



UNIVERSITY OF
SYDNEY UNION

C&S Program Regulations

Last Amended 2nd December 2016
Board 391/16

1. DICTIONARY

a. DEFINITIONS

In these Regulations, the following words have these meanings when they commence with a capital letter in the text:

- i. **Access Card Holder**
Any person in possession of a current Access Card including, but not limited to, USU Members
- ii. **Board**
The Board of the Union constituted by clause 7.3 of the Constitution of the University of Sydney Union
- iii. **Committee**
The Clubs & Societies Committee established by Section 5.3 of the Regulations and Director's Duty. Statements of the University of Sydney Union
- iv. **Clubs and Societies**
The Clubs and Societies registered with the Union's Clubs and Societies Program
- v. **Regulations**
The Regulations of the Union's Clubs and Societies Program
- vi. **University**
The University of Sydney established by the University of Sydney Act
- vii. **USU / Union**
The University of Sydney Union
- viii. **USU Member**
A Member of the Union defined by clause 5 of the Constitution of the University of Sydney Union
- ix. **Ordinary Member**
All Members of The University of Sydney Union, who by virtue of being USU members will hold a current Access card
- x. **Associate Member**
All holders of a current Access Card of The University of Sydney Union other than those who qualify for Ordinary Membership
- xi. **Model Constitution**
The Clubs & Societies Model Constitution is the minimum required constitution for recognition of a club or society by the USU.
- xii. **Elected Executive Position**
All elected executive positions are those that have been voted on by the entire voting membership and will have power to manage the Society in accordance with this Constitution
- xiii. **Core Executive**
An executive democratically elected to the position of President, Treasurer or Secretary
- xiv. **Appointed Sub-Committee Position**
Appointed members of a sub-committee will not hold any further power other than as provided by in Ordinary or Associate membership. Appointed sub-committee members will not have the power to manage the Society but may instead advise the Executive.

2. NAME

a. Defined

The name of the Program is the "Clubs and Societies Program"

3. OBJECTS

a. Defined

The Objects of the Program shall be to:

- i. Enrich the student experience at the University
- ii. Foster a campus community at the University
- iii. Provide students at the University with opportunities for personal growth
- iv. Provide leadership skills and training for students at the University
- v. Support the faculties, departments and colleges of the University
- vi. Encourage interaction between student groups

4. PRINCIPLES

a. Membership

- i. All Ordinary Members of Clubs and Societies must be USU Members
- ii. All Associate Members of Clubs and Societies must be Access Card Holders.
- iii. Faculty Membership is available to Faculty Clubs and Societies provided it is included in the relevant club's constitution
 - a) Faculty members may vote in elections or on motions of the society, provided this is permitted by the society's constitution, but are not eligible to hold executive positions.
- iv. All Executives of Clubs and Societies must be Ordinary Members of the Club or Society.
- v. Clubs and Societies must have a minimum of twenty (20) Ordinary Members.
- vi. Faculty Clubs and Societies and Affiliated Sites Clubs and Societies shall be exempt from Sections 4.a.i. and 4.a.ii.

b. Accessibility

- i. Ordinary membership of Clubs and Societies must be equally accessible to all USU Members.
- ii. Associate membership of Clubs and Societies must be equally accessible to all Access Card Holders.
- iii. A club or society may not make ordinary membership or associate membership conditional on the beliefs or characteristics of an applicant, including (but not limited to) a person's race, gender, sexuality, age, ability, religious beliefs or cultural background.
- iv. A club or society may not make the possession of an Executive position conditional on the beliefs or characteristics of an applicant, including (but not limited to) a person's race, gender, sexuality, age, ability, religious beliefs or cultural background.
- v. Regulation 4.b.iv does not limit the ability of clubs to require Executive positions to hold relevant certification or specialty knowledge essential to their commission of their Executive role, such as First Aid Certificates. Such a requirement must be approved by the C&S Committee.

c. Member Control

- i. Clubs and Societies shall operate according to democratic principles.
- ii. Clubs and Societies shall not be controlled by external organisations
- iii. Clubs and Societies shall disclose any external affiliations to both their members and USU
- iv. The positions of President, Treasurer and Secretary must be held by three separate individuals.

d. Communication

- i. Clubs and Societies shall take all reasonable steps to communicate with their members regularly.
- ii. Clubs and Societies shall respect the right to freedom of speech of all members of the Program
- iii. Clubs and Societies shall not use freedom of speech to defame, vilify or incite violence against individuals or groups

e. Neutrality

- i. Admission into the Clubs & Societies Program will not be taken to inherently imply endorsement by the University of Sydney Union of the relevant Club or Society's activities or views.
- ii. Clubs & Societies will not be excluded from the program solely on the grounds of their ethical, political or religious views, except as required by law.

