

YOUR PLAIN LANGUAGE GUIDE TO USING THE WHOLE OF UNION FUND

Thinking of passing money from the Whole of Union fund? It's likely that it's a bit more complex than you thought.

R13 of the [UMSU Financial Regulations](#) (Regulations) sets out all you need to know about accessing money from the Whole of Union Fund (WoU).

WHO CAN APPLY

Firstly, the Regulations make it clear that the fund is ***exclusively for the funding of cross-departmental and cross-campus activities, projects, and/or events***. So, you can only access money from the WoU where it is to be spent on an activity or program that incorporates the purposes and responsibilities from two or more Departments AND/OR where the expenditure will benefit both unimelb students, AND students of another University.

In the case of cross-campus projects (such as a conference) then the applicants for the funds must be Officers, Voting Council Representatives or Committee members (or equivalent) from a student organisation at that other university.

HOW MUCH CAN I APPLY FOR

You will need a two-thirds majority to pass more than 2.5% of the total amount allocated to the Whole of Union Fund in a single motion (application). So, for example, in 2022 the WoU fund had \$40 000 allocated. This means, a motion to pass more than \$1000 will need a two-thirds majority in 2022.

HOW DO YOU APPLY

If you are looking for funds amounting to less than **\$1500** – then you can apply to the Operations Sub-Committee. For anything more than \$1500, you must apply to Students' Council.

This amount may change if the SSAF UMSU receives increases or decreases in a given year (it's indexed to that change).

Whether you go to Operations Sub-Committee or Students' Council - you need to make an application in writing. Generally, and most conveniently, this will be in the form of a motion [see below].

HOWEVER, the motion needs to include some specific things – above and beyond what a motion to pass money at a committee would involve.

The motion (application) must specifically address each of the following:

- How the event or activity will benefit students and/or UMSU
- How the event or activity falls into the aims and objectives of UMSU or the specific departments seeking the funds.
- A complete list of everyone else who is putting money into the event or activity and how much they are contributing (or might contribute).
- A clear statement that you will report back to Council in writing on the way the funds were used in a reasonable time.
- A clear statement that you will only use the funds in the manner you have set out in your motion (application).
- What will the money be spent on exactly and how it will be apportioned, as well as any revenue that might be raised by the event or activity.

A template motion is at the end of this explainer.

HOW IS IT DECIDED

Similar to the sorts of things which should be considered when passing any money, Students' Council or Operations Sub-Committee must consider the following when making a decision whether to pass the motion or not:

- How much is it and is there enough in the budget to cover it.
- Does the way it is to be spent fit with UMSU's and/or the department's aims.
- Whether UMSU has provided funding for the same event or activity in the previous two years.
- How equitably the funds are to be distributed – so that they are not disproportionately benefitting a single group of students or just one person.
- If the activity or event really needs to be funded by WoU or if it could be done for a smaller allocation or doesn't need it at all.

The decision needs to be minuted and include a summary of why the motion was carried or not. So, unlike most motions, the reason for whether it passes or not needs to be minuted. This means that after the vote, there needs to be an explanation provided that summarises the reason for the majority's decision.

As above, any more than 2.5% of the total WoU budget needs a two-thirds majority to pass.

WHAT IF IT'S NOT USED THE WAY THEY SAID IT WOULD BE USED

If the General Secretary has moved the motion to pass the money at Students' Council – that's the end of the story. Any disputes would be made under the Council Charter. However, where the money is moved by anyone else and/or it goes to Operations Sub-Committee – and it becomes clear that the money hasn't been spent in the way it was put in the motion (application) then it needs to be returned.

The General Secretary will be responsible for chasing the return of the funds.

TEMPLATE MOTION TO PASS MONEY FROM WHOLE OF UNION FUND

Preamble

[Event or activity] will benefit [UMSU/students] by [how it will benefit]. The [Event or activity] serves the purposes of [UMSU/student departments] by [way in which UMSU or departments' purposes are furthered by proposed expenditure]. The following [student departments/other student orgs] are each contributing \$[amount].

[name of department/org] - \$[sum of money]

It [is/is not] anticipated that this [event/activity] will return revenue. [If expected to raise revenue - The expected return is \$sum].

Motion

That Students' Council pass \$[sum of money] for [purpose]. That the recipients of this grant of money will provide a written report back to Students' Council by [date or meeting number]. That the recipients warrant they will only use the grant of funds in the manner specified in this motion.

Carried/failed

Notes:

- check required proportion of vote to pass the amount of money requested.
- The majority must provide summary reasons for their decision for or against the motion.