

FBE Clubs & Societies

Policy

Handbook



Faculty of Business
and Economics

FBE CLUBS AND SOCIETIES POLICY HANDBOOK

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This handbook outlines the policies and procedures that govern the affiliation of Clubs and Societies within the **Faculty of Business and Economics (FBE)** and the **Melbourne Business School (MBS)**.

Note: The use of the term “Faculty” in this document refers to both the **Faculty of Business and Economics (FBE)** and the **Melbourne Business School (MBS)**. The use of the term “club” refers to both student clubs and societies.

1 AFFILIATION

1.1 What is affiliation?

Affiliation is a mutually beneficial partnership between the Faculty and the student club. Affiliated clubs are recognised as delivering value that is unique to the Faculty's students and specifically relevant to the enhancement of Faculty run degrees.

In granting affiliation, the Faculty agrees to provide the club with support outlined in section 1.2. In return the club agrees to comply with the affiliation conditions outlined in this document, and deliver value to students in line with the [Faculty Mission](#), notably:

- Helping students to apply the skills they have learnt in the classroom.
- Cultivating a cohort experience.
- Fostering cross cultural engagement.
- Encouraging professional development and industry networks.
- Contributing to social impact in the wider community.

In granting affiliation, the Faculty does **not** accept liability for the actions or activities of a Faculty affiliated club.

1.2 Faculty support for affiliated clubs

Affiliated clubs have access to support and programs designed to assist clubs in achieving their goals. Benefits that the Faculty can provide are listed below:

- 1.2.1 Financial support for club activities as outlined in section 2 of this document.
- 1.2.2 Operational resources including shared office space and storage space.
- 1.2.3 Opportunities to promote the club to students during Faculty run events as well as through Faculty websites, brochures, newsletters and Facebook pages.
- 1.2.4 Approval of club posters to be placed in the Spot Building per Faculty's Poster Approval Policy.
- 1.2.5 Professional training and development opportunities for club executive members.

1.3 Faculty expectations from affiliated clubs

The following listed expectations allow the Faculty to effectively manage club support and ensure engagement complies with Faculty goals to **deliver value to students**. They also enable the Faculty to accurately capture and report on the level of student engagement via student clubs which enables the ongoing funding of support for clubs by the Faculty. As part of affiliation, it is expected that clubs meet the following listed conditions:

- 1.3.1 Affiliation with the **University of Melbourne Student Union (UMSU)** and/or the **Graduate Student Association (GSA)**, to ensure that the club activities are adequately covered by insurance and policy

- 1.3.2 Attendance of the Club President and/or Vice President at all Faculty Clubs and Societies General Meetings (occurring at least once per semester).
- 1.3.3 Attendance by at least one (1) executive member at the following mandatory events:
- Induction at the beginning of each Semester
 - Semesterly Club Executive
 - Committee Meetings
 - Including as any further mandatory training and development workshops deemed necessary by the Faculty.
- 1.3.4 Timely submission of a Semester Review, distributed by the Faculty, by the executive committee each semester.
- 1.3.5 Understanding of and adherence to FBE Clubs and Societies policy.
- 1.3.6 Timely inclusion of all events and programs in the FBE Clubs and Societies calendar. Submission should be in the form of a calendar invitation sent to the following email address: [fbc-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au). An abbreviation of the club's name should be included at the start of the subject line followed by the name of the event. A location and/or Zoom link should also be specified or updated once confirmed. A description of the event/program should be included in the body of the calendar invite.
- 1.3.7 Faculty notification of all upcoming events and provision of official promotion and posters.
- 1.3.8 Proactive and timely response (1-3 business days) to email communications from the Faculty.
- 1.3.9 Compliance with the University of Melbourne's [Student Conduct Policy \(MPF1324\)](#) and other related policies, especially when communicating with external parties.

1.4 Affiliation procedures

Student club affiliation is reviewed on an annual basis to determine if clubs are eligible to remain affiliated with the Faculty. Factors taken into consideration include past compliance with expectations outlined in Section 1.3 above; continued relevance of the club's activities to the Faculty Mission and the Faculty's capacity to resource the support of affiliated clubs.

At the end of each year both currently affiliated clubs and new clubs seeking FBE affiliation **must** submit formal applications to be assessed for future eligibility for Faculty affiliation. The timelines for applying for affiliation will be communicated via email to existing clubs, as well as on the MBS/BCom Newsletter in November of each year.

