# C&S Committee Policies

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*Policy published as separate documents are indicated in italics*

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Activity Reporting
Adopted 23/11/2014

Ensuring compliance

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

Grants administered by the C&S Department and must relate to the clubs aims (Regulation 8.1.e). After all timely Applications for Payment have been processed, a minimum of two weeks after the end of semester, processed Function grants can be sorted into events that have more or less than 10 attendees. Function grants with 10 or more attendees are designated as an ‘activity’ for the purpose of fulfilling Regulation 5.4.

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

Clubs that have not had two Function events with more than 10 students attending will then be invited to submit evidence of compliant activities. Evidence will be in the form of a photo of participants or an Event Attendance List. This submission of evidence should also be accompanied by a brief explanation on how the event is in fulfilling the club’s aims.

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 Function 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 brought 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 activity reporting

It is reasonable that a club that has not been sufficiently active for a semester is Disaffiliated.
Appointment of Acting Executive Members

Adopted 11/2/2009

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 submit to the C&S Administrator 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, the motion by which the Acting Executive appointment was made, the reason it is impracticable or impossible to call a General Meeting immediately, and the date by which a General Meeting shall be held to fill the vacancy by general election.

- At the same time the Club Committee must also notify the Club Members 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 to this time-limit shall be by negotiation with, and at the discretion of, the C&S Administrator or Officer.

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.
BBQ Equipment Pack Policy

Adopted 23/3/2009
Amended 16/2/2012
Amended 14/2/2013

- To reserve use of the Pack, you must make the booking in the booking book at least the day before. Please ensure you have not booked it at the same time another club has. Any club may use the pack, and allocation of use shall be on a first-come basis.
- When you collect the Pack, please sign it out and leave your $20 security deposit with the C&S Administrator, UMSU Admin Officer or C&S Officer.
- The Pack has the following contents, which will be replenished by C&S:
  - Gloves
  - Hand Sanitiser
  - Moist Towelettes
  - Hair bands
  - Paper Towel
  - Bench Wipes
  - Tongs
  - Knife
  - Cutting Board
  - Dishwashing Liquid
  - BBQ Wipes
  - BBQ Scraper
- The BBQ Pack will be in your care from before your BBQ until 11 am the following day (or earlier if you have access to hot running water on campus!).
- When it is returned:
  - The equipment must all be clean (no spills of chemicals, no grease). One of the OBs or Administrator will check its cleanliness and return your deposit if the condition of the Pack is satisfactory.
  - Please advise C&S of anything that has been used up when you return the Pack.
- If you do not clean all the items or if an item is missing you will be required to pay a cleaning fee of $10, or pay a replacement fee of $5 per item lost.
- If you lose, damage or ruin the Pack, you will be required to pay $50 to have the Pack replaced. This will NOT be reimbursed by C&S Grants.
- If you return the Pack late, you will forfeit the right to use the Pack for a month.

Drinks Container Bookings

Amended 16/2/2012

- To use the drinks container, you must book it at least the day before, in the Booking Book. Please ensure you have not booked them at the same time another club has.
- When you come and collect the container/s, please sign it out in the Booking Book.
- You have use of the drinks container for a period of 3 hours, at the end of which it is to be cleaned and returned to the C&S office. Dishwashing liquid is available from the C&S Office. One of the OB’s or Administrator will checks its cleanliness.
- If you do not clean the drinks container after use, you will be required to pay a cleaning fee of $5
- If you lose, damage or ruin the drinks container, you will be required to pay to replace the drinks container ($50 per container). This will NOT be reimbursed by the C&S Grants system.
- If you return the drinks container late, you will forfeit the right to use the container for 2 weeks
C&S Communications Policy

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.
C&S Policy

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 13/5/2014
Amended 27/5/2015
Amended 1/9/2015
Amended 13/5/2014
Amended 27/5/2015
Amended 1/9/2015

Schedule of Fees

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- 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 C&S Committee may make provision, in advance of the Expo by a motion, for groups affiliated to another Melbourne University organisation to participate in the Expo at a cost to be set by the Committee in the same motion.
- All groups 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.
- Any on-campus recruitment during Orientation must be at a C&S Expo stall or a C&S approved event.

