

Clubs and Societies Policy Handbook



THE UNIVERSITY OF
MELBOURNE

Clubs and Societies Policy Handbook: FBE and MBS

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 FBE and MBS. The use of the term “club” refers to student clubs and societies.

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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 [University of Melbourne Graduate Attributes](#) and 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) or the Graduate Student Association (GSA), to ensure that the club activities are adequately covered by insurance.
- 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 Timely submission of a Semester Review, with all required fields completed, each semester.
- 1.3.4 Timely submission of a Semester Plan, with all required fields completed, each semester.
- 1.3.5 Ongoing and accurate record-keeping of student attendance numbers (inclusive of Student IDs) at all club events. Provision of this data with 14 days of event delivery date via an online form.
- 1.3.6 Timely event evaluation and reporting using quantitative and/or qualitative metrics in consultation with the Faculty. All events funded under the Clubs Grants Program have to include an event evaluation survey that integrates Faculty specified metrics (to be provided upon approval of grant).
- 1.3.7 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: **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.
- 1.3.8 Faculty notification of all upcoming events and provision of media releases (external blog posts, articles etc.) where appropriate.
- 1.3.9 Proactive and timely response (1-3 business days) to email communications from the Faculty.
- 1.3.10 Attendance by at least 1 executive member at mandatory training and development workshops
- 1.3.11 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 University Graduate Attributes (i.e. providing value to the student body); 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 invited to meet with relevant staff members prior to the determination the confirmation or rejection of their request for Faculty affiliation.

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.

A sample of the statutes, policies and procedures most relevant to clubs is collated in the Appendix of this document. Decisions regarding disaffiliation and disciplinary measures are at the discretion of the Faculty's Deputy Deans 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 Clubs Grants Program

In addition to semesterly funding, clubs may apply for specific funding at the beginning of each semester under the **Clubs Grants Program**.

The Clubs Grants Program (CGP) provides funding for activities, approaches and partnerships that promote the wellbeing and enhance the experience of students studying undergraduate Bachelor of Commerce (BCom) and postgraduate Melbourne Business School (MBS) degrees. The **CGP** supports clubs and societies affiliated with the Faculty of Business and Economics (FBE) that seek to promote a dynamic, collaborative and inclusive student experience. It does this by encouraging clubs to engage with each other, the FBE, and industry in the creation of unique, innovative experiences and opportunities for the FBE student community.

FBE clubs and societies may apply for one or all of the following funding categories depending on the type of the activity you are planning:

- **Category 1 – Operational Activities** provides funding to student groups and associations to cover daily operating costs inclusive of merchandise, advertising and promotions, club office supplies and software subscriptions, as well as other sundries. Clubs may submit application for up to \$500 in this category.
- **Category 2 – Small Activities** provides funding to student groups or associations to deliver one-off activities. Clubs may submit applications for up to \$500 in this category.
- **Category 3 – Large Activities and Initiatives** provides funding for larger scale activities with significant engagement and reach involving more than 100 students, which are longer term in nature e.g. a series of workshops/activities. Proposed projects involving external speakers and guests, faculty or industry participation will be prioritised. Clubs may submit applications for up to \$1000 in this category.

- **Category 4 – Co-design Projects and Initiatives.** This category provides funding for initiatives that involve collaboration with:
 - other student clubs;
 - the Faculty (including academics and professional staff such as the Student Experience and Experiential Learning Team or Alumni);
 - industry partners; and/or
 - other relevant stakeholders across campus or external to the university (e.g. community and not-for-profit organisations).

Delivery modes:

In anticipation of a phased return to campus including extracurricular activities, proposed projects/initiatives may include activities on-campus, subject to COVID-19 restrictions and in line with public health measures on campus. However, to ensure maximum safety of all attendees, applications for on-campus activities must

- Comply with up-to-date COVID-19 restrictions and event guidelines (<https://www.dhhs.vic.gov.au/coronavirus>)
- Include risk reduction strategies for all attendees (to be reflected in Clubs Grants Application Form)
- Provide an alternative plan for delivery should new restrictions come into effect (to be reflected in Clubs Grants Application Form)

Application Requirements:

The CGP is divided into three funding categories. Student groups and associations applying for funding need to ensure their proposed application meets at least one of the following priorities:

- Building student communities that enhance a sense of belonging
- Supporting students to develop job-ready skills and knowledge
- Providing work-based learning opportunities for students
- Providing opportunities for students to engage with industry and grow their professional network
- Supporting students to become innovators and change makers
- Engaging and collaborating with professional and academic staff in FBE and across the University
- Supporting students to develop their leadership capability
- Supporting diverse and inclusive participation in programs and activities

Application Timelines:

Applications for Semester 1 will open in early January 2021. You will need to submit your application via a link available on <https://fbe.unimelb.edu.au/bcom/career/your-community/clubs-and-societies/resources>

Results will be communicated to club Presidents by the CGP outcome deadline. It is the club's responsibility to send a correct invoice for both the semesterly funding and any

additional funding to fbe-clubs@unimelb.edu.au by specified deadlines. Late and incorrect invoices will delay processing of payments considerably.

As part of the review process, all clubs are expected to report on the use of funding received from the Faculty. A detailed breakdown of the funds received, allocation and expenditure is expected at the end of each semester.

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 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 fbe-clubs@unimelb.edu.au at least three 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 the new University of Melbourne branding guidelines, the new UoM logo may not be used for promotional materials organised by student-led clubs. Should you have any questions concerning the use of logo and the guidelines, please feel free to contact fbe-clubs@unimelb.edu.au.

Links to UMSU and GSA Clubs and Societies Regulations

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