

Social Clubs

Handbook

October 2011

Social Clubs and Societies at UTS



Contents

Introduction	3
UTS Union and The Board	3
The Board	4
Union Contacts	5
Current Activities Clubs and Societies	5
Starting a New Club	6
How to Affiliate a Club	6
Club Obligations	8
Executive Committee Guideline	9
Meeting Procedure	10
Reaffiliation Procedure	11
Funding Policies	12
Summary of Funding	12
Functions Subsidy	14
Merchandise Subsidy	17
Conference Grants	19
Competition Grants	21
Production Grants	23
Capital Grants	25
Bonus Funding	25
Faculty Grants	26
Union Facilities	27
Union Rooms	27
University Rooms	28
Union Function Venues	28
Quick Reference Table	30
Services and Equipment	31
Services	31
Equipment	31
Publicity and Publications	30

Union Logo	33
What's On	35
Club Brochures	35
Design Assistance for Clubs Promotional Materials	36
Website	36
Clubs Code of Conduct	<u>37</u>

Introduction

At UTS, Clubs and Societies are an important part of the University environment; they enhance social life on campus and benefit students in many ways. Students can gain valuable organisational and promotional experience on a committee, as well as fostering the social, personal and extra-curricular development of their members.

All affiliated UTS Union Clubs are subject to, and must adhere to, ALL relevant official University of Technology, Sydney policies. UTS policies are available at <http://www.uts.edu.au/>

UTS Union and the Board

UTS Union is the service centre for the University, providing food and drink services, lounge and recreational areas, social and cultural activities programs, assistance to affiliated clubs and a wide range of other services.

The UTS community is defined as all UTS Staff & Students as well as card carrying Alumni.

UTS Union is separate from the Students Association (SA), which is a student organisation providing representation for students on educational issues.

For more information on UTS Union contact:

Union Switchboard (02) 9514 1444

Or visit the Union Information Desk at

Broadway Campus
Level 3 Tower Building
(02) 9514 1140

The Board

To contact the Union Board call the Broadway Union Office on (02) 9514 1642

The UTS Union is governed by a board of 13 persons:

- The Chair, appointed by the University
- The Treasurer, appointed by the University
- Another Director, who is appointed by the University
- Two Directors, who are appointed by the University Council from amongst the staff of the University

- Seven Directors, who are appointed by and from the student body of the University

- The CEO of the Union

The Board has committees for:

- Catering
- Finance
- Sport and Recreation
- Programs

Union Contacts

Marketing, Events and Programs Office and Information Desk

Level 3 - Tower Building - Broadway

Phone: (02) 9514 1140

Fax: (02) 9514 1517

Email: unioninfodesk@gmail.com

Social Clubs & Programs Manager

Laura Earl

Assists in the support and development of affiliated clubs and societies.

Phone: (02) 9514 1502

Fax: (02) 9514 1517

Email: Laura.earl@uts.edu.au

Marketing & Brand Manager

Keryn Regan

Clubs can submit news articles and listings to promote club events and activities via the Union's What's On magazine and website

Phone: (02) 9514 1142

Fax: (02) 9514 1517

Email : keryn.regan@uts.edu.au

Director of Sport & Programs

Elizabeth Brett

Oversees Clubs & Marketing Managers by assisting with development of affiliated clubs and societies.

Phone: (02) 9514 2832

Fax: (02) 9514 1517

Email: elizabeth.brett@uts.edu.au

Current Activities Clubs and Societies

A current list of activities clubs & societies can be found at:

<http://www.utsunion.uts.edu.au>

Find us on Facebook! [*Uts-Union Broadway*](#)

Follow us on Twitter! [*UTSUnion*](#)

UTS Union - Starting a New Club

Proposed clubs must not conflict with existing clubs, and be prepared to follow the club obligations as set out in this handbook.

Affiliated clubs are fully-fledged clubs; they charge membership fees, operate a bank account, have formal meetings, an executive committee, formal elections, a constitution and are generally eligible for all UTS Union grants.

Clubs affiliated with the UTS Students' Association can also affiliate with the UTS Union.

An application for affiliation club can be collected from the Union Info Desk and must be lodged at the Union Info Desk on completion. For an application of an affiliated club to be successful the applying club must be sufficiently different from any existing club. This judgement is at the discretion of the Clubs Manager of the UTS Union.

How to become an Affiliated Club of UTS Union

Please follow the guidelines below to register a club or a society.

To affiliate a club your application must include:

1. Email or arrange a meeting with the Clubs Manager

The Clubs Manager can be found on level 3 Tower Building 1 or email Laura.earl@uts.edu.au

2. Call a meeting of executives and members, the meeting must follow the below mentioned procedures:

- Minutes of meeting must be recorded
- Decision to affiliate with the Union
- Election of Executive Committee
- Adoption of Constitution
- Proposed events or activities program for the year
- Membership rules and fees
- Budget for the year showing all income and expenditure (estimated)

3. Membership list, of at least 15 registered members, showing:

- The first 15 members must be UTS Students or Staff
- Member's names and student numbers
- The fee each member has paid
- The receipt number of each member
- Contact for each member

Receipts must be issued to all members upon payment of their fee.

4. Contact Details of Executive Committee

Contact details for the Executive Committee including names, student numbers, email addresses, postal addresses and phone numbers.

5. Website Details – Provide website details to the Clubs Manager – email

Laura.earl@uts.edu.au

Please send in the following format:

- Name of Club
- A brief description of club (max. 50 words)
- Website address (optional)
- Contact name & email address

6. Club Bank Account – Consult the Clubs Manager before opening a bank account

Clubs should not open a bank account before they have affiliated with the UTS Union. Once a club has been approved Club status, it needs to open a CBA Cheque account . The CEO of the Union should be listed as the overriding sole signatory and two members of the executive committee as joint signatories. **This information must be included in the club's Constitution.** The CEO would only use his position in extraordinary circumstances, such as the dissolution of a club. All club accounts must be cheque accounts. **See the Clubs Manager** to get BANK DETAILS signed by the CEO of the UTS Union.

7. Obtain an “Application for Affiliation” form the Clubs Manager & submit with all other relevant documentation.

Club Obligations

It is important that UTS Union affiliated Clubs understand that they have certain obligations. UTS Union has a responsibility to its members to ensure that its affiliated clubs operate accountably, safely, legally and ethically. To receive the benefits that affiliation affords, please follow these guidelines.

Club Obligations

1. Executive Positions:

Minimum of three executive – democratically elected.

2. Event Notification

As a Club or Society, it is requested that you inform the Marketing Events and Programs Department of your club's current and upcoming events. Preferably by email to the Clubs Manager, please include all pertinent information date, time, location cost etc.

3. Minutes of Meetings

The Marketing Events and Programs Office should receive a copy of minutes of all meetings and official publications including the AGM minutes, newsletters etc.