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 (MYO) or they may confirm the size of the Expo after Bookings close (February Orientation). The administration of the Expo 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. C&S will confirm Booking and Check-in details at the latest a week in advance of the Expo.
- A Booking entitles a club to provision of a weather protected stall consisting of one trestle table and two chairs. No other equipment is provided (see Use of Electrical Equipment and Provision of Pin-Boards below).

Cancellation

- Cancellation of a booking must be in writing to the C&S Coordinator at least 24 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 requests will only be considered to allow space for performance and/or demonstration 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 allocated only space for one table. 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:
  • Allocated of the Day of attendance will be random within categories of clubs.
  • Requests for a particular Day allocation may be made upon application 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.

**Use of Electrical Equipment**

• Access to Electricity must be booked at same time the Expo stall is booked.

• A club will be provided access to Electricity only if details of the equipment to be powered are provided. The club must advise how many power-points are required and what the devices there are that require power.

• Organisation of Electricity is at a cost. Payment must be made by the deadline instructed by C&S and is entirely non-refundable, except where a club cancels their booking (see Cancellation above).

• 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.

• Only equipment that passes testing & tagging can be used at the Expo.

• 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.

**Provision of Pin-boards**

• C&S will advise with Expo information if pin-boards will be made available.

• Clubs must pay for pin-boards by the deadline instructed by C&S. If no payment is made no pin-board will be provided.

• C&S will return the money if it cannot provide a pin-board.
• If pin-board numbers are limited, pin-boards will be provided in the order that payment was received.

Check-In (Collecting the Allocation)
• Check-in will only be between the times set & advised by the C&S Department.
• Allocation will only be to a member of the club executive (showing an Executive Card).
• 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.
• An Orientation 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
• Clubs must not conduct their stall in a way that impinges on surrounding stalls. A club that causes difficulty to surrounding clubs will be required to cease recruitment, pack up and leave the Expo immediately, forfeiting their Security Deposit. This includes:
  • Displays, club materials and staff must stay within the club stall and 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.
  • Clubs must not take equipment from other stalls.
• Each club is allocated one table and two chairs only.
• The Information Centre will usually restrict Union House stall availability during theme weeks.
• 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.
• 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.
• No roaming recruitment shall be permitted at the C&S Expo.
• Clubs must abide by all instructions given by C&S Staff.

Risk Management and Safety
• Clubs must be mindful of surrounding clubs when signing up members and should not over-staff their space as this causes over-crowding.
• Materials must be stored within the stall area, or off-site storage arrangements made.
• Clubs must be mindful of not creating trip hazards and wind-sail hazards with their stall materials.
• No alcohol may be consumed or distributed at the Expo.
• Breaches of the Risk Management and Safety section of this Policy will result in forfeit of the Security Deposit.

Sponsors & Non-Affiliated Groups
• Only the club who has booked the space may use the space.
- Clubs must not host people from sponsor organisations.
- 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 C&S sponsors the club will be asked to remove the materials.
- Clubs may be required to carry Student Union 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.
- No club may host a non-affiliated club at their table or allow any other group or club to use their stall.
- Clubs that are found to host people from sponsor organisations will be asked to pack up their stall and leave immediately.
- Clubs that are found to host people from sponsor organisations will 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 be billed the Sponsorship fine.

**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.
- To prepare to check out all materials must be packed up, including removing all materials from the marquee and table and configuring equipment as directed by C&S staff.
- When the club is ready to check out a representative must 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 instructions will be given to complete the clean-up. When clean up is satisfactory the C&S representative will stamp the hand of the club representative who may then return to the C&S stall to collect the Security Deposit.
- A club will only be able to obtain a refund of the Security Deposit if they return the Orientation Refund Token upon check-out.
- If a club loses the 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 uncollected and forfeited deposits.
International Student Club Protocol

Adopted 20/10/2009
Amended 3/11/2011
Amended 16/2/2012

Facilitating an Integrated Approach for MUOSS and UMSU Clubs & Societies

Statement of Relationship

International student groups at the University of Melbourne relate to two departments within the Student Union: Melbourne University Overseas Student Service and UMSU Clubs & Societies. The two departments have particular and differing roles to play in providing resources, services and opportunities to international student groups. This protocol seeks to clarify these roles and the relationship and expectations of the two departments with regard to each other.

