

# UMSU Regulations for the affiliation of Student Theatre Groups

Adopted: [12<sup>th</sup> July 2023]

Last Amended by Students' Council:

[12<sup>th</sup> July 2023 ]

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## **1. INTRODUCTION AND PURPOSE**

These Regulations are made pursuant to C19 of the Constitution and must be read in conjunction with the Constitution and policies of UMSU. These Regulations (including any amending Regulations) must be posted on the UMSU website as soon as they have been adopted by Students' Council.

The purpose of these Regulations is to set out the affiliation requirements to become an official STG with UMSU/UHT. Affiliation with UMSU/UHT is free. Some of the benefits of affiliation include: access to grants, free rehearsal space, subsidised venue hire, participation in UMSU's promotional expos, access to locker facilities, promotion of events, support from UHT's production team, mentorship opportunities and public liability insurance cover.

## **2. TERM**

These Regulations will take effect when they are adopted by Students' Council and are effective until such time as they are revoked, amended or replaced by Students' Council.

## **3. GENERAL**

- (a) STGs must strive to be inclusive of all students at the University and create fair and transparent process for auditions and production call outs. STGs should make real and significant attempts to include the voices of marginalised groups on campus. STGs can seek the support of the UHT office to help establish processes and policies in this area. A STG cannot expel a STG member for any reason which may constitute unlawful discrimination.
- (b) To become affiliated with UMSU/UHT and maintain affiliation, all STGs must comply with these Regulations.
- (c) No additional requirements may be imposed by UMSU/UHT on STGs other than the requirements set out in these Regulations.

## **4. AFFILIATION REQUIREMENTS**

### **4.1 Eligibility**

To be eligible to become a STG, there must be at least 10 applicant members who are current University students. The applicant members must:

- (a) register the STG by completing the affiliation application form (as updated from time to time) on the UHT website;
- (b) elect at least 3 office bearers from amongst the 10 applicant members who are current University students;
- (c) have a governing document which may be the STG Model Constitution or the applicant's own governing document, which meets the requirements set out in R4.4(a) and has been adopted by the members. If the applicant chooses to adopt its own governing document, the governing document is subject to the approval of UHT staff, which must not be unreasonably withheld; and
- (d) agree to abide by these Regulations.

## 4.2 Application

- (a) An application to become a STG must be made in writing using the affiliation application form (as updated from time to time) on the UHT website. The following information must be provided as part of the application:
  - (i) current information for three office bearers (the three office bearers cannot be office bearers of another STG);
  - (ii) current membership list;
  - (iii) the governing document which has been adopted by the members; and
  - (iv) a current bank statement in the name of the applicant with a minimum balance of \$25.
- (b) Affiliation with UMSU/UHT lasts for one year from the date that the application is approved by a UHT staff member.
  - (i) **New applications for affiliation:** New applications for affiliation can be lodged through the UHT website at any time during the year in consultation with the UHT office.
  - (ii) **Existing STGs that are re-affiliating:** For existing STGs, timelines for re-affiliation will be posted on the UHT website each year. Unless expressly stated otherwise, the expectation is that applications for re-affiliation will be submitted by week 3 for applications submitted in semester 1. Applications for re-affiliation must include the current information of three office bearers.

## 4.3 Admission

- (a) Admission to become a STG is a four stage-stage process and can take up to two weeks (or more if additional information is required):
  - (i) a UHT staff member will undertake a preliminary check of the application, request for additional information (if required) and determine whether to accept or reject each application before sharing the outcome of the application with the Creative Arts Committee;
  - (ii) the Creative Arts Committee will note the UHT staff member's decision and provide written confirmation that the decision has been noted within one week of receipt; and
  - (iii) a UHT staff member must promptly notify the applicant in writing of the outcome of the application, which will be subject to the successful completion of a risk management assessment pursuant to R4.6(a)(i). Affiliation will not be unreasonably withheld if the risk management assessment takes longer than two weeks.
- (b) An application will be rejected by the UHT staff member if:

- (i) the application indicates that the applicant intends to promote objectives which are militaristic, sexist, racist, homophobic, or promote racial, sexual or religious discrimination;
  - (ii) the anticipated activities of the applicant cannot be covered by UMSU's public liability insurance;
  - (iii) the applicant is unable to demonstrate to UHT that it is established to primarily service University students and is promoting a student-led agenda;
  - (iv) the applicant is already affiliated with, is seeking affiliation with or is deemed in the Creative Committee's sole discretion to be more appropriately affiliated with UMSU's clubs and societies in accordance with C12.3; or
  - (v) the application does not meet the eligibility criteria in R4.1.
- (c) Following affiliation, a STG will be able to conduct activities and book rooms and venues that are located at the University.