f. Non-Profit Status

- i. Clubs and Societies are not-for-profit; meaning: the assets and income of Societies shall be applied solely in furtherance of the aims of the Society and no portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation expenses incurred on behalf of the Society.

g. Club Resources

- i. Club or Society resources must not be used to promote or endorse a political candidate or party as part of a campaign for a University or USU organisation body, or any organisational bodies affiliated with the USU or University.
 - a. Club resources include, but are not limited to: funds, email contact lists, general correspondence, and club events or activities.

5. CATEGORIES OF CLUBS AND SOCIETIES

a. There shall be the following categories of Clubs and Societies:

- i. Faculty Clubs and Societies
 - a) A Faculty Club or Society that is a registered body open to the entire student body and staff of a particular Faculty of the University endorsed by the Dean of that Faculty.
 - b) There shall be up to one Club or Society representing each of the following Faculties:
 - a. Agriculture, Food and Natural Resources

- b. Architecture, Design and Planning
 - c. Arts and Social Sciences
 - d. Dentistry
 - e. School of Business
 - f. Education and Social Work
 - g. Engineering and Information Technologies
 - h. Health Sciences
 - i. Law
 - j. Medicine
 - k. Music (Sydney Conservatorium of Music)
 - l. Nursing and Midwifery
 - m. Pharmacy
 - n. Science
 - o. Veterinary Science
 - p. Visual Arts (Sydney College of the Arts)
- ii. Affiliated Site Clubs and Societies
- a) A Club or Society that exists primarily for the benefit of a recognised campus of the University of Sydney that is not the Camperdown/Darlington Campus.
 - b) There shall be no more than one Affiliated Site Clubs or Society per campus.
- iii. College Clubs and Societies
- a) A college Club or Society that is a registered body of the entire membership of a particular residential college located within and recognized by the University.
 - b) There shall be no more than one College Club or Society per residential college.
- iv. Revue Clubs and Societies
- a) A Club or Society that exists primarily to produce an annual Revue as part of the USU Revues Season.
 - b) All Revue Clubs and Societies shall be endorsed by the Revues Coordinator and administered in accordance with the Revues Handbook.
 - c) All Revue Clubs and Societies shall be run in accordance with the Revue funding regulations. Section 8 does not apply to Revue clubs.
- v. Religious and Faith-Based Clubs and Societies
- a) Religious and Faith-Based Clubs and Societies are those Clubs and Societies which exist primarily to facilitate the practice of, and/or education about, a religion or faith.
 - b) For the purposes of determining those Clubs or Societies which are described by reg 5.v.a), this category comprises:
 - i. those Clubs and Societies which, through their Constitutions and their conduct, are categorised as such by the C&S Office; and
 - ii. any other Club or Society not so categorised which, upon application to the C&S Committee, is approved by the Board.
 - c) Such Clubs or Societies may require any of the following to sign and/or otherwise profess a Declaration of Faith (Declaration) as a condition of eligibility:
 - i. prospective Members; and
 - ii. prospective candidates for Executive or leadership positions.