4. Change of Executive Committee

The Marketing Events and Programs Office **MUST** be notified of any change of executive committee by completing the club contact sheet, which is available either from the Info Desk or the Union Website.

5. Clubs and Societies Sub-Committee Meetings

Each Club must send one delegate to every Activities Clubs and Societies Sub-committee Meeting.

6. AGM, Special General Meetings & Executive Elections

All affiliated clubs and societies are required to give fourteen days notice to financial members of annual and special general meetings and election of office bearers. Notice of meetings must include the agenda and any proposed resolutions. Notice should be given by placement on Union notice boards and also, where possible, by email. The final hand over to the new executive to be completed no later than January 1st the following year.

6. Reaffiliation

Affiliated clubs must re-affiliate with the UTS Union in December each year. If a club does not submit all documents required, the club will be **disaffiliated**. The re-affiliation process is an audit by which the Activities Centre verifies that the club has conducted itself fairly and equitably, and that its financial transactions are legitimate.

7. Membership

1. Clubs must levy a minimum annual membership fee of \$5 per member and it is suggested that clubs double the membership fee for non UTS students.
2. Multi Year and Life memberships for your club may be offered to current members of the UTS community providing per year fee does not fall below point 1.

8. Bank Account Management

Clubs must bank with the Commonwealth Bank and follow these requirements:

- All clubs must open a bank account to be eligible for grants & funding
- The UTS Union CEO will be authorised to act as a sole signatory on the account
 - The financial institution provide proof of this when requested (needed for affiliation and annual re-affiliation)
- Clubs must operate through a non-incorporated body cheque accounts
- All clubs must have two signatories to their account (generally President and Treasurer). The method of operation must specify that both signatories are required to sign for all transactions and also that the Union CEO is authorised to act as sole signatory.
- The CEO will only operate the account in the case of club dissolution or where club funds are at risk

Consult the Clubs Manager before opening your bank account.

8. Transfer of Signatories

When your executive committee changes you will need to change over the signatories for your bank account. For this you will need both the old and new signatories present. Change over the signatories as soon as possible after the elections to avoid problems with tracking down past executive members.

You will need to obtain the signature of the CEO in order to transfer signatories or to reopen your account. Please contact the Clubs Manager about this.

9. Contact Persons

The club is responsible for sending clubs contact details to the Clubs Manager – email Laura.earl@uts.edu.au

10. Cessation of Activity

If a club ceases to be active, the Clubs Manager **MUST** be notified.

11. Closing of Accounts

The last executive of a club failing to re-affiliate must undertake to close that club's bank account and transfer any remaining balance, plus any remaining petty cash, to UTS Union.

Executive Committee Guidelines

The Executive Committee is responsible for the overall running of the club. The positions that make up the Executive Committee must be outlined in the constitution and are usually elected at the AGM. The following is a guide for clubs to use when explaining what each position entails.

President

- Oversee and coordinate the activities and administration of the club
- Act as Chairperson at all meetings

Vice President

- Assist the President in the general running of the club
- Act as chairperson in the absence of the President

Secretary

- Keep a register of all club correspondence inwards and outwards
- Take minutes at all meetings
- Prepare agendas for all meetings
- Liaise with the Treasurer to keep an updated list of club membership
- Notify all members of proposed changes to the Constitution and provide copies of amended Constitutions to the Activities Centre
- Notify members of AGM's, Special General Meetings and Executive Elections fourteen days in advance, where possible, via email. This must include the agenda and proposed resolutions

Treasurer

- To keep and maintain all club financial records, including petty cash, cheque books and receipt books
- Collect monthly bank statements, receipts, dockets, invoices and anything else that will validate the income and expenses of the club
- Prepare all necessary financial documentation required for Re-affiliation, due on

Other Positions

- Other committee positions may be created if the club requires
- Some examples are Public Relations Officer, First Year Representative, Social Director, Publications Director, Club Liaison Officer, Events Officer.

Meeting Procedure

Clubs need to hold various meetings throughout the year to aid in the running of their club or society. Here is a basic meeting procedure guide to be used for Annual General Meeting, Special General Meetings and regular committee meetings.

Agenda

The content of a meeting is set out on an agenda. Agendas are sent out prior to the meeting and generally include:

- Apologies
- Minutes of previous meeting (specific to type of meeting eg. At an AGM consult previous AGM minutes)
- Business arising from the minutes
- New business
- Other business
- Date of the next meeting

If you need more guidance on meeting procedure speak to the Clubs Officer.

Chairperson

Meetings are chaired by the President or, in the President's absence, the Vice-President. The chairperson's main functions are:

- Conduct proceedings in accordance with the constitution, rules and established practice
- See that the business of the meeting is dealt with in an orderly and efficient manner
- See that appropriate consideration is given to the items on the agenda with the best interests of all financial members taken into account
- Ensure that all members are given a reasonable opportunity to participate in the meeting

Motions

- It is the practice for the chairperson to require that motions and amendments be proposed and seconded
- Motions should be precise, definite and to the point

Voting

The voting process at Committee meetings is at the discretion of the committee or by established practice.

Annual General Meetings, Executive Elections & Special General Meetings

All affiliated clubs and societies are required to give fourteen days notice to financial members of annual and special general meetings and election of office bearers. Notice of

Re-affiliation

meetings must include the agenda and any proposed resolutions. Notice should be given by placement on Union notice boards and also, where possible, by email.

Clubs must re-affiliate with the UTS Union in **December each year**. If a club does not submit all documents required, the club will be **disaffiliated**. The re-affiliation process for clubs is an

audit by which the Clubs Manager verifies that the club has conducted itself fairly and equitably, and that its financial transactions are legitimate.

The following is usually required for re-affiliation of clubs however a complete checklist is sent to each club closer to the re-affiliation date outlining all required documents:

Financial

- All bank statements, receipt books and cheque books for the previous calendar year.
- Financial Reports for the previous year (Detailed Income & Expenditure Statement, Petty cash page and Bank Reconciliation)
- A detailed proposed budget for the coming year
- A list of capital items, where applicable
- Proof that the UTS Union CEO is authorised to act as sole signatory on your club's bank account (i.e. Photocopy of account application/ change of signatory form)

For further assistance consult the Treasurer's Handbook available from the Clubs Manager.

Activities

- A list of proposed activities for the coming year
- A list of the previous year's activities

Contacts

- An updated executive club contact list
- A current membership list, including names, student ID numbers, receipt number of each member, amount paid and a contact for each member.

