developed and maintained within the sponsorship agreement regulations.
4. All sponsorship alliances or partnerships must be consistent with existing UMSU policies and procedures, the affiliated club or society constitution and the club or societies aims and purpose.
5. An affiliated club or society may not accept sponsorships if club’s committee members receive additional benefits from the sponsorship that is not made equally available to all club members.

# sponsorship contracts/letters of agreement guidelines

Sponsorship contracts and letters of agreement involving all affiliated clubs and societies must include the following clauses:

1. **Description of the sponsorship alliance:** The contract will contain a comprehensive description of the item, project or event around which the sponsorship alliance is constructed, including a list of obligations for both parties. Obligations of the parties in market research or sponsorship analysis will be explicitly itemised in the contract. (See also item 7 below.)
2. **Terms of agreement:** the dates for commencement and conclusion of sponsorship alliances must be included in the contract.
3. **Key personnel:** The contract will include the names of the individuals from both parties primarily responsible for the sponsorship, and to whom issues regarding the contract are to be referred.
4. **Limitations on and approval of the use of the affiliated club or society’s name:** The following clause limits the use of the affiliated club or society name by the sponsor in its own internal and external promotion and advertising as per the negotiated arrangements: "*Neither party, in any situation, whether within or outside the parameters of the sponsorship, shall be deemed to be the spokesperson for, or the representative, of the other party*." The accepted use of the affiliated club or society’s word mark, logo or crest must be stipulated in all contracts and agreements.
5. **Exclusivity**: An affiliated club or society may wish to offer outright or industry exclusivity to a sponsor, or the sponsor may request such exclusivity within the sponsorship alliance. Where relevant, the following statement regarding exclusivity will be included in the contract: *"[Name of club or society] agrees that [Name of Sponsor] shall be the sole and exclusive sponsor of [Name of Initiative] for the term of this agreement."*
6. **Financial terms and schedule of payments:** The total value and payment schedule of the sponsorship agreement between the parties will be clearly identified in the contract.
7. **Obligations of the parties to each other**: The obligations of the parties are dependent upon the form of the alliance and will be determined on an individual basis. Responsibility for any market research or program or evaluation duties, reporting, and approvals will be specified in the contract, along with specific criteria and methodologies for the evaluation of the sponsorship.
8. **Breach of contract**: The contract should stipulate what shall occur in the case of a breach of contract; for example: *“Prior to initiating formal notification of breach of contract, the parties will undertake all appropriate and reasonable efforts to resolve the matter. Should these efforts not prove successful within a reasonable time, either party may notify the other of breach of contract in writing. Such notification will require rectification within 14 days. If the breach is not rectified within that time then the non-breaching party may terminate the contract by written notice.”*
9. **Right to discontinue the sponsored program or event:** The contract shall ensure the affiliated club or society reserves the right to cancel the sponsorship should circumstances dictate; for example: *“When circumstances beyond the control of [Name of club or society] force the cancellation or substitution of a sponsored event or project, [Name of club or society] reserves the right to cancel without finding itself financially liable or in breach of contract.”*  If it is intended that the affiliated club or society be entitled to retain any sponsorship funds already paid then this should be specified in the contract.
10. **Right to cancel sponsorship for reputational reasons:** The contract shall ensure the affiliated club or society reserves the right to cancel the sponsorship if matters occurring or becoming known after the signing of the contract make it likely, in the reasonable opinion of either the affiliated club or society or UMSU, that the continued association of the sponsor with the affiliated club or society may cause UMSU to become subject to criticism or otherwise held in disrepute.
11. **Use of property:** The contract shall expressly state affiliated clubs and societies are prohibited from making room bookings on behalf of the sponsor.

A list of contracts/agreements are to be submitted with AGM papers to the Clubs & Societies Department. It is recommended that the affiliated club or society obtain legal advice before entering into the agreement/contract.

**Conflict of Interest**

A conflict of interest occurs when there is a conflict between the private interests of a member of a club or society and the obligations, duties, and/or purposes of the affiliated club or society upon entering into a sponsorship agreement/contract.

Conflicts of interest may be actual, potential or perceived. Effective risk management involves developing strategies for managing potential conflicts of interest that may occur within the context of sponsorship arrangements. Any sponsorship relationship is a business arrangement for the benefit of the parties, not for the benefit of individuals, whether or not they are involved in the transactions.

