

# CLUB GOVERNANCE & MANAGEMENT POLICY

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## 1 Purpose of Policy

1.1 This policy exists to define the rules and requirements associated with the day-to-day operation and governance of a Student Life Club.

## 2 Definitions

Word/Term	Definition
Associate Member	A Club Member who is not a currently enrolled Swinburne Student. Clubs may opt, by Resolution, to offer Associate Memberships, following the rules laid out in Student Life Club Membership Policy.
Base Funding	A monetary amount issued annually to each Student Life Club, with the exception of Political Clubs, on the completion of the club registration/re-registration process. The amount of Base Funding received is dependent on each Club's Size, determined by the number of current Club Members (not including Associate Members.) See Student Life Club Registration Policy for more information.
Club	A Club is a group of like-minded individuals, the majority of whom are currently enrolled Swinburne Students, who gather to hold Events and engage in activities for the mutual benefit of Club Members. Student Life can provide support to Clubs in accordance with the Student Life Clubs Policy.
Club Account	A mechanism for storing and tracking a Club's funds separately from the funds of other Clubs. The Club Account is set up and maintained by Student Life. Clubs are not permitted to operate their own independent mechanisms for funds storage, such as a bank account or online payment account.
Club Asset	Any item, which is usable more than once, purchased with funds from the Club Account.  Food and drinks are not counted as Club Assets.
Club Committee	A group of Club Members who are collectively responsible for the administration, good governance, management, finances and day-to-day operation of a Club, as well as handling most communication between the Club and Student Life. Club Committee Members are chosen in an Election.



Club Contractor	Any person, organisation or other entity, providing services for the Club, for which some form of compensation would normally be expected in return. For example, sports coaches, DJs and caterers.
Club Description	A clear, concise explanation of the reason(s) for a Club's existence.
Club Form	An online form used by Club Committees to provide information to or make requests of Student Life.
Club Founder	A currently enrolled Swinburne Student who will handle all Club-related correspondence with Student Life until the Club's first Club Committee can be elected at the Club's Inaugural General Meeting. From this point on, the Club Founder holds no special status or entitlement.
Club Member	A currently enrolled Swinburne Student who has registered to be a Member of a Club. May also include Associate Members, where this is specifically referred to.
Club Merchandise	Any item which members are purchasing indirectly through the Club. May or may not be Club-branded. For example: <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Drink bottles</li> <li>• Stationary</li> <li>• Equipment or supplies related to the Club's activities</li> </ul>
Club Policy	A formal, written policy, developed by a Club, which adds regulations and requirements specific to that Club, which supplement official Student Life Clubs Policy but do not override it.  All Club Policies must be passed by Resolution at a General Meeting prior to their adoption. Club Policies must be available on the Clubs & Sport software.
Club Portal	An area of the Clubs & Sport Software for a specific Club, which Club Committee Members can administer; creating content pages, membership groups and events.



Club Shop	An online store, managed through the Clubs & Sport Software that allows Club Committees to sell items such as tickets or merchandise to Club Members.
Clubs & Sport Software	Software resources used to manage the majority of communication between Student Life, Clubs and Club Members. As of the time of implementation of this policy, the current Clubs & Sport Software is the Student Life Portal.
Committee Meeting	An official meeting of a Club Committee where Committee Votes can take place and issues affecting the day-to-day operation of the Club can be discussed.
Committee Member	A Club Member who has been voted into a Club Committee Position in an Election.
Committee Position	<p>A role on the Club Committee which must be filled exclusively by a single person. All Clubs must have the Club President, Club Treasurer and Club Secretary Committee Positions.</p> <p>Clubs may choose, by Resolution, to create more Committee Positions to share the workload or focus on specific areas of responsibility. For example, a common Committee Position which Clubs create is that of “Events Manager”, who is responsible for ensuring Club Events are well organised and run.</p>
Committee Vote	A Simple Majority vote in which each Club Committee member is entitled to a single vote. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
Dissolved	A Club which has been subject to Dissolution as per Section 6 of Student Life Club Discipline & Dispute Resolution Policy.
Election	A Member Vote, which occurs at every General Meeting, where Club Members, excluding Associate Members, cast their vote for candidates seeking appointment to each Club Committee Position. The winners are determined by Simple Majority.
Event	Any organised gathering of Club Members.