Documents

- Copy of the minutes from the last AGM
- Updated club brochure

Remember

- Failure to submit the above by the due date will jeopardise eligibility for Union grants and subsidies, as well as room and space bookings within the University
- Clubs may submit a list of new members for second semester by 31 August to add to their function subsidy

Summary of Funding

Funding/Benefit	All students
Functions Subsidy**	<ul style="list-style-type: none"> • Cap of \$6,000 per event, per semester, per club. • Catering at cost (approx. 50%) plus 10% for food & labour • Free room hire (NOT INCL AFC) • Free set up costs • Bar Tab contributions – 65% on top of club contribution • Clubs pay cleaning and damages • A 10% surcharge applies on weekends and 30% surcharge on public holidays
Merchandise	<ul style="list-style-type: none"> • \$5 per member for one occasion annually • Union logo used
Conference Grants **	<ul style="list-style-type: none"> • 50% of cost associated with travel, accommodation & registration • Capped at \$250 per year for domestic conferences and \$500 for international conferences <p>\$2,500 ceiling applies per club per year</p>
Competition Grants **	<ul style="list-style-type: none"> • \$7,000 ceiling applies <p>Additional \$3,000 for approved international competitions</p>
Production Grant **	<ul style="list-style-type: none"> • Up to 70% (or \$4,000) per semester per club for play, concerts and other cultural activities that take place on Campus at UTS • Up to 50% (or \$2,000) per semester per club for magazines, publications and other printed materials
Capital Grants	<ul style="list-style-type: none"> • Up to 50% of the total cost (capped to \$1,700) annually
Bonus Prize Funding	<ul style="list-style-type: none"> • \$500 prize for club of the year • Clubs Trivia Challenge Prizes valued at \$700 • \$250 Start Up Grant for new clubs • O' Day and Clubs Day Grants (\$2,500 for Oday and then \$1,500 per 2nd Semester Clubs Day)
Faculty Grants	<ul style="list-style-type: none"> • Up to \$2,000 every calendar year to assist with the cost of undergrad student activities
Room Hire	<ul style="list-style-type: none"> • Free use of Ashmore Smith Room, Harry Heath Room, Broadway Theatre Lounge, The Loft, Glasshouse Bar and Kgai Bar
Clubs Resource Room	<ul style="list-style-type: none"> • Free use of Computer, Fax machine and telephone in clubs resource room • Free internet access • Free use of centralised location for club mail (i.e. rather than purchasing a PO box)
Equipment Hire	<ul style="list-style-type: none"> • Free BBQ hire (if food has been ordered through the Union, otherwise fees apply) • Free portable PA hire (when available) • Free use of screen, DVD player and data projector in certain union areas, subject to availability

** Grants will be reviewed in terms of financial viability of the UTS union. Financial proposals will need to be submitted to the Clubs Manager before the formal/ logistical creation of the function/ event or they will not be approved.

Funding Policies

ALL FUNDING IN THE FOLLOWING PAGES THAT MENTIONS THE TERM "MEMBERS" REFERS TO UTS STUDENTS. PLEASE CHECK:

The Union considers each application on its merits. Whilst the Union operates within the following guidelines, it should be noted that, in special or exceptional circumstances, funding for applications that fall outside the guidelines may also be approved at the discretion of the Union Board.

It should also be noted that no member of affiliated clubs may receive remuneration or other benefits for services rendered to the club without the express approval of the governing body or executive of the club. Any such approval is to be communicated to the Clubs Manager within fourteen days of the decision and to the members of the club by no later than the next Annual General Meeting.

To receive funding from the UTS Union some acknowledgement of the Union needs to be shown, in relation to the funding request. This must, but not exclusively, include use of the UTS Union logo on posters, flyers and other advertisements prior to an event, or on the clubs website. Please note that if it is found that there has been no acknowledgement, as agreed between the club and the Clubs Manager, your application may be denied.

Functions Subsidy

The purpose of the Functions Subsidy is to enable clubs to hold discounted social functions for their members. The Functions Subsidy gives clubs an incentive to use Union services and aims to foster a vibrant social life on campus.

These arrangements apply to functions held in Union or University areas where food and alcoholic or non-alcoholic drinks are to be consumed.

- (a)** Clubs only have to pay cost price plus 10% for food and labour costs, which is a discount of approximately 40%.
- (b)** There is a ceiling of \$6,000 per event, per club, per semester
- (c)** Clubs must pay for cleaning and/or damages.
- (d)** External suppliers can only be used for simple functions such as social BBQs or refreshments and snacks at meetings or commemorations, these must be held on campus but cannot be held in Union licensed areas. External suppliers may not be used for dinners or sit down meals or for serving purposes without approval from the Clubs Manager.
- (e)** For functions where security is required, the Union will provide up to three security guards free of charge. This is available once per Semester.
- (f)** Barbecue equipment is provided by the Union free of charge if food is also purchased. This excludes any food, plates, staff to cook BBQ, ice buckets. A fee of \$71.00 per BBQ applies if bringing in external food.
- (g)** Clubs are permitted to use the Functions Subsidy to assist in fundraising. Functions staff will handle all monies and the club will receive payment following the event.
- (h)** The Union has the right to restrict funding if expenditure exceeds budget constraints.

How To Apply

- (a) Send an email to the Clubs Manager detailing the:
- Date of the event
 - Times
 - Venue (Aerial Function Centre, Loft Bar, etc)
 - Set up required (cocktail party, dinner, etc)
 - Catering required
 - Bar tab
- (b) For functions where external suppliers are required, under (1.2(d)), receipts can be reimbursed by cheque or supplier paid directly. Please allow two weeks for cheque to be processed.
- (c) Please make your booking at least two weeks prior to proposed function date or the application will not be approved.

Bar Tabs

The UTS Union will contribute 65% to an amount a club wishes to have as a bar tab. For example, Club contributes \$100, the Union will add \$65 on top of that.

The club is required to pay the bar guarantee **prior to the event**, via cash or a club cheque payable to UTS Union, before the Union will contribute the additional amount.

For functions where alcohol is served, the Union's Responsible Service of Alcohol Policy must be adhered to.

UTS UNION RESPONSIBLE SERVICE OF ALCOHOL House Policy

- The staff will not serve any person who is under 18 years of age.
- The staff will only serve Union members and their guests.
- The staff will not serve any member or guest who is intoxicated or approaching intoxication.
- The staff will not serve any person who is purchasing drinks for a person who is under 18 years of age, who is intoxicated or approaching intoxication or for a person who has been previously refused service for any given reason.
- The staff will not serve any drink that contains more than 60ml of spirit (2 nips). The staff will not mix any spirit into a tap beer or packaged product.
- During happy hour the staff will not serve any more than 2 drinks per customer, any drink that contains more than 30ml of spirit, or shooters.
- The Union will not permit intoxication or any indecent, violent or quarrelsome conduct on the licensed premises.
- All service is at the discretion of staff and security.

Merchandise Subsidy

The purpose of the Merchandise Subsidy is to enable clubs to produce low cost club branded merchandise for their members. The Merchandise Subsidy aims to give clubs a higher visibility on campus and to promote the Union and to foster a vibrant club scene on campus. Merchandise may be T-shirts, coffee mugs, key rings and steins etc.