Actual or potential conflicts of interest posed by a proposed sponsorship arrangement are to be identified in the UMSU AFFILIATED CLUB SPONSORSHIP DECLARATION.

Disciplinary action may be instigated against an affiliated club or society where:

* An individual member of a club or society receives payment (on either a one-off or commission basis) directly from a sponsor;
* An individual member of a club or society enters into employment for a sponsor as a result of a sponsorship contract/agreement being made
* An individual member of a club or society receives a personal benefit or is perceived to receive a personal benefit as a result of a sponsorship contract/agreement.

**Ethical Sponsorship**

The University of Melbourne Student Union (UMSU) is committed to ensuring that its financial arrangements and sponsorships are carried out in an ethical manner. Clubs & Societies affiliated to UMSU should also have this standard of ethics. Clubs and Societies are required to uphold the UMSU constitution, which includes its statement of purposes. Clubs and Societies are reminded that sponsorship deals that promote discrimination with regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin are in breach of the UMSU constitution and C&S regulations and are subject to discipline by the C&S Committee.

Additionally, Clubs & Societies should strive to meet the requirements and standards of the UMSU Sponsorship Policy.

**Sustainability**

**Adopted 4/5/2020**

**Purposes**

The purpose of this policy is to:

* Outline the proper measures Clubs should take to achieve sustainability during their events and other activities.
* Assist clubs in creating a fair and viable system to ensure all events are sustainable and that members are aware of these procedures.
* Ensure that every club takes adequate measures to ensure the environment is being considered during their club activities and promotions through the use of proper waste disposal procedures, consideration of sustainable practices and ensuring all club sponsorships are sustainable and compliant with the UMSU Ethical Sponsorships and Advertising Policy.
* Advocate and promote a sustainable environment for all Clubs & Societies Events.

**Scope**:

This policy applies to:

* All Clubs & Societies Executives and General Committee members at any time when they are representing a Club or Society affiliated to UMSU that is engaging in the development, organisation and/or facilitation of any event or promotional activity.
* All Clubs & Societies Events taking place on and off The University of Melbourne campuses, including but not limited to student camps, unless otherwise specified and approved by Clubs and Societies committee
* All UMSU-controlled spaces and venues

**Responsibilities and Procedures**

1. It is the responsibility of all Executive and Committee members to advocate and promote ethical and sustainable practises during a club event or promotional activity. This may include but is not limited to highlighting/showing signage to members regarding closest bins, having a bin onsite, proper waste disposal in which bin, where possible using the University’s reuse service as opposed to disposable crockery and avoiding promotion of unethical businesses to club members and/or other students.
2. It is the responsibility of the Executive and Committee members to partake in finding other measures to ensure their event is sustainable. This may be through reducing plastics at their event, using biodegradable plastics, bringing reusable bags and containers, utilising the University’s reuse service for crockery and cutlery, using solar power technologies, not using environmentally harmful cleaning products, reusing items safely, considering options that reduce waste for BBQs and other food based events, considering vegetarian/vegan options or other options with lower environmental impact, considering the fuel source for BBQs etc.
3. It is the responsibility of the Executive and Committee members to reduce in any way their use of electricity and gas, wastage of valuable resources and/or pollution when undertaking club business. This may be through the use turning off lights when not in the room or when it is a sunny day, cleaning with water on grass compared to on concrete, taking public transport to deliver goods compared to a car if possible, promotion of sustainable practices to club members, reduction in waste for club events where possible.
4. It is the responsibility of the Executive and Committee members to ensure that any sponsorship approved by the club is ethical and sustainable. It is the responsibility of the Executive and Committee members that any sponsorship of the club meets the sponsorship criteria followed by UMSU and that where questions regarding the ethics of a particular sponsorship arise those questions are directed to the C&S Committee for determination.

**Ticketed Event Management**

**Adopted 21/04/2020**

**Purpose**

The purpose of this policy is to:

* Outline the proper measures clubs can take in creating ticketed events, in order to:
* Assist clubs in creating a fair and viable system to ensure that tickets for events can be advertised, sold and distributed impartially across all club members.
* Ensure that every club member has a fair opportunity to purchase a ticket to a club event.
* Protect clubs from scrutiny if clubs have a ticket limit on an event.
* Relieve conflicts in regard to disputes concerning sale of a limited number of tickets to an event.