General Meeting	An official Club Meeting where Resolutions may be passed and Elections held, provided a Quorum is present. All Clubs must hold one General Meeting each year, known as the Annual General Meeting. In exceptional circumstances, Special General Meetings can be held, however Student Life must be notified in advance. A General Meeting Minutes Form must be filled out at each General Meeting and uploaded to the Club's Files area on the Clubs & Sport Software.
Grant	A standalone injection of funds into the Club Account for a specific purpose laid out in a Grant Application. This is separate to base funding.
Member Vote	A Simple Majority vote held at a General Meeting where each Club Member (excluding Associate Members) present is entitled to a single vote. Clubs are free to adopt their own method for collecting votes which best suits their needs. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
President	The Club President is responsible for ensuring that the Club as a whole operates in accordance with Student Life Policy and for the benefit of Club Members. The Club President has the casting vote in the event of a tie in a Member Vote, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
Quorum	The minimum number of Members required to be present at a General Meeting in order for Resolutions to be passed. A Quorum is present whenever the 50% of the Club's total membership or 20 Club Members, whichever is less, is present at a General Meeting. Associate Members do not count towards the number of Club Members present nor the Club's total Membership.
Returning Officer	An individual directly responsible for counting votes and recording the results of Member Votes during a General Meeting.
Resolution	A decision subject to a Vote during a General Meeting. Usually in the form of a "yes/no". For example: <ul style="list-style-type: none"> <li>Does the Club adopt a proposed change to the Club Constitution?</li> </ul>



	<ul style="list-style-type: none"> <li>• Will a proposed Club Policy take effect?</li> <li>• Does the Club offer Associate Memberships?</li> </ul>
Secretary	The Club Secretary is responsible for ensuring clear lines of communication between Club Members, the Club Committee and Student Life. Club Secretaries are also responsible for the accuracy of any information submitted as part of a Club Form.
Simple Majority	A voting system where the position, option or candidate with the greatest number of votes becomes the adopted position/elected candidate. The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
Tracked Asset	<p>Any Club Asset with a purchase price of equal to or greater than \$30, or which forms part of a set with a combined cost of equal to or greater than \$30.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• A screwdriver that cost \$10 is not a Tracked Asset.</li> <li>• Three screwdrivers, purchased together or separately, which each cost \$10 would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• A screwdriver, a hammer and a spanner, each costing \$10, would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• A DVD of Season 1 of a TV show which cost \$5 is not a Tracked Asset.</li> <li>• 6 DVDs of 6 Seasons of the same TV show, each costing \$5, would be considered a set, and count as a Tracked Asset as the total cost is \$30.</li> <li>• 6 DVDs of 6 different TV shows, each costing \$5, would be considered a set (the Club's "DVD Collection"), and count as a Tracked Asset as the total cost is \$30.</li> </ul>
Treasurer	The Club Treasurer is responsible for ensuring that all the Club's financial affairs are in order and are compliant with Student Life Policy. Student Life is audited regularly by the Victorian Auditor-General's Office. Club Treasurers are responsible for responding to requests from Student Life for paperwork or other information, as needed, to assist with this audit process. The Club Treasurer is also responsible for the accuracy of any financial information required as part of a Club Form or any other communication between the



	Club and Student Life. In addition, the Treasurer is responsible for managing and keeping track of Club Assets.
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### 3 Application & Scope - Exclusions or Special Conditions

- 3.1 This Policy applies to all current and future Student Life Clubs. This Policy will guide Student Life Staff when making decisions regarding the registration and operation of Clubs and the provision of Club Funding & Grants, in consultation with the Team Leader, Clubs & Sport.
- 3.2 Student Life Staff have the authority to clarify, interpret or propose amendments to this Policy as necessary.