#### 4.4 **Governance and compliance with policies**

- (a) If the applicant does not use the STG Model Constitution, the governing document of the applicant must address the following key matters:
- (i) membership: that the minimum number of members is ten;
  - (ii) office bearers: office bearers must be members. There must be at least three office bearers who are to be elected annually at an annual general meeting by a majority of votes of members who are present and voting at the meeting;
  - (iii) annual general meeting requirements: that at least one annual general meeting must be held every calendar year during the academic period, but no later than the end of September; and
  - (iv) financial records: that proper financial records are kept in accordance with all legal and regulatory requirements.
- (b) The applicant may wish to include the following additional matters in its governing document:
- (i) additional annual general meeting requirements:
    - (A) the chairperson of the meeting: who will preside as chairperson;
    - (B) the agenda should include the following matters: previous year's office bearer reports, approval of the applicant's financial statements, approval of the applicant's governing document (if appropriate), election of new office bearers; or
    - (C) that the minutes of the annual general meeting should be recorded and include at a minimum an attendance list and the key proceedings of the meeting;

- (ii) proceedings of meetings of the office bearers;
- (iii) proceedings of applicant member meetings;
- (c) STGs must comply with the following documents, guidelines and policies:
  - (i) Guidelines for a Happy Healthy Theatre Community;
  - (ii) UMSU's Disability, Access and Inclusion policy;
  - (iii) Code of Conduct for UMSU Affiliated Groups set out in Appendix 1;
  - (iv) Union House Theatre's Rehearsal Room Policy;
  - (v) UMSU's Alcohol policy;
  - (vi) UMSU's Camp Guidelines;
  - (vii) UMSU's Music licensing information sheet;
  - (viii) UMSU's Online Events Resources;
  - (ix) UHT's Venue Hire Conditions (where relevant);
  - (x) UMSU's CovidSafe Club Events Resources; and
  - (xi) Any other policies and procedures as advised by UMSU/UHT from time to time.

#### 4.5 **Banking and finance**

##### (a) **Bank accounts**

At all times, a STG must maintain a bank account in the name of the STG. The office bearers must ensure that:

- (i) UHT has current bank account information (including bank account name and BSB number);
- (ii) All transactions (apart from petty cash reimbursements) are transacted through the bank account;
- (iii) Bank account signatories are updated within two weeks of an office bearer election;
- (iv) the bank account mailing address is a physical mailing address (UHT can assist by allocating a mailbox on campus or authorise use of a permitted faculty or college mailing address);
- (v) there are at least three office bearers listed as bank signatories; and
- (vi) all withdrawals from the bank account are authorised by two bank signatories.

(b) **Financial decisions**

- (i) The office bearers of a STG must ensure that there is a financial management policy which clearly sets out the basis of financial expenditure, the purpose of the expenditure, how funds are derived (if relevant) and how expenditures are approved.
- (ii) Financial disputes or issues can be escalated to UHT's Artistic Director for support.

4.6 **Risk management and insurance**

(a) **Risk Management**

- (i) Prior to affiliation or re-affiliation, the office bearers must:
  - (A) complete a risk management assessment for all STG activities;
  - (B) review the completed risk management assessment with UHT's Production Coordinator; and
  - (C) circulate the reviewed risk management assessment to the STG membership and take steps to ensure that STG members are familiar with the risk assessment.
- (ii) Prior to hiring a venue for the purpose of undertaking theatre activity the office bearers must complete a separate risk assessment.
- (iii) STGs should undertake a risk assessment and take steps to ensure that relevant insurance certificates are obtained before commencing any offsite activities at external venues.

(b) **Public Liability Insurance for offsite activities**

Office bearers must complete a risk assessment that has been endorsed by a UHT staff member in order to be covered by UHT's offsite public liability insurance. Unless and until the risk assessment is completed to the satisfaction of a UHT staff member, the STG will not be covered by UHT's offsite public liability insurance.

