

University of Melbourne Student Union
Meeting of the Clubs & Societies Committee



CONFIRMED Minutes

10:30 am, Friday 8th December, 2017

Meeting 1/18

**Location:
C&S Office, 1st floor Union House**

Meeting notice not published on website.

Meeting petitioned by Nancy Ciara Griffiths, Christopher Melenhorst, Samuel Gard, Dorothy Coco Kirkcaldie Bowell, Raphael Canty and Daniel Sango to discuss items in the agenda as sent out in the email as outlined below.

1. Procedural Matters

- 1.1. Election of Chair
- 1.2. Acknowledgement of Indigenous Owners
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Proxies
- 1.6. Membership
- 1.7. Adoption of Agenda

2. Petitions to Discipline

- 2.1. Petitions to Discipline
 - 2.1.1. AGMs
 - 2.1.2. Science Students Society
 - 2.1.3. Activity Reporting

3. Motions on notice

- 3.1. Motion: To approve up to \$6,500 for the printing of the club guides from budget line Orientation (2017 budget).
- 3.2. Motion: To approve up to \$6000 for silicone cardholders to give out as freebies at the carnival stall from budget line Special Projects (2017 budget).

4. Reports

- 4.1. Officers

4.2. SAG

5. Correspondence

5.1. Earth Sciences Students Society outstanding invoice

5.2. FIG Phone Wallets

6. Other Business

6.1. Camp Documents non-compliance

6.1.1. Students For Christ

6.1.2. Korean Students Society

6.2. New Clubs Sem 2 2017 (late bank accounts & email addresses)

6.2.1. BVAS

6.2.2. Toastmasters

6.2.3. History Society

6.3. Policy development

6.3.1. Equipment

6.3.2. Expo

6.3.3. Pinboard Use

6.4. Draft Constitutions due 30 November

6.4.1. Planning Students Society

6.4.2. Chinese Philosophy in Business

6.4.3. Taiwanese Students Association

6.5. Membership Data Collection 2018

6.6. Proposed Budget

6.7. Camp Liquor Licensing

6.7.1. Proposed Regulation Amendment

6.7.2. Camp Guidelines Policy Amendment

6.7.3. Licence Application Guide

6.7.4. FAQ

6.7.5. Sample Procedures

7. Next Meeting

8. Close

Meeting opened at 10:35 am by Eleanor Seale

1. Procedural Matters

1.1. Election of Chair

Motion 1: To elect Eleanor Seale as chair.

Mover: Eleanor Seale

Seconder: Matthew Simkiss

CARRIED WITHOUT DISSENT

1.2. Acknowledgement of Indigenous Owners

So acknowledged

1.3. Attendance

Committee: Nancy Ciara Griffiths, Christopher Melenhorst, Samuel Gard, Dorothy Coco Kirkcaldie Bowell, Raphael Canty and Daniel Sango

Office Bearers: Matthew Simkiss, Eleanor Seale

Staff: Fiona Sanders

Club Executives: Anneke Demanuele (Secretary, Students for Palestine), Victor Phillips (Education officer, Geographical Society), Jin Tao Xu (President, Chinese History and Garment Society), Charlotte Horne (President, Embrace Education), Catherine Chong (IPP, Embrace Education)

Student media: Mary Ntalianis, Lily Miniken

Absent: Ilan Rosen

1.4. Apologies

Nil

1.5. Proxies

Nil

1.6. Membership

Nil

1.7. Adoption of Agenda

Motion 2: To adopt the agenda as presented.

Mover: Chair

CARRIED WITHOUT DISSENT

2. Petitions to discipline

2.1. Petitions to discipline

Embrace Education

Representatives from the club addressed the committee. The president has now attended treasurer and grants training. The club has put better processes in place for running the club. The bank account is to be mover by semester 1 to campus to prevent this from being an issue again.

Motion 3: To uphold the petition to put Embrace Education on probation for 12 months for failure to submit all AGM papers (6.1.a(5.2.5)).