Melbourne University Overseas Student Service (MUOSS)

MUOSS has a mandate to provide support to all overseas students as it is the peak representative body for all International students at the University of Melbourne. As a part of this mandate the Partnership and Sponsorship Officer relates to the international student community through their clubs. Such relationship is for the offering of opportunities (such as Festival of Nations and Night Market) and provision of resources (grants, facilities).

MUOSS also supports small groups of overseas students who do not qualify for C&S affiliation by providing space to meet in the Lounge and small grants for events held on campus.

Clubs & Societies (C&S)

C&S affiliates student groups, a sub-set of which is the international student groups. Affiliates are accountable to and report to C&S. C&S ensures minimum levels of financial reporting and gives grants to clubs. It also provides insurance for club events and ensures compliance on liability issues. It provides access to relevant training in club conduct. It is a central resourcing point, with current information about room bookings, grounds bookings, and the variety of resources available through the Student Union.

Interdepartmental Interactions

The following interactions are encouraged:

- In August (start of MUOSS term of office) and February (start of UMSU term of office) there shall be a meeting of the MUOSS Partnership and Sponsorship director, MUOSS Partnership and Sponsorship Officers, MUOSS Treasurer, MUOSS Cultural & Social Director, MUOSS Project & Admin Officer, C&S Administrator and C&S Officer(s)
- C&S Officer(s) to be invited to attend MUOSS ‘heads of clubs’ meetings
- MUOSS representative to be invited to attend Clubs’ Council

Communication

Opportunities and resources should be made equally accessible to all international student groups, and as such it is important to maintain a flow of communication between MUOSS and the Clubs & Societies office to ensure full and timely dissemination of information.

The C&S office holds the most up-to-date contact information for club executives and will provide timely support to MUOSS to communicate with clubs. Club Executives’ personal information is handled subject to our privacy policy and cannot be disclosed for purposes that
are not consistent with this policy. The policy states that personal information cannot be disclosed to anyone other than the UMSU Manager, UMSU Secretary and C&S staff (Officer(s) and Administrator). The only exception is where a club executive member has given permission for their personal details to be released to an enquirer.

The C&S Administrator will regularly advise the MUOSS Project & Admin Officer of the list of affiliated clubs, particularly when any international student club is affiliated, disaffiliated or wound up.

MUOSS and UMSU C&S will work together in two ways to facilitate communication.

1. When international student clubs submit their AGM papers to C&S they will be asked to designate 2 MUOSS contacts from among their newly elected committee members. These details will be passed directly to the MUOSS Project & Admin Officer to maintain an up-to-date contact list for use within MUOSS. MUOSS representatives will be able to obtain details from the MUOSS Project & Admin Officer when they wish to contact individuals, and the MUOSS Project & Admin Officer will send emails to the group on behalf of MUOSS representatives.
   - MUOSS Partnership and Sponsorship Officers will maintain a separate list of non-affiliated student groups, which shall be updated.

2. If MUOSS representatives wish to invite other or all clubs to an event an email can be sent from the C&S database. The following steps should be taken:
   - In the case of events, forward planning is the key to timely communication. A short meeting between the MUOSS representative and the C&S Administrator should establish when and how communication will take place.
   - The C&S Administrator can provide advice about clubs that may wish to participate in a particular event. There are a few course-based clubs that have a strong cultural element and would also benefit from MUOSS-organised opportunities.
   - MUOSS officer to compose email message and forward to C&S Administrator (f.sanders@union.unimelb.edu.au)
   - C&S Administrator will forward message to the executive of the clubs as required by the MUOSS representative. The email will go to both the personal and club email addresses.
   - Emails will be forwarded to clubs within one business day except where the C&S Administrator is away. It is therefore important to speak to the C&S Administrator as well as sending the email.
Events

MUOSS Heads of Clubs (HOC) briefing: to provide information from MUOSS to international student groups. It is desirable to include all international student groups through the MUOSS list (as above). Additionally, the C&S Officers must be advised of the meeting and invited to attend and address the clubs if they wish to. It is recommended that the MUOSS and C&S officers meet before the HOC briefing to give C&S an overview of the proposed meeting schedule so that they can come prepared.