### 4 Policy Principles

- 4.1 Club Committees must be democratically elected and must make a good faith effort to run their Club to the best of their ability.
- 4.2 Clubs must be run for the benefit of Club Members, and to the objectives laid out in the Club Description.
- 4.3 Clubs must maintain tight control of their finances and other administration duties, including submitting Club Forms on time and providing any required supporting information.
- 4.4 Receipt of funding from Student Life is not guaranteed and is dependent on application approval and available budget.
- 4.5 Breaches of this Policy by Clubs, Club Committees or Club Members (including Associate Members) may result in action as per Student Life Club Discipline & Dispute Resolution Policy.

### 5 Club Committee

- 5.1. Every Swinburne Club must have a Club Committee, made up of Club Members, who want to take on additional responsibilities around the day-to-day operation, governance and financial management of their Club.
- 5.2. Club Committee Members are voted to their Committee Positions via an Election at a General Meeting.
- 5.3. Only currently enrolled Swinburne Students are eligible to serve on a Club Committee.
- 5.4. The Club Committee as a whole should view and agree upon the contents of all Club Forms prior to their submission to Student Life.
- 5.5. The Club Committee must have a Club President, Club Treasurer and Club Secretary. Other Club Committee roles can be created as needed, by Resolution at a General Meeting.
- 5.6. The Club Committee is responsible for making decisions that affect the day-to-day operation of the Club. These decisions should be made at Committee Meetings. Club Committees are free to





run Committee Meetings and make decisions using a process that best fits their needs, as long as the following requirements are met:

- 5.6.1. All Club Committee Members must be given at least one week's notice prior to a Committee Meeting taking place.
- 5.6.2. Decisions of a Club Committee must be made democratically through a Simple Majority voting process. Clubs are free to implement a vote collection method that best meets their needs.
- 5.6.3. All Club Committee Members must be given an opportunity to submit a vote on each issue presented at a Committee Meeting.
- 5.6.4. All Committee Meetings must be minuted, describing what happened during the meeting, any decisions made, any voting methods used and the results of any Committee Votes. Minutes must be uploaded to the Clubs & Sport Software.
- 5.6.5. The Club Committee is responsible for keeping Club Members engaged with the Club, including ensuring that the Club has at least 10 Club Members, not including Associate Members, at all times. Failure to meet this requirement may result in the Club being dissolved, as per Student Life Club Discipline & Dispute Resolution Policy.
- 5.6.6. The Club Committee is responsible for ensuring that their Club engages in at least two Club Events each semester. Failure to meet this requirement may result in the Club being Dissolved as per Student Life Club Discipline & Dispute Resolution Policy
- 5.6.7. All Club Committee Members must have a valid Volunteer Working with Children Check. A copy of each Committee Member's Check must be provided to Student Life, using the Clubs & Sport Software, when submitting a New Club Registration Form or Club Re-Registration Form.
  - 5.6.7.1. In the event that one or more Club Committee Members have been elected at a Special General Meeting, a copy of the newly elected Committee Members' Checks must be provided to Student Life within 14 days of their election.
- 5.6.8. All Club Committee Members must complete the Consent Matters training before club registration or re-registration can be finalised.
  - 5.6.8.1. In the event that one or more Clubs Committee Members have been elected at a Special General Meeting, the newly elected Committee Member must complete the training and provide documentation of its completion to Student Life within 14 days of their election.

## 6 Club Account

- 6.1 Each Club has its own Club Account from which it may request funding. This account is maintained by Student Life.



- 6.2 Clubs are not permitted to maintain any independent bank account or any other monetary storage facility.
- 6.3 Clubs must only receive money from Club Members through the Clubs & Sport Software.
- 6.4 All money obtained by the Club must be deposited in to the Club Account.
- 6.4.1 Deposits can be made via EFTPOS or credit/debit card payment at Student Life Reception or over the phone.
  - 6.4.2 Deposits can be made via cheque. Talk to Student Life for instructions and transfer details.
  - 6.4.3 Student Life does not accept cash.
- 6.5 An exemption to 6.3 and 6.4.3 applies in the event of small-scale fundraisers, such as gold coin donations, at a Club-organised sausage sizzle. Contact Student Life to request approval at least two weeks prior to any such fundraiser event.
- 6.6 Clubs must not accept any form of monetary payment, other than Australian Dollars in a form payable into the Club Account. Prohibited methods of accepting payment/funds/compensation include but are not limited to:
- 6.6.1 Gift cards (Prepaid or reloadable)
  - 6.6.2 Store credit
  - 6.6.3 PayPal® or similar
  - 6.6.4 Digital currencies or currency analogues, including cryptocurrencies such as Bitcoin
- 6.7 Any sources of Club Funding outside Student Life must be immediately reported to Student Life and the funds deposited in to the Club Account. Club Sponsorships are covered by Student Life Club Sponsorships Policy.
- 6.8 Any use of club funds to support individual registration for events or competitions, transport, or any other associated costs must be voted on and approved at a general club meeting where quorum is met. Minutes from this meeting must be submitted to Student Life as supporting documentation before any payments will be approved.