Mover: Chair

LOST FOR: 0 AGAINST: 6

Charlotte Horne and Catherine Chong left at 10:49 am

Chinese History and Garment Society

The club is already on probation, so the discipline must escalate if grounds for discipline action are warranted. The club explained they had sent photos as evidence of their activity reporting, but the email failed to send.

Motion 4: To uphold the petition to disaffiliate Chinese History and Garment Society for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

LOST FOR: 0 AGAINST: 6

Jin Tao Xu left at 10:49 am

Geographical Society

Geographical Society are facing 2 petitions; probation for 12 months for a failure to hand in some of their AGM papers and disaffiliation for a failure to have 2 events during the semester.

Correspondence from the President was discussed.

Procedural Motion 1: To move in camera with Fiona Sanders.

Mover: Chair

CARRIED WITHOUT DISSENT

Procedural Motion 2: To move ex camera.

Mover: Chair

CARRIED WITHOUT DISSENT

The president admitted they did not have 2 events. The second event was larger than they could handle so fell through. The AGM was late in semester so there was no time to organize a second event. They have got hiking trips and picnic planned for next year which are the events the club normally runs. The committee has downsized to keep it tight and plans to organize events earlier, on a smaller scale that are less ambitious. They plan to have their SGM/AGM early so the committee members who are leaving can be replaced.

Procedural Motion 3: To move in camera.

Mover: Chair

CARRIED WITHOUT DISSENT

Procedural Motion 4: To move ex camera.

Mover: Matthew Simkiss

Seconded: Samuel Gard

CARRIED WITHOUT DISSENT

Motion 5: To uphold the petition to put Geographical Society on probation for 12 months for failure to submit all AGM papers (6.1.a(5.2.5)).

Mover: Chair

LOST

FOR: 3

AGAINST: 3

Motion 6: To uphold the petition to disaffiliate Geographical Society for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

CARRIED

FOR: 5

AGAINST: 1

Victor Phillips left

Students For Palestine

Fiona presents the lists of the AGM attendance and the 2 lists for the activity report.

Anneke states the events did happen. She also objects to part of the grounds of the disaffiliation, specifically that the club did not accrue "material advantage" in the form of grants.

Committee discussed how affiliation is a material advantage. There is access to room bookings, grants and the clubs' expo.

Anneke points out it is important to have a Palestine club on campus.

When asked, Anneke did not assert positively that they were authentic documents stating, "I'm not sure" and "I believe so."

Procedural Motion 5: To move in camera with Fiona Sanders.

Mover: Chair

CARRIED WITHOUT DISSENT

Procedural Motion 6: To move ex camera.

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 7: To uphold the petition to disaffiliate Students For Palestine for provision of false documents to gain a material advantage (6.1c).

Mover: Chair

CARRIED WITHOUT DISSENT

Anneke Demanuelle left at 11:35 am

Mary Ntalianis, Lily Miniken, Christopher Melenhorst, and Daniel Sango left at 11:35 am

Motion 8: To uphold the petition to put Calligraphy Club, More Beer, and Uni Student Fleet on probation for 12 months for not submitting AGM papers (6.1.a(5.2.5)).

Mover: Matthew Simkiss

Second: Nancy Ciara Griffiths

LOST

FOR: 0

AGAINST: 5

ABSTENTIONS: 1

Motion 9: To uphold the petition to disaffiliate More Beer for not submitting AGM papers (6.1.a(5.2.5)).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 10: To uphold the petition to disaffiliate Uni Student Fleet for not submitting AGM papers (6.1.a(5.2.5)).

Mover: Chair

CARRIED WITHOUT DISSENT

Christopher Melenhorst, and Daniel Sango returned at 11:40 am

Motion 11: To uphold the petition to disaffiliate Calligraphy Club for not submitting AGM papers (6.1.a(5.2.5)).