Festival of Nations & Night Market: MUOSS organised cultural events. Invitees (for stalls) will include all international student groups, and if the MUOSS organisers wish all or selected other clubs can also be invited to open a stall. Many clubs may wish to attend the event, and information about the event can be distributed in a C&S Bulletin. If the MUOSS organisers forward a 50-100 word promotional piece to the C&S Administrator 3 weeks in advance it will be included in a Bulletin to be sent to all clubs.

Clubs’ Council: C&S holds Council once a semester for the purpose of electing its governing committee and providing accountability and feedback opportunities to clubs. C&S wishes to encourage international student club participation in its governance, and will invite MUOSS representatives to attend.

Grants

Both departments provide grants, which can give opportunity for double-dipping. It is not desirable that clubs are allowed to take double resources for an event, but MUOSS may be able to help clubs make up some losses by providing grants not available from C&S. MUOSS provides cash grants, while C&S provides reimbursements for events. C&S requires submission of original receipts, which generally discourages double-dipping. The MUOSS treasurer should liaise with the MUOSS Project & Admin Officer and/or the C&S Administrator to check if grants have been sought from the C&S department for a particular event.

- Both departments require clubs to disclose other department grants applicable for the same event. This information should be provided by clubs at the time of application, and each department is then at liberty to grant or decline funding according to its own rules.
- C&S will not provide funding for Night Market, Festival of Nations or any other MUOSS-subsidised event, as clubs generate profits at these events.
- Non-affiliated clubs may apply for grants directly to MUOSS.

Protocol Review

This protocol will be reviewed at the biannual meeting of MUOSS and C&S staff and representatives, and any amendments adopted by the C&S Committee and MUOSS Central Committee after approval by the UMSU Manager.
C&S Policy

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 and Storage Area 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

Clubs that breach ANY PART of this policy may be ineligible for a locker allocation in the subsequent year. They will be notified of their ineligibility for an allocation and due to the limited resource the C&S Committee will not consider any further correspondence.

General Use Guidelines of the C&S storage space & lockers

All users of the storage and locker areas must abide by the following occupational health and safety rules and general space usage rules. Failure to do so will result in disposal of club property and render a club ineligible for a locker allocation in the subsequent year.

- All club property must be stored ONLY inside a locker or in a BOX on the shelves of a designated C&S storage area. All boxes storage areas must be clearly labelled with the club name.

- Nothing may be stored overhead on the tops of lockers and nothing may be stored on the floor in storage areas, except banners as detailed:
  - Club Banners may be stored upright in the space next to the 3rd floor storage area shelves. Such banners must be in a proper carry case and must be labelled on the outside with the club name.

- Prohibited items (in lockers or anywhere in the storage rooms):
  - Perishable food or drink
  - Cash or other valuables
  - Personal items (only materials for club activities may be stored in C&S areas)

- Prohibited items (anywhere in the storage rooms):
  - Loose or unlabelled items. This includes items in any kind of grocery bag, which does not in any way meet the definition of “box”.
  - Tables or any similarly shaped or unreasonably bulky items

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, storage areas are not secured and all items are stored at the club’s own risk.

Locker Application and Allocation

Locker Applications will be opened and closed at the time and date set by C&S Staff. (This will likely be the first week of February and will be for 3 days.)
Initial Application

Initial application will be electronic as advised by C&S, and will provide the following information:

- Name of Club
- Name and Executive position of Applicant (only club executives may apply)
- Email address of Applicant
- Size of locker applied for (small/medium/large)
- Details of use:
  - Items to be stored in the locker
  - Frequency of use of these items
  - Outline in 25 words or less why your club requires a locker of this size
- Will your club be providing its own lock or do you require a C&S combination lock? (Does not apply if allocated a key-lock locker)

Allocation

At the close of applications C&S Staff will allocate lockers.
1. Lockers will be allocated based on merit, taking into account needs of applicant clubs such as amount of goods needing storage and frequency of use – all timely locker applications received will be considered.
2. Applications that do not provide details of anticipated used will be only considered after applications that do.
3. Late applications will only be considered after all timely applications.
4. Large locker applications will be considered first, with any that cannot be fulfilled being rolled into the medium locker applications. If the medium locker applications are unfulfilled they roll into the small locker applications. If the small locker applications are unfulfilled they unfortunately do not get lockers (the exception with this would be if there are some free large or medium lockers).