- d) Such a Declaration permitted by reg 5.a.v.c), and alterations thereto:
 - i. must be approved at a General Meeting of the Club or Society;
 - ii. must not pertain to any identity or characteristic other than a person's religious belief or faith;
 - iii. must have a nexus to the Club or Society's Objectives as defined in its Constitution;
 - iv. must be compliant with relevant NSW and Australian law; and
 - v. will not constitute a breach of reg 4.b.
- e) All such Declarations permitted by reg 5.a.v.c), and alterations thereto, must be lodged with the C&S Office in a timely manner.
 - i. The C&S Office, upon receipt of a Declaration or alteration from a Club Executive, will table the Declaration or alteration for consideration at the next Board meeting.
- f) The Board will approve a Declaration or alteration where the Board reasonably believes that it complies with Regulation 5.a.v.d).
- g) All such Declarations permitted by reg 5.a.v.c), and alterations thereto, may be subject to review by the Board.
 - i. Such a review shall only be for the purpose of:
 - i. ensuring that the Declaration or alteration has sufficient nexus to the Club or Society's Objects as defined in its Constitution; or
 - ii. ensuring that the Declaration or alteration is compliant with the USU Constitution, Regulations and C&S Regulations, subject to reg 5.a.v.d)iv).
 - ii. Where an existing Declaration or alteration has previously been approved under reg 5.a.v.f), it shall only be the subject of a review under reg 5.a.v.g) if:
 - i. the Board reasonably believes that the Declaration may be unlawful;
 - ii. a complaint is lodged to the Board regarding the implementation of the Declaration by the Club or Society; or
 - iii. within the last three (3) months, the Club or Society has amended its Objectives as defined in its Constitution.
 - iii. All reviews must be done in consultation with the Club Executive, official representatives and, where reasonable, representatives of any relevant chaplaincy or religious order.
 - iv. If the Board is satisfied that a Declaration or alteration is in breach of or inconsistent with any relevant laws, USU Articles or Regulations or the Club or Society's Constitution, the Club Executive must work with the Board to alter the Declaration or alteration to the extent of the breach or inconsistency.
- h) No provision of this Regulation 5.a.v. shall be amended without consultation with those Clubs or Societies so defined as Religious and Faith-Based Clubs and Societies under this Regulation 5.a.v., and where reasonable, representatives of any relevant chaplaincy or religious order.
- vi. Standard Clubs and Societies
 - a) Any Club or Society that is a registered body that is not a Faculty, Affiliated Site, Revue or College Club or Society.

6. Notice for Inaugural General Meetings, Annual General Meetings, General Meetings and Special Election Meetings

- a. At least 14 clear days' notice for IGMs, AGMs, GMs and SEMs must be given via the method approved by the C&S Committee
- b. In the case of AGMs, GMs and SEMs, clubs may not accept new members for a period bounded by seven days before the date of the AGM, GM or SEM and the close of the AGM, GM or SEM.
- c. In the case of IGMs, membership may be accepted until immediately before the advertised starting time of the meeting.
- d. All meetings and elections must be held in English to promote inclusivity and clarity within the C&S Program

7. PROPOSED CLUB REGISTRATION

- a. Applications for Proposed Clubs and Societies
 - i. Applications may be made to propose new Clubs and Societies to the Program.
 - a) Such applications should be submitted to the C&S Office with all required supporting documentation
 - ii. Committee shall approve, subject to ratification by Board, the registration of such proposed Clubs and Societies that:
 - a) Will substantially contribute to the Objects of the Program;
 - b) Will uphold the Principles of the Program;
 - c) Provide sufficient evidence in their application that they are substantially different from existing Clubs and Societies in the Program;
 - d) Submit all required application material to the C&S Office in a timely manner;
 - e) Have a minimum of twenty (20) USU Members on their prospective members list
 - a. Proposed Faculty and College Clubs and Societies shall be exempt from this requirement.
 - iii. In deciding whether an application is 'substantially different', the C&S Committee may consider:
 - a) Types of events the club or society will hold;
 - b) The club or society's prospective membership base;
 - c) The primary focus of the club or society's aims;
 - d) Similar clubs or societies registered in the C&S Program;
 - a. How the club or society distinguishes themselves from similar societies
 - iv. Committee may grant Probationary status to any approved new Club or Society for a 6 month period, after which time their status shall be reviewed upon application to the Committee.
 - a) Clubs and Societies with Probationary Registration shall only be eligible to claim up to the portion of their Annual Funding that corresponds to the length of their probation
 - b) In order to have Probationary status lifted, Clubs and Societies must demonstrate to Committee an ability to:
 - a. Operate effectively and meet their objects
 - b. Operate in accordance with their Constitution
 - c. Operate in accordance with the Handbooks of the Program