## 7 General Meetings

- 7.1 All new Clubs must hold an Inaugural General Meeting, as part of the Club registration process.
- 7.2 All re-registering Clubs must hold an Annual General Meeting, as part of the Club re-registration process.
- 7.3 Clubs may hold a Special General Meeting in addition to their Annual/Inaugural General Meeting. Student Life must be notified at last one week prior to any Special General Meeting taking place.



- 7.3.1 Once Student Life has received notice, Student Life may contact current Club Committee Members to obtain more information on why the SGM is being held.
- 7.4 Student Life may call on a Club to hold a Special General Meeting, and require certain Resolutions to be subject to a Member Vote.
- 7.5 Student Life may choose to send a representative to any General Meeting, who may choose to act as the Returning Officer.
- 7.6 The date and time of a General Meeting must be communicated to Club Members, as far in advance of the General Meeting as is practical.
- 7.7 All Club Members must have a mechanism by which they can propose Resolutions to be considered at a General Meeting. Club Committees are encouraged to develop their own processes to enable this, to best fit their needs.
- 7.8 All existing Club Committee Members remain in office until the conclusion of the General Meeting.
- 7.9 At each General Meeting, all Club Committee Positions must be put up for Election, with the elected Club Members taking office at the conclusion of the General Meeting.
- 7.10 For any Resolutions to be considered or Elections to be held, a Quorum must be present at the General Meeting.
- 7.11 At a General Meeting, Resolutions and Elections are held by holding Club Member Votes.
- 7.11.1 Club Member Votes must be counted using a Simple Majority system.
- 7.11.2 Every Club Member in attendance is entitled to a single vote in each Resolution & Election.
- 7.11.3 Every Club Member in attendance must be provided with the opportunity to vote.
- 7.11.4 Every Club Member's vote must be treated equally to all others.
- 7.11.5 The Club President has the casting vote in the event of a tie, except where a conflict of interest arises. Contact Student Life if this occurs or is expected to occur.
- 7.11.6 Votes must be held in a fair and open manner.
- 7.12 Associate Members are not permitted to vote at a General Meeting, do not count towards the number of attendees and do not count when determining whether a Quorum is present. See the section on Associate Members in the Student Life Club Membership Policy, for more information.
- If a Club holds a General Meeting and a Quorum is not present, that Club can arrange to conduct that General Meeting's Member Votes online via the Clubs & Sport Software, with permission from Student Life. The Club Committee should talk to Student Life about setting up this facility.
- 7.13 A General Meeting Minutes Form must be completed at each General Meeting. A copy must be uploaded to the Club's Files area on the Clubs & Sport Software.



7.14 Concerns about proceedings at, or results of, a General Meeting can be brought to the attention and dealt with as per Student Life Club Discipline & Dispute Resolution Policy.

## 8 Purchases

8.1 All Club expenditure must be pre-approved by Student Life. To obtain pre-approval, the Club Committee must submit a Funds Request Form.

8.2 Prior to submission of a Funds Request Form, Clubs must ensure that there are sufficient funds in the Club Account to cover the proposed expenditure.

8.3 Certain goods/services must be procured from Swinburne preferred suppliers. See section 14 – Preferred Suppliers for more information.

8.4 All expenditure requires the submission of a tax invoice. Tax invoices must include:

- a. The title "Tax Invoice"
- b. Supplier name
- c. Supplier ABN
- d. Supplier business address
- e. Supplier contact phone number
- f. Supplier email address
- g. Invoice date
- h. An appropriate name/description for each line item
- i. Unit price of each line item
- j. Total price + GST.