**Scope**

This policy applies to:

* All Clubs & Societies Executives and General Committee members at any time when they are representing a Club or Society affiliated to UMSU that is engaging in the sale of tickets for an event or involved in the development, organisation and facilitation of an event.
* All club events taking place on and off The University of Melbourne campuses, including student camps, unless otherwise specified.
* All club members seeking to obtain tickets to a club event.

**Responsibilities and Procedures**

1. It is the responsibility of all Executive and Committee members to advocate and promote the sales of tickets to all their members. This may be completed through social media (Facebook, Instagram etc), however, it is fundamental and necessary to promote ticket sales to members via email to ensure that all members are notified of the ticket release/pre-release/sold-out as soon as possible.
2. It is the responsibility of the Executive and Committee members to clearly advise members in advance if only one platform will be used to sell tickets (recommended), and what that platform is. Otherwise all communication channels must be monitored and timely attention given to all requests for tickets.
3. If an event has a limited number of tickets available, Executive and Committee members must adhere strictly to:
	1. Clear communication to all members well in advance, of limited ticket availability and the time and location of ticket sales.
	2. Proper and transparent administration of ticket sales, including preparing and maintaining a centrally managed list of ticket sales in order.
	3. Timely communication when tickets are sold out.
4. It is the responsibility of all Executive and Committee members to provide and send out tickets to purchasers, either through club email, a third party provider (eg:Qpay), or a physical hard copy of the ticket.
5. It is the responsibility of all Executive and Committee members to ensure that they have adequate documentation of all tickets purchased including members’ names (first and last), date of purchase, date of event, location of event and confirmation of purchase.
6. It is the responsibility of all Executives and Committee members to not, by any means or circumstance, discriminate, disallow or prevent someone from attending an event based on gender, sex, race, ethnicity, religion, disability, physical statue, social/political view or personal matter/conflict. Failure to comply by these and with Regulation 10, Code of Conduct, of the UMSU Clubs and Societies Regulations may result in disciplinary action.
7. Ticket sales must at all times comply with Regulation 7.3.1.b, that no more that 20% of tickets may be offered in a presale to the club committee.

**Training Enrolments**

**Adopted 06/03/2018**

**Purpose and Scope**

The purpose of this policy is to:

* Maintain financial sustainability of the trainings scheduled by C&S
* Ensure training enrolees consider the resources they are provided and do not deprive others places in scheduled training.

This policy sets out the confirmation and cancellation procedures of resource training sessions that are size-limited and/or put on at a cost to the department. Any training to which this policy applies will be designated by the committee and shall be advised at the time of enrolment and confirmation. This includes the notice enrolees will receive of Confirmed enrolment in a training session, notice to be given to withdraw from training, the consequences of failure to withdraw from training in a timely manner, and evidence required to be excused for non-attendance.

**Training Costs**

Safe Food Handling and Responsible Service of Alcohol certificate training is provided at a cost of $50 per enrolment. Payment requirements will be advised when the sessions are opened for enrolment and may include pre-payment, pay-on-the-day and payment by UMSU department.

* Club Executives: $50
* Student Office Bearers/UMSU International/Volunteering Directors: Cost is covered by the respective department/program.

Other training is free of charge.

**Confirmation**

UMSU will confirm by email that the training session will go ahead, and enrolment in the session is confirmed no later than one week in advance of the training session. At that time enrolments are considered Confirmed. If a session has not attracted sufficient enrolees the session will be cancelled, and enrolees notified at this time.

Any subsequent enrolments (if places are available) will be confirmed no later than three business days before the session starts and shall also be considered Confirmed.

**Withdrawing from a Training Session**

Any cancellation of a Confirmed enrolment must be made at least two business days ahead of time or the participant will be charged $50. This applies to both Certificate training and all size-limited training. Cancellation is by email to clubs@union.unimelb.edu.au.

**Untimely Withdrawal and Failure to Attend**

Any individual who cancels late or does not attend the training will be invoiced $50, unless a medical certificate or other reasonable evidence of inability is provided. This applies to all enrolees including individual UMSU Officers and other UMSU department enrolees.

If a Club enrolee fails to pay the invoice within 14 days from the issue date, then the Club will be invoiced. It then becomes the responsibility of the club to follow up the student for the debt or pay on their behalf. If a club fails to settle an outstanding debt with the University of Melbourne Student Union, then it will be disciplined (Regulation 6.1.m).