Clubs can access the affiliation form and instructions on how to apply through the following link: <https://fbe.unimelb.edu.au/bcom/career/your-community/clubs-and-societies/resources>

Following the online application, club representatives will be notified of their affiliation status via their nominated club email.

1.5 Cancelling affiliation

Any club that wishes to cease affiliation with the Faculty should state their wishes in writing and send to fbe-clubs@unimelb.edu.au.

1.6 Disciplinary procedures

A breach of the Faculty affiliation policy and/or a statute, regulation, or policy of the University of Melbourne may result in the immediate disaffiliation of a club, along with disciplinary procedures in accordance with University policy.

Decisions regarding disaffiliation and disciplinary measures are at the discretion of the Faculty's Deputy Dean and Associate Dean and the Student Experience and Experiential Learning Manager and will vary according to the nature and severity of the breach.

Clubs appealing the Faculty's decision to disaffiliate have the right to register a grievance request directly with the Executive Director of the Faculty and must comply with the conditions outlined by the Faculty during the appeal such as removal of items from the club office.

Clubs may be liable for cleaning and repair costs arising from damage or misuse of University property.

1.7 Disaffiliated clubs and re-affiliation

Disaffiliated clubs will have the opportunity to show cause to be re-affiliated with the Faculty at the next available affiliation period. Requests should be submitted to fbe-clubs@unimelb.edu.au.

Any re-affiliated club will be 'on probation' for a period of twelve months after re-affiliation, during which time any subsequent breach will result in immediate disaffiliation.

2 FUNDING

2.1 Club Funding and Grants

**The Clubs funding and grant programs are currently under review and once finalised, will be added to this policy, and re-circulated as a new version.*

Please be aware that the review is not in relation to clubs receiving funding, rather the method in which funding is distributed.

3 CLUB OFFICE AND STORAGE

The club office is located at 131 Barry Street. Each affiliated club will be allocated with specific storage space.

3.1 Conditions of office use

The use of the office space is a privilege, rather than a right. Therefore, it is important that the use of this space is appropriate and complies with the following conditions:

- 3.1.1 Offices are for the use of club activities only. Students that are not active members of a club are not permitted entrance to the office.
- 3.1.2 Meeting rooms are for use by all clubs equally and must not be monopolised. Consideration must always be shown to other clubs using the shared space.
- 3.1.3 It is expected that clubs conduct themselves quietly, professionally and in a courteous manner.
- 3.1.4 Alcohol is not to be stored or consumed in or around the offices unless agreed in advance with the Faculty.
- 3.1.5 Club items are to be stored in allocated cupboards only. Any items that cannot be stored in the provided storage space must be removed from the office.
- 3.1.6 Furniture is not to be moved or removed from the offices; the resources are Faculty property.
- 3.1.7 No additional furniture or inappropriate items are to be added or stored in the offices (e.g., no fridges, gas bottles, BBQs).
- 3.1.8 Clear and safe access to the offices is expected to be maintained.
- 3.1.9 The office space is not to be damaged in any way. Rooms are always to be kept clean and tidy. Bins provided for recycling and landfill waste should be used appropriately.
- 3.1.10 External doors and windows should always be kept closed and lights should be turned off when the office is not in use.

The Faculty will undertake random checks of the space to ensure that offices are being used appropriately. **Non-compliance of ‘Conditions of office use’ may result in loss of access to the office space and/or disaffiliation.**

4 CORPORATE ENGAGEMENT AND SPONSORSHIP

Corporate sponsorship opportunities may arise through a club approaching a sponsor with a sponsorship proposal, or a company approaching a club with an *ad hoc* opportunity.

- Long term partnerships **must** be disclosed in the semesterly planning and reporting cycle.
- Binding agreements with long term partners may be for a **maximum** period of one year.
- For *ad hoc* approaches from external organisations, clubs must immediately inform [fbc-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au) prior to signing any agreement.

Clubs must **not** create binding agreements with external organisations to carry out exclusive career related events e.g., recruitment or visa advice, without consultation with the Faculty.

Any existing agreements between a club and an external organisation that allows for exclusive career related events must be re-drafted in consultation with the Faculty prior to any further agreements being signed.

5 PROMOTION OF EVENTS

The Faculty can assist you in promoting your events and activities through the following channels:

- Invitations to attend Faculty events e.g., Orientation
- Poster boards exclusively for club use
- Facebook: Business and Economics at Melbourne: Current Students
- BCom News and MBS Newsletter, sent every week during semester
- LCD screen displays in the Spot Building

Clubs should ensure that events have been approved through the Semester Plan submission process prior to any promotional activity and that any marketing material conforms to the University and Faculty branding requirements as detailed below.