8.5 There are a number of payment methods available. Student Life can advise on the best method to request in an individual situation. The primary payment method are as follows:

8.5.1 Tax Invoice & Purchase Order

8.5.1.1 Payment terms are 30 days from the end of the month in which the invoice is dated.

8.5.2 Pre-Paid Gift Card

8.5.2.1 The Club Committee Member that collects gift card/s from Student Life must return a tax invoice for the purchase to Student Life reception no more than 5



business days following the associated activity. The Club Account will be frozen until the receipt is returned.

8.6 The Club Committee must provide a detailed quote of items to be purchased, individual costs, and a total amount required on each gift card. In certain limited circumstances, Student Life may authorise payment of a Club expense by one of the following methods:

8.6.1. Immediate Payment in Advance

8.6.1.1. A tax invoice must be supplied to Student Life before payment will be made.

8.6.2. Sundry Refund

8.6.2.1. Club Members may be pre-approved to pay upfront with personal funds and submit a tax invoice to be refunded.

8.6.2.2. Refunds will not be processed for any amount that exceeds the amount approved on the Funds Request Form.

8.6.2.3. An original tax invoice is required to process sundry refunds and must be supplied to Student Life within 5 business days of purchase. Failure to provide this will result in non-payment of the refund.

8.6.2.4. Sundry refunds are not available for purchases made from entities residing outside Australia.

8.7 Student Life will not issue cash under any circumstances.

8.8 It is the responsibility of the Club Committee to submit all invoices, quotes and receipts on time.

## 9 Funding & Grants

9.1 Student Life offers yearly Base Funding to all Clubs, as well as a number of Grants that Clubs can apply for.

9.2 Base Funding & Grants are paid directly in to the Club Account.

9.3 Base Funding will be allocated upon completion of all registration or re-registration requirements.

9.4 Clubs that register during the Semester 2 registration period are eligible to receive 50% of the applicable yearly Base Funding amount. This will be paid upon successful completion of registration requirements.

9.5 Base Funding varies according to Club Size and Club Type. See *Table 1 – Club Size* and *Table 2 – Base Funding* under Section 18 - Notes.

9.6 Grants must be applied for, by submitting a Grant Application Form, via the Clubs & Sport Software. Incomplete grant applications will not be assessed.

9.6.1 Only registered clubs may apply for grants.



- 9.6.2 Clubs may not receive more than \$5000 in grant funding per year (excluding Base Funding and incentive grants).
- 9.6.3 Clubs with sufficient Base Funding must demonstrate why a grant is being requested.
- 9.7 Different Grants are available for different purposes. See Table 3 – Grant Types in Section 18 – Notes for more information on the types of Grants available.
- 9.8 Grant funding must only be spent for the purpose(s) laid out in the grant application.
- 9.9 Grant funding may not be used for:
  - 9.9.1 Events that do not comply with the Activity Approval Criteria (see Student Life Clubs Events Policy).
  - 9.9.2 Expenses at Club Events that are used to promote candidate/s for any office or appointment.
  - 9.9.3 Personal or individual transport costs.
  - 9.9.4 Cash Prizes.
  - 9.9.5 Grant funds cannot be used to purchase food or drink which will be consumed off campus.

## 10 Assets & Assets Management

- 10.1 Items usable more than once, which are not food or drink, and which are purchased with funds from the Club Account, are Club Assets.
- 10.2 Club Assets must be treated with due care and not exposed to unnecessary risk of loss or damage.
- 10.3 Club Assets that meet certain conditions, primarily based on purchase price, are Tracked Assets.
- 10.4 All electronic Assets must be tested and tagged in accordance with AS/NZS 3760:2010.
- 10.5 All Tracked Assets must be recorded in the Club's Asset Register.
- 10.6 Where a Tracked Asset is a set, the number of components of the set must be recorded in the Club's Asset Register.
- 10.7 The Club Assets Register must be kept up to date.
- 10.8 From time to time, Student Life may request to be shown one or more Tracked Assets. If these *cannot be shown to Student Life within a reasonable timeframe and without a reasonable explanation*, action may be taken as per Student Life Club Discipline & Dispute Resolution Policy.