These arrangements apply to merchandise supplied by the Union or external Third Party suppliers.

- (a) Clubs are entitled to a merchandise subsidy of \$5.00 per member per year on one occasion each year.
- (b) The Union logo must be displayed clearly on all merchandise. The Union will pay the set up cost of screens etc for printing of the Union Logo.

How to apply

- (a) Obtain an application form from the Clubs Manager.
- (b) Attach all relevant quotes or receipts.
- (c) Please allow at least 2 weeks for the grant to be approved.

Conference Grants

Conference Grants are intended to assist Union members of a society to represent their society, the University of Technology, Sydney and the UTS Union at state, regional, or international conferences that relate substantially to the objectives of the society.

- (a) The Union may grant up to 50% of cost associated with travel, accommodation and registration.
- (b) An individual member may only receive up to \$250 per year for domestic conferences.
- (c) A delegate to an international conference may receive up to \$500 towards the conference costs once per year.
- (d) A \$2,500 ceiling applies each year for each club.
- (e) If a delegate attended the same conference in a previous calendar year they may only receive 50% of the funding of the first time rate.
- (f) The Union will subsidise economy travel fares only.
- (g) The conference must have a social or cultural element and not be purely academic or course related in nature, unless the request is from a faculty based club.
- (h) Conferences where the major focus is on purely social activities will not be considered.
- (i) Full details of selection criteria, dates and procedures, as well as selection panel, should be advised to the Union and given to the Union at least two weeks before selection application deadlines.
- (j) Full disclosure of how Union, Faculty/University, sponsor, Society or other funds are to be allocated to delegates and how much the delegate is expected to contribute must be made on application.
- (k) The Union has the right to restrict funding if expenditure exceeds budget constraints.

How To Apply

- (a) Obtain an application form from the Clubs Manager.
- (b) Attach official publicity/brochure advertising the conference and notification of the selection procedure for delegates attending the conference.
- (c) Make an appointment to see the Clubs Manager to discuss the application.

- (d) Attach Grant form, quotes for the conference, travel and accommodation, as well as any invoices and receipts regarding the conference together with photocopies of attendees' student cards.
- (e) Cheques will be made out to suppliers/hosts where possible and if not payment will be made to either the society or the delegates, whichever is appropriate and at the discretion of the Clubs Manager, upon submission of receipts. Delegates will be sent a letter by UTS Union congratulating them on their selection and grant, detailing the amount and payee. In the case of payment being made to delegates, the letters will inform the delegate that the grant will be payable to them upon presentation of receipts.

Factors taken into consideration when deciding whether or not to grant assistance and if so, how much to contribute, include:

- (a) How representation at the conference will benefit the Club or Society, the University and the Union.
- (b) What other funding the Club or society has available? Where fundraising efforts have been highly commendable this will be viewed favourably and, where possible, will be reflected in the amount granted.
- (c) How delegates intend to travel to the conference.
- (d) The clubs budgetary constraints.
- (e) Whether the selection procedure is fair and reasonable.

Recipients of Conference grants must submit an acceptable written report to the Programs Manager following the event within one month of its completion. Failure to do this will jeopardise any future Union funding.

Competition Grants

Please Note:

Any printouts, mail outs or promotion for the club must include the UTS Union logo and acknowledge the Union as a sponsor if any funding, monetary or otherwise, has been received.

Competition grants are available to all club members and are intended to assist members of a society to compete for their society, UTS, or UTS Union in an approved competition that relates substantially to the objectives of the society.

Members may be assisted where representing a UTS faculty in the following circumstances:

- (a) The individuals must be current members of a UTS Club or Society
- (b) The selection guidelines and procedure by which the individuals are selected to compete must be assisted by the Society, provided that faculty selected teams will not be ineligible where the competition is equally referable to the activities and objectives of the club and the

society itself has objectives substantially referable to the particular faculty. The selection of the competitors must be fair and transparent and proof and reasoning of selection or exclusion must be presented upon the request of the Clubs Manager.

- (a) A \$7000 ceiling applies each year for clubs representing the uni in a approved competitions.
- (b) An addition fund of up to \$3000 per annum is available in approved circumstances for international competitions for clubs representing UTS.
- (c) The Union will only fund as many competitors as it determines appropriate in the circumstances.
- (d) The Union will subsidise economy travel fares only.
- (e) Full disclosure of how Union, Faculty/University, sponsor, Society or other funds are to be allocated to delegates and how much the delegate is expected to contribute must be made on application.
- (f) The Union has the right to restrict funding if expenditure exceeds budget constraints.

How To Apply

- (a) Obtain an application form from the Clubs Manager.
- (b) Attach official publicity/brochure advertising the competition and notification of the selection procedure for delegates attending the competition.
- (c) Make an appointment to see the Clubs Manager to discuss the application.
- (d) Attach Grant form, quotes for the conference, travel and accommodation, as well as any invoices and receipts regarding the conference together with photocopies of attendees' student cards.
- (e) Cheques will be made out to suppliers/hosts where possible if not payment will be made to either the society or the delegates, whichever is appropriate, and at the discretion of the Club and Activities Officer, upon submission of receipts.

4.5 Factors taken into consideration when deciding whether the grant will be approved:

- (a) How representation at the competition will benefit the Club or Society, the University and the Union.
- (b) The standard of competitors who are to participate in the competition.

- (c) How many competitors the Club or Society intends to send to the competition (eg. less competitors does not mean a greater portion of the grant per competitor).
- (d) Individuals and/or the Club or Society are expected to make substantial contribution to the cost. In most cases at least 50% of the travel, accommodation and registration costs will be covered by competitors.
- (e) What other funding the Club or Society has available. Where fundraising efforts have been highly commendable this will be viewed favourably and, where possible, will be reflected in the amount granted.
- (f) How competitors intend to travel to the competition.
- (g) The clubs budgetary constraints.
- (h) Whether the selection procedure is fair and reasonable.

4.6 Recipients of Competition Grants must submit an acceptable written report to the Clubs Manager following the event within one month of its completion. Failure to do this will jeopardise any future Union funding.

Production Grants

Please Note:

Any printouts, mail outs or promotion for the club must include the UTS Union logo and acknowledge the Union as a sponsor if any funding, monetary or otherwise, has been received.

The purpose of the grant is to assist a society in the creation of a production which is of significant benefit to Union members and/or the University community. These events must take place on campus. Examples of a production may include:

- Plays, concerts, cultural events, public events and dance parties
 - Magazines, publications or other printed materials.
- (a) Up to 70% of total costs of the production coming under category (a) may be granted, up to \$4000 per Semester per Club.
- (b) Up to 50% of total costs of the production coming under category (b) may be granted, up to \$2000 per Semester per Club.
- (c) Clubs cannot apply for more than one grant for the one production, eg if you are producing a program for a concert the program is not considered to be a separate production.
- (d) The Union has the right to restrict funding if expenditure exceeds budget constraints.