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 C&S to sign the Confirmation form and receive their locker number, and their key or C&S combination padlock as required. Only a member of the executive may sign the Confirmation and receive the allocation. Any allocations that have not been collected at the end of Week 1 will be reassigned to the next eligible applicant.

End of Year

All lockers and the storage area must be cleared by December 1st or upon request by the C&S Staff each year or the contents will be recycled or thrown away. Clubs-provided locks which remain on lockers after this deadline will be removed and disposed of by C&S staff.

Replacing Lost Keys

If a club is allocated a locker that is locked by key they shall be provided with two copies of the key. If the club loses one or both keys, C&S must be advised immediately. The club will be billed for replacements at a rate of $20 per key. Replacements take up to a month to arrange.

Keys & Padlocks not Returned

Clubs must return both assigned keys and/or padlock(s) at the end of the year, and a failure to do so may render them ineligible for a locker in the subsequent year. The club will be billed $20 per key or lock for the replacement of any keys (up to 2 per locker) or padlocks that have not been returned.
Clubs & Societies Locker Use

Conditions of Use & Confirmation form

1. Only a member of the club executive may apply for a locker and receive the allocation and lock/keys.
2. Lockers must be cleared by December 1st or 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. While the student union will endeavour to provide a secure facility, all items are stored in the locker at the club’s own risk.
9. The club may only use the lock provided by Clubs & Societies.
10. The combination locks belonging to C&S/all keys must be returned to C&S Staff when the locker has been cleared each year.
11. The combination of the lock/use of master key will only be provided to members of the club executive.
12. The locker must be left clean and empty, with all shelves inside, when it is vacated.
13. If the club fails to fulfil any of these conditions of use it will not be eligible for locker use in the following year.

On behalf of __________________________________________________________________________ (club name)

I agree to abide by the Conditions of Locker Use as detailed above.

Name: ______________________________________________________________________________
Mobile/phone number: ______________________________________________________________________
Email address: ____________________________________________________________________________
Signature: ________________________________________________________________________________

Office Use Only

Date: __________________________
Locker number: ____________________________________________________________________________
Key/ Club-provided Lock / C&S-provided Lock
C&S Lock number: __________________________________________________________________________
Notes: ______________________________________________________________________________________
______________________________________________
Date & Time Lock returned: __________________________
Condition of Locker: Acceptable/Not acceptable
Pinboard Use

Adopted 31/1/2011
Amended 16/2/2012

All items displayed on the pinboard shall be referred to as posters.

1. All posters must be no bigger than an A4 sheet (except for the condition outlined at 2.) and must be stamped by C&S prior to placement on the pinboard.

2. During non-peak times and if space permits, clubs may place an A3 poster. Should the pinboard become full, the C&S Officers and Administrator will ask those clubs displaying A3 posters to replace it with an A4 version. Failure to do so by the given deadline will result in the poster being removed.

3. A club may only display one poster per upcoming event. Clubs are encouraged to minimise the number of posters they have on the board at any time to allow use by other clubs.

4. Only pins may be used to attach posters to the pinboard, which C&S can provide.

5. No poster may be placed on top of another or in any way that impedes access to the pinboard space for other clubs. C&S may rearrange the posters to maximise use of the pinboard area at their discretion.

6. All posters must have the correct UMSU logo, whether or not a printing grant is applied for.

7. If the pinboard is at capacity, posters with the latest future event date will be removed, and will be replaced when there is room on the board. Clubs are encouraged to put up posters only a reasonable time before the event to allow for use by other clubs.

8. Should the club wish to keep their poster after use, they must write a note requesting it on the back of the poster, including their mailbox number or internal mail address. If no request is made the poster will be recycled.

9. 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 be 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.