Mover: Chair

LOST

FOR: 0

AGAINST: 6

Motion 12: To uphold the petition to put Electrical Engineering Club on probation for 12 months for late submitting AGM papers (6.1.a(5.2.5)).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 13: To uphold the petition to disaffiliate Ecuador Vive due to not holding a valid AGM and therefore breaching their club constitution and the C&S Regulations (6.1.d, 6.1.a(5.2)).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 14: To uphold the petition to put Australasian Association, Cantonese Students Association, International Relations Society, and Wine Society on probation for 12 months for not submitting AGM papers (6.1.a(5.2.5)).

Mover: Chair

LOST FOR: 1 AGAINST: 5

Motion 15: To uphold the petition to disaffiliate Wine Society due to not holding a valid AGM and therefore breaching their club constitution and the C&S Regulations (6.1.d, 6.1.a(5.2)).

Mover: Chair

LOST FOR: 0 AGAINST: 6

Three clubs with non-compliant constitutions. Planning Students Society & Taiwanese Students Association have provided drafts, Chinese Philosophy In Business has not.

Motion 16: To uphold the petition to put Planning Students Society, Chinese Philosophy in Business, and Taiwanese Student Association on 6 months' probation on the grounds of having a non-compliant constitution (6.1.a(5.1)).

Mover: Chair

CARRIED WITHOUT DISSENT

Coco declared conflict of interest in the Science Student Society probation discussion.

Samuel Gard left at 11:55 am

Motion 17: To uphold the petition to put Science Students Society on 12 months' probation for RSA breaches (6.1.a(7.3.1.e)).

Mover: Chair

CARRIED FOR: 3 AGAINST: 0 ABSTENTIONS: 2

Motion 18: To uphold the petition to disaffiliate Lebanese Students Society, and Students of Royal Melbourne for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

LOST FOR: 0 AGAINST: 5

Samuel Gard returned at 11:59 am

Motion 19: To uphold the petition to put Hip Hop Appreciation Society on 12 months' probation for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

CARRIED WITHOUT DISSENT

Procedural Motion 7: To suspend standing orders

Mover: Matthew Simkiss

LOST FOR: 1 AGAINST: 5

Motion 20: To uphold the petition to put Lebanese Students Society, and Students of Royal Melbourne on 12 months' probation for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

LOST FOR: 0 AGAINST: 6

Motion 21: To uphold the petition to disaffiliate Art History Students Society for provision of false documents to gain a material advantage (6.1c).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 21: To uphold the petition to disaffiliate Calligraphy Club for provision of false documents to gain a material advantage (6.1c).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 22: To uphold the petition to disaffiliate Drones and Robotics Club for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

LOST FOR: 0 AGAINST: 6

Petition 1: To put on probation for 6 months the Drones and Robotics Club for non-compliant activity evidence 6.1.1(5.4)).

Petitioners: Dorothy Coco Kirkcaldie Bowell, and Raphael Canty

Motion 23: To uphold the petition to Earth Science Students Society on probation for 12 months for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

CARRIED FOR: 5 AGAINST: 1

Motion 24: To uphold the petition to disaffiliate Secular Society for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

CARRIED WITHOUT DISSENT

Motion 25: To uphold the petition to disaffiliate Disney Appreciation Society for a failure to report two members' activities in semester 2 2017 (6.1.a (5.4)).

Mover: Chair

CARRIED FOR: 5 AGAINST: 1

At 12:28 pm a 10-minute recess is called.

Meeting reopened at 12:39 pm

Procedural Motion 8: To move to 6.6 to discuss the budget.

Mover: Matthew Simkiss

CARRIED WITHOUT DISSENT

6.6. Proposed Budget

The budget is discussed line by line to explain what each spending item is and the justification for the amount listed.