How To Apply

- (a) Obtain an application form from the Clubs Manager.
- (b) Prepare a comprehensive budget for the production detailing all items of expenditure and expected income. Attach all relevant quotes/receipts.
- (c) Demonstrate how the Event will be promoted, for example event poster and print material.
- (d) Within the budget state the amount of grant your club will seek
- (e) Fill out a Productions Grant application available from the Info Desk/Clubs Room or on line
<http://www.utsunion.uts.edu.au/clubs/activities/forms/index.html>. You are required to explain what publicity will be undertaken for the production; how the production will benefit the University community; why it is not self-funding.
- (f) Applications with incomplete or unsatisfactory budgets will not be considered. If you need help preparing a budget, consult the the Info Desk/Clubs Room or on line
<http://www.utsunion.uts.edu.au/clubs/activities/forms/index.html> before the application deadline.

Factors taken into consideration when deciding whether or not to sponsor a production and if so, how much to contribute, include:

- (a) Whether the production is of significant cultural, artistic, literary or social value to the Society, the University and the Union.

- (b) Whether the production will significantly benefit Club members, students and staff.
- (c) Whether the society is already receiving financial assistance from a corporate sponsor or a University faculty.
- (d) How well the production will be publicised on and off campus and how the UTS Union's support will be acknowledged.
- (e) Attendees and revenue expected.
- (f) The clubs budgetary constraints.

Capital Grants

Capital grants enable clubs to purchase capital equipment that is useful to the club's members but would normally be outside that club's budget.

- (a) No more than 50% of the cost of the capital item will be granted, except in exceptional circumstances. Capital Grants are limited to a maximum \$1,750 per Club per annum. The minimum value of an item purchased under a capital grant is \$50.
- (a) All items purchased with the help of capital grants are done so on the understanding that such items remain the property of UTS Union until such time as the society reimburses the Union to the full extent of the grant for the item. Upon a club dissolving, all capital items are to be returned to the Union and revert to the full ownership of the Union.
- (b) The Union has the right to restrict funding if expenditure exceeds budget constraints.

How To Apply

- (a) Obtain an application form from the Clubs Manager.
- (b) Attach a quotation on company letterhead for the provision of the item. Cheques will be made out to the vendor, not the society.
- (c) The application must be submitted at least one week before the proposed purchase.

Bonus Funding

Bonus funding is funding that clubs become eligible for should they win one of the following interclub competitions.

- (a) Club of the Year will have a cash prize and a prominent stall space on O'Day
- (b) Clubs Trivia Challenge & Amazing Race will also offer cash prizes.
- (c) Start Up Grant of \$250 is available to new clubs under the following terms:
 - The grant is available for three months only from the date the club is approved as an affiliated club of UTS Union
 - The grant is not available to clubs who amalgamate or change name
 - The grant can only be issued in conjunction with an application for a Union subsidy or grant, as already outlined in this Handbook

Faculty Grants

UTS Faculties*, in conjunction with affiliated clubs or societies, may apply to the Union for grants up to a total of \$2,000 every calendar year to assist with the cost of one or more of the following undergraduate student activities:

- (a) Exhibitions, productions or publications by senior (preferably final year) students
- (b) Graduation or final year dinners or the like (which should be held within the Union where possible)
- (c) Other activities deemed to be similar to the above.

The activities must be managed or endorsed by the faculty, which will be responsible for accounting to the Union for the expenditure of the grant and returning to the Union with the statement of account any unspent portion of the grant. The application must be submitted by the relevant faculty-aligned Club. Approved Grants will be paid direct to the relevant Faculty.

Grant requests for activities which cater to a broad cross-section of the relevant students will be looked upon more favourably than requests for activities which do not.

The Union's financial support must be acknowledged in all advertising for the event, at the event and in all related publications, handbooks, etc. The Union logo should be utilised in acknowledgements.

Applications must be in writing on the forms available from the Activities Centre, Broadway Union Centre, Level 3, Tower Building and should be submitted at least one month prior to the activity.

NOTE: If no relevant club or society exists, the staff in the Union Activities Centre will be happy to explain the process and assist with the paper work for forming a

new club. The system has been simplified and it is now very easy for a new club to affiliate with the Union.

- The UTS Institute for International Studies and Insearch are considered a faculty for the purposes of the UTS Union Faculty Grant.

Union Facilities

A few general rules apply when using Union facilities and rooms:

- The use of UTS Union areas for affiliated clubs and societies is generally free (excluding the Aerial Function Centre). However, in some circumstances a facility may require a deposit.
- Union areas at Kuring-gai and Haberfield should be booked through the Clubs Manager and are subject to availability.
- Clubs are not permitted to bring alcohol or food into Union areas.
- Functions providing alcohol or held of an evening might incur supervisor, security and cleaning costs.
- Clubs are required to complete the relevant application forms to apply for room allocations.

Union Rooms

The use of Union rooms for clubs and societies is generally FREE. However the club must pay for any damages.

All Club room and event bookings can be made **ONLINE ONLY** at www.utsunion.uts.edu.au

Union Rooms include:

Ashmore Smith Room

Union Centre - Broadway Campus
Level 3 - Tower Building

- Multipurpose Room - Open Space
- Capacity of approximately 40 people
- Banner painting, rehearsals, informal meetings, workshops

Harry Heath Room

Union Centre - Broadway Campus
Level 3 - Tower Building

- Board Room Style
- Seats up to 30 people
- Suitable for AGM's, presentations and meetings

Broadway Theatre Lounge

Union Centre - Broadway Campus
Level 3 - Tower Building

- Projector and Screen – VHS & DVD
- Seating for 150 people

University Rooms

Room booking requests for University rooms are also made via the clubs booking form online at www.utsunion.uts.edu.au

University Rooms include:

- Lecture Theatres and Tutorial Rooms throughout the University
- Subject to Availability
- Restrictions Apply

Union Function Venues

The UTS Union has several licensed function venues.

- Bookings for these areas and catering must be made by emailing the Clubs Manager.
- External food and drink cannot be brought into licensed areas. However, in these venues, clubs and societies only pay cost price plus 10% for food and soft drinks plus labour costs. This discount is available via the clubs Functions Subsidy whereby the club pays approx. 60% of function costs and the Union pays the balance.
- A menu is available from the Clubs Manager – email or go to Info desk on Level 3
- Clubs will not be charged for room hire costs. – However a club may be charged an “on Cost fees” fee for events
- Events held at night or where alcohol is served may incur security costs.
- If damage occurs, the cost of restoration/repairs will be charged to the club.
- With any function, numbers must be confirmed at least 5 days prior.
- Clubs must pay full cost of the event to the function centre 3 days prior to the events.
- A 10% surcharge applies on weekends (calculated on food revenue) and a 30% surcharge applies to public holidays (calculated on food and beverage revenue).