10.9 Any Tracked Assets that are lost or stolen must have a police report filed and a copy provided to Student Life as soon as possible after the loss/theft occurs. Failure to do so may result in the cost of replacing the Tracked Asset being deducted from the Club Account.

10.10 Club Assets remain the property of Student Life.

## 11 Club Contractors

11.1 Club Contractors who are receiving compensation must receive said compensation only in the form of Australian Dollars, and not by any other means (such as in-kind arrangements.)

11.1.1 An exception applies to 11.1 in cases where Club Contractor services are received as a Benefit as part of a Sponsorship. See Student Life Club Sponsorship Policy for more information.

11.2 Club Committee Members are not permitted to be Club Contractors. See Student Life Club Membership Policy for more information.

11.3 Club Contractors must address invoices for services directly to the Club.

11.4 All payment to Club Contractors must be made from the Club Account. Payment cannot come directly from Club Members.

11.5 Club Contractors must negotiate contract terms with the Club Committee. Any invoices must be submitted to Student Life, along with a Funds Request Form, for approval prior to the commencement of contracted services.

11.6 Club Contractors must be appropriately qualified to provide services.

11.7 If a Club Contractor is to be present at an On-Campus Event, they will need to complete a Contractor Induction. Instructions are available online at <http://www.swinburne.edu.au/about/campuses-facilities/safety-security/ohs/contractor-induction/>.

11.8 If a Club Contractor is being paid for services, they must hold an appropriate level of cover under relevant insurance policies, such as public liability and professional indemnity.

11.9 If a Club Contractor is being paid for services, and the possibility exists that the Contractor may have direct, unsupervised contact with a child (under 18 years of age), the Contractor must possess a valid Working with Children Check. A copy of the Contractor's Check must be provided to Student Life prior to the Contractor providing any services to the Club.

11.9.1 If a Club Contractor is being paid for coaching services, the Contractor must possess a valid Working with Children Check. A copy of the Contractor's Check must be provided to Student Life prior to the Contractor providing any services to the Club.



- 11.10 If a Club Contractor is providing services free of charge, and the possibility exists that the Contractor may have direct, unsupervised contact with a child (under 18 years of age), the Contractor must possess a valid Volunteer Working with Children Check. A copy of the Contractor's Check must be provided to Student Life prior to the Contractor providing any services to the Club.
- 11.10.1 If a Club Contractor is providing coaching services free of charge, the Contractor must possess a valid Volunteer Working with Children Check. A copy of the Contractor's Check must be provided to Student Life prior to the Contractor providing any services to the Club.
- 11.11 All Club Contractors working at an on-campus event must complete a contractor induction and obtain a contractor's pass from Swinburne Facilities & Services. This will involve supplying a valid Working with Children Check.

## 12 Locker Hire

- 12.1 Student Life has a limited amount of locker storage space available for Clubs to use.
- 12.2 Each Semester, Swinburne Student Life will open up applications for locker storage space. Once applications have closed, lockers will be issued on an as-needed basis, with priority given to sports clubs and clubs with a significant amount of equipment, as determined by Swinburne Student Life.
- 12.3 Clubs are not permitted to store the following in Swinburne Student Life Lockers:
- 12.3.1 Any food, drink, or any other perishable items.
  - 12.3.2 Banknotes and coins.
  - 12.3.3 Lithium-ion batteries, which are charged and/or not installed in a commercially-available device, with which the batteries were obtained, and/or with a capacity exceeding 99 Watt-hours.
  - 12.3.4 Combustible or explosive materials, liquids, or devices, including gas bottles and aerosol cans.
  - 12.3.5 Firearms, knives or any other dangerous or controlled weapons, as defined under the Victorian Control of Weapons Act 1990, or the Firearms Act 1996.
  - 12.3.6 Any other item or substance, which would be illegal for an average member of the public to possess under Victorian or Australian law.
  - 12.3.7 Personal items belonging to a Club Member, not for use by the Club.
- 12.4 Swinburne Student Life reserves the right to access lockers at any time and remove any items that violate the policies of Swinburne Student Life or Swinburne. No compensation will be provided for items removed.
- 12.5 A Club Committee Member will be provided with a single key to access their Club's Swinburne Student Life locker(s).