5.1 Approval of promotional material

- 5.1.1 Material distributed during Orientation Week and other University-run events must be approved before distribution. These should be sent to [fbc-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au) at least three (3) working days prior to the event.
- 5.1.2 Faculty affiliated clubs may display posters in the Spot Building in line with the Faculty’s Poster Approval Policy. All posters intended for display on the clubs’

designated poster boards in The Spot must be date stamped by the Faculty. Posters placed on general noticeboards do not require an approval stamp.

- 5.1.3 Promotional material containing content that may be deemed offensive or insensitive e.g., indecent language, nudity, alcohol, gambling and inappropriate cultural/sexual/religious references will not be approved and may lead to disciplinary action.

5.2 Using University Logos

- 5.2.1 As per [University of Melbourne branding policy](#) (5.11.), the UoM logo may **not** be used for promotional materials organised by student-led clubs, unless prior permission has been granted. Should you have any questions concerning the use of logo or branding policy, please contact fbe-clubs@unimelb.edu.au.

6 UMSU and GSA Policy Adherence

Any club and society wishing to be affiliated with FBE must also be affiliated with the University of Melbourne Student Union (UMSU), and/or the Graduate Student Association (GSA) and adhere to the policies and regulations of the relevant group. Failure to adhere to these policies may result in subsequent disaffiliation from FBE.

- UMSU Clubs and Societies Regulations
<https://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/>
- GSA Constitution and Policies
<https://gsagradgroups.net/>

7 Appendix 1: Poster Approval Policy

Posters are an effective method of advertising your club event or program and adherence to the policy is paramount to continual use of posters as a means of advertisement. Please be aware that staff regularly perform sweeps across both the Spot and FBE Buildings to remove unapproved posters.

Poster Boards

- Only approved A4 posters are to be displayed, and in designated places only.
- Designated poster boards are located throughout the Spot - there is one (1) board in each of the eight (8) lifts. There are additional designated poster boards in some of the corridors and throughout the FBE Building.
- Do not place posters in inappropriate places, such as toilet doors or internal walls.
- No adhesives, such as Blu-Tack or sticky tape should be used on poster boards.
- Do not place your posters over existing posters, or remove other clubs' posters, (unless they are expired).

Approval Criteria

The event/activity being promoted should:

- be added to the Clubs and Societies and Student Employability and Enrichment shared calendars in a timely fashion;
- be 'owned' by a Faculty affiliated club (i.e., not by a sponsor);
- have a target audience that is predominantly students of the Faculty;
- not clash with any University or Faculty events, services, or programs.

The poster **must not**:

- be provided by an external organisation/sponsor;
- feature content deemed offensive or insensitive, such as indecent language, nudity, alcohol, gambling, or inappropriate cultural, sexual, or religious references. Pictures of people or faces are best avoided due to previous incidences of offensive defacing.

Exam Revision Posters

Posters with reference to exam revision **must** meet the following criteria to comply with the University's [academic integrity](#) policy:

- Events **must** be advertised as interactive study sessions, not lectures;
- Exam events **must not** have references to materials, practice exams, or notes that are exclusive and/or not covered in lecture slides;
 - **Do not use** terms such as: *'Exclusive practice exam questions, bonus past exam paper'*
- Remove suggestions about exam success from attending the event;
 - Phrasing like: *'Excel in your exam, Smash the exam, Get a H1'* is **prohibited**

- Workshop facilitators should be referenced as peers (rather than H1 students/student lecturers).
- Any posters found not to adhere to the above conditions will be removed.

Date Stamp and Approval Requirements

Posters meeting approval criteria **must** be emailed to [fbc-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au). PDF format is preferred.

If approved, the poster will be digitally date stamped and emailed back within two (2) business days. Posters can then be printed and displayed with this date stamp visible.

Posters will be date stamped according to the information displayed and stamped for removal the day after the event. If there is no date mentioned, the poster will be stamped within 3 weeks of submission. Unapproved posters will result in warning and removal. The Faculty performs regular sweeps of The Spot and will remove unapproved posters.

Facebook and Social Media Promotion

Where the poster and/or messaging is also being used across Facebook and other social media posts and promotion, the same criteria and approval will be applied and must be adhered to.

Where a club is found to have unapproved messaging across social media platforms, this may also result in disciplinary action from the Faculty.

Repeated posting of unapproved posters may result in probation of FBE affiliation.