The Aerial Function Centre

Broadway Campus

Level 7 of Building 10

- Versatile Venue
- Seats up to 450 for Banquet Dinner
- Stands up to 600 for Cocktail Reception
- Can be divided into smaller sections to suit your requirements
- Dinners, Balls, Conferences
- Restricted availability applies

Loft Bar

Dance Parties, Trivia Nights, Live Band Nights, Meetings

- Stylish cocktail/wine bar with entertainment area downstairs, board room and reading lounge upstairs
- Intimate, Small Functions, Meetings, Cocktail Parties
- Available on Saturdays and Sundays – on cost fee may apply to cover operating expenses outside of usual business hours

Glasshouse Bar

Dance Parties, Trivia Nights, Live Band Nights.

Union Centre - Broadway Campus

Level 3 - Tower Building

- Large area with licensed bar and numerous beers on tap.
- Includes stage complete with lighting and dance floor
- Can be divided into three areas to suit different functions
- Can handle small to large events
- Pool tables, duke box, lounge areas.
- Entire venue holds 600 pax but can also be sectioned off to accommodate smaller events

Kuring-gai Bar

Union Area - Kuring-gai Campus

Level 5, Building One.

- Large area with licensed bar, cafe services and pool table
- Includes dance floor mobile stage facilities and outdoor beer garden with BBQ options.
- Can handle small to large events
- Separate Function meeting room bookable by clubs.
- ATM service

UTS Haberfield Club

On the Harbour Front, Dobroyd Parade Haberfield.

- Open seven day from 1200pm, right on the Bay Run.
- Features licensed Bar and Italian family Restaurant with large balcony and seating overlooking the water.
- TAB, SKY TV, Keno and Gaming facilities available.
- Bookable for parties or dances for up to 160.
- Separate bookable Board room that seats 16 for club meetings and private dinners.

Quick Reference Table

Note: Dots indicate that the specified equipment is in the room, though not automatically available. When booking these rooms please state what equipment you will need to use. Charges may apply.

Other rooms may have equipment arranged on request. Consult the Activities Centre.

	TV	Video	Projector	Chairs & Tables	White Board	Sit Down Dinners	Catering Available	Bar	Dance Floor	Stage	Capacity
Ashmore Smith Room				●	●		●				40
Harry Heath Room				●			●				50
Theatre Lounge	●	●	●	●			●				150
University Rooms *	●	●	●	●	●						Varying
AFC		□	□	●	●	●	●	●	●	□	600
The Loft		□	□	●	□	●	●	●	●	●	60
Glasshouse Bar		□	□	●	□	●	●	●	●	●	600
Markets Bar	●			●			●	●		●	200
Kuring-gai Bar	●	●	□	●	□	●	●	●	●	□	500
Concourse		●	●	●	□	●	●	□	●	●	300

* Specify which equipment you require when filling out the clubs booking form online.

■ Available on Request

Services and Equipment

Services

Pigeon Holes

These are located in the UTS Union Activities Centre, Broadway Campus. They are available to all affiliated clubs. The UTS Union Activities Centre is open Monday to Friday from 9.00am to 5.00pm during semester time, with limited opening hours during exams and holidays. Clubs wishing to receive mail can use either of the following mailing addresses:

Your Club
C/O UTS Union Info Desk
PO Box 3210
Broadway NSW 2007

Club members must clear their pigeonholes regularly.

Computer & Internet Access

Two computers with internet access are available to Clubs and Societies in the Activities Centre, Broadway Campus, Level 3 of the Tower Building. Clubs also have access to a:

- Printer
- Computer
- Fax machine

A maximum of three members per club are permitted in the Clubs Resource Room at one time.

Events Equipment

BBQs

BBQ hire is available for clubs free of charge, providing that the food to be cooked on these BBQs has been bought through the UTS Union. They must be booked through the Clubs and Activities Officer. BBQs will cost \$71 each to hire if you are bringing your own food to cook.

BBQs must be cleaned by the club after use.

This does not include the use of bins, ice bins, oil, staff, ice, plates, cup or napkins.

AUDIO AND VISUAL EQUIPMENT

You will need to specify your equipment requirements at the time at the time you make your event/room booking online at www.utsunion.uts.edu.au - not on the day!

If the equipment is not returned in the working order that it was loaned out in, some or all of the deposit may be taken to pay for repairs.

Publicity and Publications

UTS Union Ltd Logo - Guidelines for Clubs and Societies

As an affiliated club of UTS Union Ltd, your Club or Society is under an obligation to adhere to the UTS Union Ltd Logo Guidelines.

All Clubs and Societies must incorporate the UTS Union Ltd logo into the design of all materials for which funding is sought (as per Variations outlined below). Those materials may include:

- Posters
- Flyers
- Club Stationery
- Equipment
- Websites

The UTS Union Ltd logo must not be used on any political or election material, or on any material that could be deemed offensive.

Where materials have not been funded by UTS Union Ltd it is not compulsory to include the logo. However where it is relevant to list all Sponsors (for example on a Club Website or on Stationery) it is important to include UTS Union Ltd as a contributing sponsor or supporter.

How to Use the UTS Union Ltd Logo

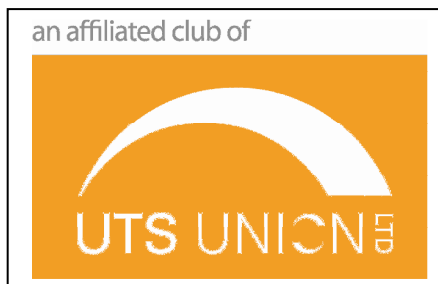
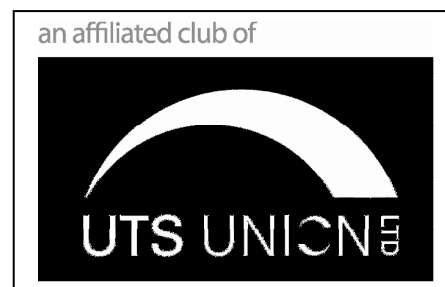
Variations

The versions of the logo provided here are the ones that should be used in the vast majority of circumstances.

New Union Logo:

Black and White

Colour



If you are providing the logo to an external supplier (e.g. for the production of a shirt or for use on equipment) you will need a higher res format of the logo. In those cases please email the Clubs Manager or complete a Job Specification form. Your request should include a description of what the logo would be used for. High-res formats of the logo are available in TIFF or EPS and can be emailed to clubs on request.

Colours

The logo can be reproduced in its true colours (Orange and Black), greyscale or black and white only. For example, if you are producing a shirt or poster and the orange sun does not suit the overall design of the shirt it should appear as black and white or greyscale (as shown above in 'Variations').