Daniel Sango requested altering the grants line or the funding to camps, or clubs with camps, specifically those with alcohol. Officer Bearers explained the budget shouldn't change based on that and specific grant information will be explored in a future meeting when the grant funding is specified. Amend "BBQ and first aid subsidy" to "BBQ and Table subsidy"

Budget Item	2018 Proposed Budget
Student's Council Allocation	\$306,850.00
Other Income	\$6,500.00
Total Income	\$313,350.00
Grants	\$260,000.00
Orientation Costs	\$7,500.00
Photocopying/ Printing	\$200.00
Special Projects	\$33,600.00
Consumable and supplies	\$1,000.00
Stationery	\$0.00
Telephone costs	\$50.00
Advertising	\$7,000.00
Training	\$4,000.00
Total Expenditure	\$313,350.00
non-grants expenditure	\$53,350.00

Grants	2018 Proposed
1.5(grants budget / no. clubs)+500	\$2,264.71
(assuming 221 clubs)	\$2,500.00
Other Income	
Orientation	\$2,500.00
Training	\$4,000.00
	\$6,500.00
Special Projects	
Income Tax Assistance	\$1,000.00
BBQ and first aid Subsidy	\$2,500.00
Interclub Activities	\$11,000.00
Start up Grants	\$2,500.00
Award night	\$5,000.00
Welfare	\$10,000.00
mergers	\$0.00
Accessibility	\$500.00
Other	\$1,100.00
Total	\$33,600.00

Motion 26: To approve the current presented budget with the amendment and endorse it to Student’s Council.
Mover: Matthew Simkiss Second: Raphael Canty
CARRIED FOR: 5 AGAINST: 1

3.1. Motion on notice

Amend the budget line to be from “special projects”

Motion 27: To approve up to \$6,500 for the printing of the club guides from budget line special projects (2017 budget).
Mover: Chair
CARRIED WITHOUT DISSENT

Motion 28: To approve up to \$6,000 for silicone cardholders to give out as freebies at the carnival stall from budget line special projects (2017 budget).
Mover: Chair
CARRIED WITHOUT DISSENT

4. Reports

4.1. Officers

Office bearers presented a written report. Officers have been in office for a week now with 3 of those days taken up completely with inductions. Matthew has been doing work on camp liquor licencing and the related policy, regulation and documents. Eleanor has been working on the code of conduct for club members. Planning for Summerfest has begun.

Motion 29: To accept the office bearer report.

Mover: Christopher Melenhorst Second: Nancy Ciara Griffiths

CARRIED WITHOUT DISSENT

4.2. SAG

Eleanor is part of the respect group with the GSA and UMSU.

The other SAGs will be advised to the Committee to appoint representatives.

5.1. Earth Sciences Students Society outstanding invoice

Petition 2: To suspend grants for 12 months or until the invoice is paid for defaulting on a payment of an invoice from MUSUL 6.1.m.

Petitioners: Nancy Ciara Griffiths, Christopher Melenhorst, Samuel Gard, Dorothy Coco Kirkcaldie Bowell, Raphael Canty and Daniel Sango

5.2. FIG Phone Wallets

Motion 30: Reject the FIG request to be exempt from logo on the card holder, but grant permission to use either logos at smaller than specified dimensions in the policy if it is still legible.

Mover: Christopher Melenhorst Second: Nancy Ciara Griffiths

CARRIED WITHOUT DISSENT

6.1. Camp Documents and non-compliance

6.1.1. Students For Christ

50% non-compliance

6.1.2. Korean Students Society

35% non-compliance

Motion 31: To fund the camps of Students For Christ, and Korean Students Society at 50% of eligibility.

Mover: Samuel Gard Second: Nancy Ciara Griffiths

CARRIED WITHOUT DISSENT

6.2. New Clubs Sem 2 2017 (late bank accounts and email addresses)

6.2.1. BVAS

Motion 32: To formally request Business Association of Veterinary Students for their email by 18th December 2017 and grant an extension for the bank account to the end of week 1 semester 1 2018.