4.7 **Discontinuing of a STG**

- (a) A STG may discontinue and cease operating. A STG may only be discontinued if the process set out in the STG's governing document is followed.
- (b) If a decision is made to discontinue the STG, the office bearers of the STG must provide written notice of the decision to UHT. Upon receiving notification of the discontinuation, UHT will determine the appropriate next steps including providing requisite support to the STG and notifying the Creative Arts Committee.

4.8 **Liaison between the STG and UHT**

- (a) The Office bearers of the STG are always the first point of contact for STG members.
- (b) UHT will not intervene in the day-to-day running of a STG except if there is a breach of these Regulations, UHT's assistance is sought or if UHT's support is required in accordance with the Regulations and policies. However, UHT support is available if matters between STG members cannot be resolved internally.

#### 4.9 Privacy

Office bearers of a STGs must ensure that the STG is complying with its obligations under relevant privacy legislation at all times.

## 5. DEFINITIONS

5.1 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.

5.2 For the purpose of these Regulations, the following definitions also apply:

**“Constitution”** means the Constitution of UMSU (as amended from time to time), and any reference to **“C”** immediately followed by a number refers to that section or subsection of the Constitution.

**“Creative Arts Committee”** has the same meaning given to the term in the Constitution.

**“General Secretary”** has the same meaning given to the term in the Constitution.

**“officer bearers”** means the members of the governing body of the applicant or the STG (as the case requires).

**“Officers”** has the same meaning given to the term in the Constitution.

**“Regulations”** means these Regulations, and any reference to **“R”** immediately followed by a number refers to that rule or sub rule of these Regulations.

**“Students’ Council”** has the meaning given to the term in the Constitution.

**“STG”** means a student theatre group that is affiliated with UMSU.

**“STG Model Constitution”** means the document set out in Appendix 2.

**“UHT”** means Union House Theatre, which is the staff department for extracurricular student theatre and performance at UMSU.

**“UHT Artistic Director”** means the Artistic Director at UHT.

**“UHT Production Coordinator”** means the Venue and Production Manager at UHT from time to time.

**“UMSU”** has the same meaning given to the term in the Constitution.

**“University”** has the same meaning given to the term in the Constitution.



**6. INTERPRETATION**

- 6.1 Where these Regulations are inconsistent with the Constitution, the provisions in the Constitution will prevail to the extent of any inconsistency.
- 6.2 Words of expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.

## **APPENDIX 1**

### **Clubs and Societies Code of Conduct for Affiliated Groups**

#### **1. General**

Clubs must abide by the code of conduct at all times.

#### **2. Purpose**

The Clubs and Societies Code of Conduct is a document that supports the fundamental goal of Clubs and Societies in fostering an inclusive and positive culture within and between clubs, in order to provide students with events and activities in a safe and welcoming environment.

This code requires club executives to:

- (a) Agree to abide by the Code of Conduct
- (b) Agree to abide by Clubs and Policies and regulations
- (c) Agree to abide by the University of Melbourne's conduct policies as they relate to students
- (d) Acknowledge that Clubs and Societies may take disciplinary action against the club if there is a breach of the Code of Conduct, policies and regulations.

#### **3. Scope**

This code applies to the Clubs and Societies committee, clubs as entities, and the club executives as the students responsible for the running of clubs. The code of conduct serves as a guiding document for club operations in general. It covers expected behavior while club business is being conducted, including events, communications with members, and the responsibility that the committee has to the Clubs and Societies department.

#### **4. Values**

These principles underpin the expected conduct of club executives. Clubs and Societies demonstrates its commitment to these values

#### **5. Respect**

Clubs and Societies seeks to treat everyone with courtesy and to be considerate towards others in all circumstances. Clubs and Societies promotes the wellbeing and safety of club members at all times.

#### **6. Inclusivity and accessibility**

Clubs and Societies aims to treat people fairly, and to work to create an environment that promotes mutual respect and accessibility. This involves being culturally inclusive, and actively working to be aware of the specialised needs of others and ensuring events are accessible.

#### **7. Responsibility**

Clubs and Societies seeks to be consistent in fulfilling any tasks and roles required of the position of a club committee member in a timely manner and to a satisfactory standard. This includes the respectful treatment of power relationships, and not misusing funds or other privileges provided by UMSU and Clubs and Societies.

**8. Transparency and accountability**

Clubs and Societies aims to act with integrity when dealing with all club matters and promotes a trusting relationship between all parties by communicating openly.

**APPENDIX 2**

**STG Model Constitution**