Proportions

The logo proportions must not be altered in any way, for example its length or width stretched. See examples above.

Acknowledgement with other Sponsors

You should view UTS Union Ltd like you would any other sponsor and credit their support by displaying the logo accordingly. In cases where a club has other sponsors or supporters, in addition to UTS Union Ltd, then all sponsors should be credited based on the level of their contribution.

Websites

Every club is allocated their own page on the UTS website. The Club Manager creates and maintains content for those pages on behalf of the Club. Club members are responsible for providing the web page content and ensuring it is kept up to date.

In some cases, a web page on the UTS Union website has not met the needs of every club and consequently some clubs have developed their own website. In those cases it is expected that club sites include reciprocating links with the UTS Union Ltd website (www.utsunion.uts.edu.au). Some samples are shown below.

Approval

Any material - including posters, flyers, banners, website pages, equipment, clothing or stationery - that includes a copy of the UTS Union Ltd logo must be approved by the Clubs Manager prior to printing or uploading live online.

Use of UTS Logo

University approval is required for the use of the UTS logo on any Club marketing material. Please contact your Clubs Officer to arrange approval.

Questions

Please ask the Clubs Manager. You can also contact the Marketing Manager on 02 9514 1318.

The What's On magazine and online newsletter are released fortnightly and produced by UTS Union. The magazine includes a Calendar for advertising upcoming club events, meetings, AGMs and club articles.

It is possible for Publications to design your advertisement for upcoming events upon supplying the text and any relevant images. If you decide to use this service, all decisions regarding design will be in the hands of our trusted Publications Designers. You may choose to design your own advertisement, but in this case it will not be possible for Publications to make adjustments to any artwork supplied by a club.

All clubs are welcome and encouraged to contribute pictures and material about their club. Submissions can be faxed, dropped in or emailed to Marketing Manager. If you have designed your own article or advertisement please email this as a tif, jpeg or PDF file at a minimum 300dpi. Please note we are unable to print images taken from the web due to their low resolution. Supplying a good quality printout for scanning into the magazine is also acceptable. **Deadline is 3 weeks before the next available issue.**

Club Cards

UTS Union produces a club card for each affiliated club to go on display in specially designed boards in Union areas.

This card is used to inform students about your club and refers students to the Union website to find out more info and also to access the club's own website and/or contact email address.

In order to provide prospective members with the best information, we need you to provide us with a summary of about your club (max. 30 words) that will be used for the Club Card and also on the Union website. This service is completely free of charge and is a great way for students to get more information about your club. To submit your club summary please email keryn.regan@uts.edu.au or call 9514 1318 for further information.

Design Assistance for Club Promotional Material

Design assistance for club posters, flyers, event tickets etc is available free of charge via the Marketing and Programs Department. The Marketing Manager must approve anything to be designed and printed by Publications.

If you would like the Marketing and Programs Department to design your promotional materials, please provide text and any relevant images (please note we are unable to use images taken from the web due to their low resolution). If you have an idea of how you would like the poster, flyer or ticket to look, please provide a rough sketch and this will be taken into consideration. Your club will have a final sign off on the creation, where you can check for any mistakes, but artistic discussion will not be entered into. From a design perspective it is hoped you will put your faith in our skilled Designers. This service is provide at a cost to each club, and is subject to the availability of the designers.

Please allow up to 2 weeks for your poster to be designed. This time may vary according to workloads.

Club Code of Conduct

UTS UNION LTD

CODE OF CONDUCT FOR AFFILIATED CLUBS

Clubs must read and sign code of conduct at Semester 1 Clubs Meeting.

DEFINITIONS

Within this document:

Board is the Board of UTS Union Ltd.

Chair is the Chair of the Union Board.

Club is any UTS Union Affiliated Club.

Club Constitution is the Constitution established for any affiliated club of the Union.

Code is the Code of Conduct for Affiliated Clubs

Conflict of Interest means a conflict of interest as commonly understood and may arise where a Club member engages in activities or advances or inhibits personal interests at the expense of the Club's, Union's or University's interests or the interests of their members.

Conflicts of interest may include, but are not limited to, the following:

(a) Financial interests - An example of a financial conflict of interest which may arise is where a Club member who has a financial interest in a company is in a position to influence contracts for business between that company and the Club, the Union or the University;

(b) Personal interests - Club members are expected not to use or manipulate any official position in order to gain personal benefit. For example, directing the Club's business to an organisation in which one or more Club members have an interest;

(c) Personal and family relationships between members - Situations may well occur where members are working with family members or with persons with whom they develop close relationships (of hostility as well as friendship). Where such relationships exist between members or with prospective members they may have the potential to create a conflict of interest.

Handbook is the Sporting or Social Clubs' Handbook for clubs and societies at UTS as published by the Union from time to time.

Union is UTS Union Ltd.

Union Constitution is the UTS Union Limited Constitution.

University is the University of Technology, Sydney. 2

BACKGROUND

Under the Union's Constitution a key objective is "to assist and subsidise affiliated clubs and societies". The Union supports social, cultural, sporting and recreational clubs for a number of purposes:

- To encourage student life on campus.
- To support students' engagement with the University.
- To provide social networks.
- To promote cultural, artistic, sporting and recreational activities, events and competitions.

To provide students with opportunities to develop a range of co-curricular skills and attributes such as leadership, event coordination, team work, presentation and communication skills, cultural sensitivity, and health and wellbeing.

Within the UTS community, the Union's support of clubs is designed to encourage positive attributes such as responsibility, safety of club members and guests at various events, respect for others and respect for cultural diversity.

The Code is provided as a set of general principles rather than detailed rules. The Code does not seek to address all possible issues which the Club or its members may face. The successful development of a constructive environment relies on members taking responsibility for their own behaviour, which in turn needs to take into consideration the provisions of the Code, policies and codes of conduct and the Rules of the University and advice of the leadership of the Union. Members should be guided in their conduct by the principles established by the Code.

EXPECTED BEHAVIOUR

Clubs and societies should operate according to democratic principles, with overall decision making power resting with the Club or Society's membership. In particular, decisions over the use of funds, the membership fee, the election of office bearers and the program of events should be made democratically by the members and in accordance with the Club Constitution, the Union Constitution and the Handbook.

The communication of ideas, opinions and beliefs is a fundamental aim of the Union's support for affiliated clubs and societies. Clubs and societies should take all reasonable steps to communicate with their members regularly, preferably using a range of media. Respect

for the right to freedom of speech of both Club members and those of other Clubs, is vital to achieving this aim and fostering an open community on campus. Freedom of speech should not be used to defame, vilify or incite violence against individuals or groups, or to bring UTS and/or the Union into disrepute.