Mover: Nancy Ciara Griffiths

Seconded: Christopher Melenhorst

CARRIED WITHOUT DISSENT

6.2.2. Toastmasters

Compliant. No action needed

6.2.3. History Society

Compliant. No action needed

6.3. Policy development

6.3.1. Equipment

Amend the contents of the first aid kit using the list from website

Change the replacement value to \$100

Amend the security deposit of the trolley to \$50

Amend the list of items in the first aid kits to reflect their actual contents.

Motion 33: To adopt the Equipment Use and Hire Policy with the listed amendments and to retire the BBQ hygiene pack policy and the drink container policy.

Mover: Chair

CARRIED WITHOUT DISSENT

6.3.2. Expo

Discussion of line up management.

Amend "If the club has a line-up, up to three additional staff may assist. New recruits must be asked to wait in an orderly line in front of your stall."

To "If the club has a line-up, additional staff may assist with processing those waiting in line. New recruits must be asked to wait in an orderly line in front of the stall."

Amendment to add "Clubs must provide the means to take membership signups."

Motion 34: To adopt the Expo participation and table hire conditions policy with the listed amendments.

Mover: Chair

CARRIED WITHOUT DISSENT

6.3.3. Pinboard use

Motion 35: To adopt amendments to the pinboard use policy as presented.

Mover: Chair

CARRIED WITHOUT DISSENT

6.4. Draft Constitutions due 30 November

6.4.1. Planning Students Society

Drafts provided

6.4.3. Taiwanese Students Association

Drafts provided

6.4.2. Chinese Philosophy in Business

Fiona explained the situation to committee. No further action was required, club has been placed on probation.

6.5. Membership data

The required membership data currently is:

- Name
- Course
- Student number
- Graduate/undergraduate
- International/Local
- Over/under 18

Mary Ntalianis, Lily Miniken returned at 14:36

Amendment to phrase the final data as “Are you 18 or over? Yes/No”

Motion 36: To maintain the current data collection with the proposed amendment.

Mover: Christopher Melenhorst Seconder: Chair

CARRIED WITHOUT DISSENT

Nancy Ciara Griffiths left at 2:15 pm

6.7. Camp Liquor Licensing

Matthew Simkiss addressed the committee and there was long discussion.

Motion 37: To defer to 2019 implementation due to financial concerns.

Mover: Daniel Sango Seconder: nil

LAPSED

Long discussion about liability and management of alcohol on camps.

Long discussion about money and funding for camps.

Discussion of proposed purchasing/quantity management strategies. Alcohol not consumed can be given to the purchasing camper after camp. Specify alcohol is purchased for availability at camp to mitigate the “it’s my alcohol, give it to me now” attitude.

6.7.1. Proposed Regulation Amendment

Current:

f. For camps with participants under the age of 18, all leaders on the camp must obtain a Working with Children’s Check prior to the event.

g. For camps with alcohol all participant must be over the age of 18.

Proposed:

f. For camps with participants under the age of 18, all leaders on the camp must obtain a Working with Children's Check prior to the event. Alcohol is not permitted on these camps.

g. All alcohol on club camps must be served under a liquor license. BYO is not permitted at club camps.

Motion 38: For Clubs and Societies Committee to endorse the proposed regulation amendment to Students' Council.

Mover: Chair

CARRIED WITHOUT DISSENT

6.7.2. Camp Guidelines Policy Amendment

Motion 39: To adopt the Camp Guidelines Policy amendments

Mover: Chair

CARRIED WITHOUT DISSENT

6.7.3 – 6.7.5 Licence Application Guide, FAQ, and Sample Procedures

Add information about ensuring the first aid room is not inside the licenced area to the liquor application guide document.

Add information to the Sample procedures document about ways of mitigating the disadvantages of all the different procedures and fix spelling mistake noticed.

Motion 40: To endorse the documents and direct Matthew Simkiss to revise the documents as per the discussion and send them out with an aim of getting feedback.

Mover: Chair

CARRIED WITHOUT DISSENT

7. Next Meeting

Next meeting sometime at the end of January. To be organised.

8. Close

Meeting closed at 3:12 pm