- 12.6 A \$30 refundable deposit will be charged to the Club Committee Member who is the designated key holder. Upon return of the key or change of key holder the deposit will be refunded.
- 12.7 Should a key to access a locker be lost, this must be reported to Swinburne Student Life immediately. The key deposit will not be refunded to the key holder and a new deposit will be charged before a new key is provided.
- 12.8 Should a Club wish to discontinue use of an assigned locker, the Club Committee should contact Swinburne Student Life once the locker has been emptied.
- 12.9 Should a Club wish to change to a different locker, the Club Committee must contact Swinburne Student Life with their request.
- 12.10 Requests for additional keys must be made through Swinburne Student Life and are subject to the same conditions as the primary key holder. Club locker keys may not be duplicated by the Club.
- 12.11 Lockers are clearly named and numbered by Swinburne Student Life. Clubs must not attach any signage or store any items above or outside their allocated Swinburne Student Life club locker. Any items will be removed without warning, with the cost of removal being deducted from the Club Account.
- 12.11.1 Clubs must not attach their own lock or any other security device to a Swinburne Student Life locker. Any such devices will be removed without warning, with the cost of removal being deducted from the Club Account.
- 12.12 Clubs are wholly responsible for the items stored in their assigned Swinburne Student Life lockers. Swinburne Student Life assumes no liability for loss or damage to any items stored in Swinburne Student Life lockers.
- 12.13 The cost of repairing any damage caused to lockers, outside normal wear-and-tear, may be deducted from the Club Account.

### 13 Merchandise Sales & Fundraising

- 13.1 Clubs may offer merchandise for sale to Club Members. Club Merchandise must only be sold through the Clubs & Sport Software.
- 13.2 Where merchandise is to be purchased from a supplier, the following process must be followed:
- 13.2.1 The Club Committee must arrange for a supplier of specific merchandise and consult with Student Life to gain approval, providing a quote from the supplier with a unit price for each item of merchandise to be sold.
- 13.2.2 Once approval has been granted, the Club Committee must create the relevant items in the Club's Shop on the Clubs & Sport Software, through which Club Members can order and pay.



- 13.2.3 All sales of merchandise must be available for purchase for a limited time, decided in advance, after which the items will be removed from the Club Shop.
- 13.2.3.1 If merchandise is to be sold at a loss, the sale must also be limited in quantity such that the cost of the sale can be covered by available funds in the Club Account.
- 13.2.4 Once the sale has finished, Student Life will order the required amount of merchandise from the supplier. Where merchandise has been sold at a loss, required funds will be drawn from the Club Account.
- 13.2.5 Once the merchandise has been ordered and paid for, the Club Committee must arrange for delivery.
- 13.2.6 Once merchandise has been delivered, any profits from the sale will be placed in to the Club Account.
- 13.3 Clubs are encouraged to raise funds from Club Members. Funds must be only obtained using the Clubs & Sport Software.
  - 13.3.1 An exemption to 13.3 applies in the event of small-scale fundraisers, such as gold coin donations at a Club-organised sausage sizzle. Contact Student Life to request approval at least two weeks prior to any such fundraising event.
- 13.4 GST must be charged for all merchandise, this is handled through the Clubs & Sport Software.
- 13.5 If a Club wishes to hold any sort of game of chance as part of a fundraiser, such as a raffle or lucky dip, the Club Committee must be aware of and comply with the relevant regulations involved in conducting these activities in Victoria. For more information, see the website for the Victorian Commission for Gambling and Liquor Regulation.

## 14 Preferred Suppliers

- 14.1 The following is a list of goods/services which must only be obtained from a Swinburne preferred supplier. Contact Student Life for details on obtaining a quote from a preferred supplier.
  - 14.1.1 Stationary/Office supplies.
  - 14.1.2 Airline travel.
  - 14.1.3 Accommodation.
  - 14.1.4 Bottled water.
  - 14.1.5 Computer equipment.
  - 14.1.6 Software.