The Union has a responsibility to ensure that its clubs operate accountably, safely, legally and ethically. To receive the benefits that affiliation affords, Clubs must adhere to this Code. Behaviour or conduct which is not consistent with the Code is unacceptable and will not be tolerated by the Union. In particular, Clubs and their members are expected to:

- (a) comply with legal or other administrative requirements, and lawful and reasonable directions given by persons in authority;
- (b) exercise their judgment in the interests of the Union and the University, as well as the Club;
- (c) make decisions fairly and without bias using the best information available;
- (d) maintain adequate documentation to support decisions made;
- (e) respect the dignity of the public, students and other members by treating them with courtesy, honesty and sensitivity to their rights, including privacy and confidentiality;
- (f) comply with any and all conditions of access to the University's communication facilities, including security of confidential or official information for which the Club or its members are responsible;
- (g) act responsibly when becoming aware of any unethical behaviour or wrong doing;
- (h) treat others fairly and with respect, and not harass, victimise or discriminate against members, students or others in the course of the Clubs activities on the grounds of sex (including pregnancy), sexuality (including transgender status) gender, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers' responsibilities or other grounds covered by antidiscrimination or other relevant legislation;
- (i) follow processes which ensure that Clubs or their members do not and are not seen to have conflicts of interest, including engaging in activities which advance or inhibit personal interests at the expense of the Club, the Union or the University's interests or the interests of members of those institutions.

Additionally, all affiliated Clubs are subject to, and must adhere to, all relevant official University of Technology, Sydney policies, Rules and codes. These documents are available at: <http://www.gsu.uts.edu.au/policies/index.html>.

UNACCEPTABLE BEHAVIOUR

Reports or complaints of unacceptable behaviour will be taken seriously by the Union and handled in a confidential, impartial and fair manner, taking into account the principles of procedural fairness. The Union is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse affect on the wellbeing of Club members, the Union or the University.

Unacceptable behaviour is that which is inconsistent with the expected behaviour described above and the stated purposes of the Union's support of clubs. Differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others. In determining whether behaviour is unacceptable or unreasonable, consideration will be given to what a "reasonable person" would judge to be unacceptable or unreasonable having regards to the circumstances. The information

below provides further guidance on what is unacceptable behaviour within or from Union clubs.

Examples of Unacceptable Behaviour

Behaviour which would be considered unacceptable within or from Union Clubs includes (but is not limited to) the following:

- Acting in any manner that brings UTS and/or the Union into disrepute.
- Aggressive or abusive behaviour such as verbal abuse, threatening gestures or actual violence or assault.
- Bullying, harassment, intimidation or stalking.
- Abusive or harassing notes, emails, telephone calls, text messages, etc.
- Unwelcome physical contact including that of a sexual, intimate or threatening nature.
- Teasing, name calling or ridicule or making someone the brunt of pranks or practical jokes, excluding or isolating individuals or malicious or mischievous gossip or compliant.
- Withholding approval for or denial of requests maliciously, discriminatorily, unfairly or without basis.
- Belittling opinions or unreasonable and unconstructive criticism.
- Stealing or misuse of the resources of the Club, Union or University, or failing to ensure that resources of the Club, University or Union (ie materials, funds, personnel, equipment, plant, facilities, electronic communications, Club, Union or University logo and letterhead etc) are used efficiently, carefully, lawfully and honestly.
- Having (or being seen to have) a Conflict of Interest.
- Involvement with any reprisal made against any person who has made any disclosures under the Protected Disclosures Act, 1994 or other complaint.
- Making public comments (either verbal or written) in a private capacity which are attributed as official comment of the University, the Union or the Club, or using official Club, University or Union stationery for private correspondence or for purposes not related to official duties.
- Unless permission has been granted, using University, Union or Club resources for private purposes.
- Soliciting or giving gifts, benefits or additional monies where a gift could be seen by others as an inducement in situations which could place a Club member under an obligation. Gifts of more than a nominal value and benefits or other inducements offered or received by members should be recorded in a register and open for inspection to all Club members, the Board of the Union and the Registrar of the University.
- Failing to comply with the Club's Constitution, the Union Constitution or the Handbook.
- Failing to comply with reasonable directions from the Union.

Any UTS Union Club or representative of that Club that is found to be involved in the above types of behaviour shall be deemed to be in breach of the UTS Union Code of Conduct for Affiliated Clubs.

DISCIPLINARY PROCEDURES

Disciplining of a Club can occur where the Board is of the reasonable opinion that a Club or its members:

- (a) Have refused or neglected to comply with a provision or provisions of the UTS and/or UTS Union policies; and/or
- (b) Have wilfully acted in a manner prejudicial to the interests of UTS and the Union.
- (c) Have acted in a manner outlined as unacceptable behaviour in this Code of Conduct.

The Board will investigate any report or complaint of unacceptable behaviour before making any finding in relation to the report or complaint. The Board can delegate the task of investigating a report or complaint of unacceptable behaviour to the CEO. The Board or Delegate has the absolute discretion on how to conduct the investigation into the report or complaint of unacceptable behaviour. As part of any investigation into a report or complaint of unacceptable behaviour the club or member the subject of the investigation will be given an opportunity to respond to the allegation of unacceptable behaviour. To enable the club or member to respond to the allegation of unacceptable behaviour the club or member will be informed of the substance of the report or complaint of unacceptable behaviour that is being investigated.

If the investigation of the report or complaint of unacceptable behaviour is delegated to the CEO the CEO will provide a report of the investigation to the Board which will include the CEO's findings in relation to the report or complaint of unacceptable behaviour that is the subject of the investigation.

If the Board is of the reasonable opinion that a Club or its members have breached this Code of Conduct it may by resolution:

- (a) Expel the Club from affiliation with the Union;
- (b) Remove any or all of the office bearers of the Club and direct the Club to undertake elections for the vacant positions;
- (c) Remove funding support for the Club; and/or
- (d) Impose a penalty that the Board views as appropriate to the situation.

Where the Board passes a resolution, the Chair shall as soon as practicable, cause a notice in writing to be served on the Club:

- (a) Setting out the resolution of the Board and the grounds on which it is based;
- (b) Stating that the Club may make a written submission or oral representations to the Board at its next meeting, to be held no earlier than 14 days;
- (c) Stating the date, place and time of that meeting; and
- (d) Informing the Club that they may do either or both of the following:
 - (i) Have a Club representative attend and speak at the meeting; and/or
 - (ii) Submit to the Board at least three days prior to the date of that meeting written representations relating to the resolution.

At a meeting of the Board, the Board shall:

- (a) Give to the Club Representative an opportunity to make an oral representation;
- (b) Give due consideration to any written representations submitted to the Board by the Club prior to the meeting; and
- (c) By resolution determine whether to confirm or to rescind the initial resolution. Such final resolution shall be binding on the Club and its members.

Where the Board confirms a resolution the Chair shall, within seven days after that confirmation, by notice in writing inform the Club of the fact.