## **15 Promotional Material**

- 15.1 Club promotional materials such as uniforms, flyers, banners and brochures, must clearly identify the Club as being affiliated with Student Life. Student Life recommends doing this by incorporating Student Life logo.
  - 15.1.1 The Student Life Logo should always sit over a plain, high-contrast background and have adequate spacing around it.
  - 15.1.2 The Student Life logo should not be altered in any way.
  - 15.1.3 A package containing the Student Life logo in vector graphic formats can be requested from Student Life.

## **16 Roles & Responsibilities**

- 16.1 Club Founder – engage in the required activities for forming a Club in good faith and in accordance with Student Life Policy.
- 16.2 Club Committee Members – ensure that the Club is run for the primary benefit of Club Members, and in accordance with Student Life Policy.
- 16.3 Student Life Staff – help ensure that students are able to form Clubs, receive funding and engage in activities for the benefit of all Club Members.
- 16.4 Clubs & Sport Team – Exercise good management and oversight of Club Governance & Management.

## **17 Related Documents**

- 17.1 Student Life Club Membership Policy
- 17.2 Student Life Club Sponsorship Policy
- 17.3 Student Life Club Events Policy
- 17.4 Student Life Club Discipline & Dispute Resolution Policy
- 17.5 Student Life Club Registration Policy
- 17.6 Student Life Club Dissolution Policy
- 17.7 Student Life Club Grants Committee Terms of Reference
- 17.8 Student Life Clubs Calendar
- 17.9 [Swinburne Contractor Induction](#)



## 18 Notes

### 18.1 Table 1 – Club Size

Club Size	Number of Club Members (Not including Associate Members)
Small	10 – 49
Medium	50-99
Large	100+

### 18.2 Table 2 – Base Funding

Club Size	Non-Sport Clubs	Sport Clubs
Small	\$400	\$1500
Medium	\$600	\$3000
Large	\$800	\$6000

### 18.3 Table 3 – Grant Types

Grant	What	Examples
<b>Equipment and Resources Grant</b>	For the purchase or hire of equipment or resources for the ongoing activities of clubs. This includes off-campus training facilities. Not for individual hire of equipment to be used at a single event	Locker hire, costumes, games or activity kits
<b>Promotion and Marketing Grant</b>	For the purchase of materials or gear for the ongoing promotion of the club. This grant is not for promotional materials for one single event.	Banners, apparel, fliers, etc.
<b>Club Development Grant</b>	For an event or initiative that improves the level of service or opportunities provided to Swinburne students.	
<b>Online Initiative Grant</b>	For an event or initiative which is practicably accessible to and targeting Swinburne students who are studying online.	
<b>Incentive Grants</b>	Sometimes Student Life offers additional funds to reward clubs for participating in events. Clubs	At the discretion of the Team Leader for Clubs &



	will be informed when Student Life is releasing incentive grants.	Sport. Allocated according to budget constraints.
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<b>Date first approved:</b> 13/02/2017	<b>Date of Next Review:</b> 31/01/2020
<b>First Approved by:</b>	Rodney Thomson – Director, Student Life
<b>Custodian title &amp; e-mail address:</b>	Team Leader, Clubs & Sport – <a href="mailto:clubs@swin.edu.au">clubs@swin.edu.au</a>
<b>Original Author:</b>	Harry Williams, Project Officer - Student Life
<b>Supporting procedures &amp; forms:</b>	

## 19 Version Control and Amendments

Version Control	Date Effective	Approved By	Amendment
1	13/02/2017	Rodney Thomson – Director, Swinburne Student Life	First version.
1.1	14/02/2017	Rodney Thomson – Director, Swinburne Student Life	Clarified contractor insurance requirements.
2	12/01/2018	Rodney Thomson – Director, Swinburne Student Life	Second version.  Included Locker Hire policy and adjustments to funding structure and eligibilities.
2.1	14/02/2019	Aimee Gipper- Team Leader, Clubs & Sport	Updated Club Size table and Grant Types table.



			<p>Updated 9.6.2 to increase total grant funding eligible amount.</p> <p>Removed base funding being paid in instalments in section 9.2</p>
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