- d. Abide by all Union and University regulations, policies and all relevant legislation.
- c) In the event that a club applies to have their probation lifted prior to their 6 month end-date, their probation period will be extended until such time as a resolution is passed regarding the application.
- v. Clubs and Societies which have been both unregistered and inactive with the Program for longer than twenty-four months may make an application to restart the Club or Society. This procedure shall be the same as for a new Club or Society.
- vi. If in the view of the Committee the proposed club does not satisfy the requirements of 7.a.ii or is conflicted by virtue of 7.a.iii the Committee may either recommend that the proposed club not be registered or that the proposed club make changes to its constitution.
 - a) In the event that Committee recommends that a proposed club not be registered the Resolution of the Committee shall clearly and concisely detail the reasons for the refusal, in accordance with 7.a.ii & 7.a.iii.
 - b) The C&S Office shall notify the Executive-elect of the proposed club, informing them of the Committee's decision giving detailed reasons for the Committee's decision and if appropriate what steps the club might take to ensure approval in accordance with 7.a.ii and 7.a.iii.
- vii. In the event that a proposed club's application for registration is refused by Committee, the proposed club may appeal to the Committee to reconsider its decision.
 - a) Appeals should be made in writing and submitted to the C&S Office no later than the advertised submission date which is generally 2 ½ weeks before the Committee Meeting at which the proposed club wishes its appeal to be heard.
 - b) The executive-elect of the proposed club may attend and speak at the Committee meeting at which the appeal is being considered.
- viii. Probationary Clubs who are deemed inactive after a continuous 6 month period will be subject to Regulation 12a.
- ix. In the event that the Committee rejects the application for registration by a proposed club for a second time, the proposed club may appeal to the Board of Directors to overturn the Committee's decision.
 - a) Appeals should be made in writing and directed to the President such that they are received not less than 14 days after the C&S Committee resolution was received by the club.
 - b) The executive-elect of the proposed club may attend the Board meeting at which their appeal is to be considered in order to speak to their appeal.
 - c) The USU Board of Directors will consider the clubs appeal for Registration within the C&S Program based on the following;
 - a. Review of full supporting information supplied by the club and resolution and minutes from both C&S Committee meetings
 - b. Substantially contributes to the Objects of the Program;
 - c. Uphold the Principles of the Program;
 - d. Provide sufficient evidence in their application that they are substantially different from existing Clubs and Societies in the Program;
 - e. Submit all required application material to the C&S Office in a timely manner;
 - f. Have a minimum of twenty (20) USU Members on their prospective members list
- x. In deciding whether an application is 'substantially different', the Board of Directors may consider:

- a) Types of events the club or society will hold;
- b) The club or society's prospective membership base;
- c) The primary focus of the club or society's aims;
- d) Similar clubs or societies registered in the C&S Program;
 - a. How the club or society distinguishes themselves from similar societies
- e) The decision of the Board will be final.

8. CLUB RE-REGISTRATION

a. The C&S Office shall be empowered to re-Register Clubs and Societies on an annual basis upon receiving all required Registration documentation.

- i. Decisions on re-Registration will be considered, where relevant, whether the Club or Society:
 - a) Provides all required Re-Registration material to the C&S Office in a timely manner;
 - b) Has an ordinary Membership comprised entirely of USU Members;
 - a. Faculty Clubs and Societies, College Clubs and Societies, Affiliated Sites Clubs and Societies shall be exempt from this requirement for the purposes of Re-Registration.
 - c) Operates in accordance with all Handbooks of the Program;
 - d) Abides by all Union and University regulations and policies, and all relevant legislation;
 - e) Has a minimum of twenty (20) USU Members on their members list at all times.
- ii. In the event of a rejection regarding an application of a Club or Society's re-Registration made to the C&S Office, the matter will, at the request of the club or society, be referred directly to the Committee.
 - a)
- iii. If in the view of the Committee the club no longer satisfies the requirements of 7.a.ii or is conflicted by virtue of 7.a.iii the Committee may recommend that the club not be reregistered.
 - a) In the event that Committee recommends that a club not be re-registered the Resolution of the Committee shall clearly and concisely detail the reasons for the refusal, in accordance with 6.a and 6.b.
 - b) The C&S Office shall correspond to the Executive of the club, informing them of the Committee's decision giving detailed reasons for the Committee's decision and if appropriate what steps the club might take to ensure approval in accordance with 7.a.ii and 7.a.iii.

b. Suspension and De-Registration from the Program

- i. Committee may, subject to ratification to Board, implement disciplinary action against and Clubs or Society if that Club or Society:
 - a) Fails to operate within these Regulations and/or University By-Laws and/or laws of the State of NSW or the Commonwealth of Australia or any other handbook maintained by the C&S Office.
 - a. Committee may refer such matters to the relevant authorities.
- ii. The Committee may, subject to ratification by Board, implement disciplinary action including, but not limited to:
 - a) Warning in writing.
 - b) Removal of any privileges of the Program.
 - c) De-Registration of the offending Club or Society from the Program.
 - d) Removal of Executive/s
- c. Appeals Against Committee Decisions To Not Register or Re-Register a Club or Society

- i. Decisions and Appeals on re-Registration will be considered by the committee, where relevant, whether the Club or Society
 - a) Substantially contributes to the Objects of the Program;
 - b) Uphold the Principles of the Program;
 - c) Operates in accordance with their Constitution;
- ii.

9. CONSTITUTION

- a. C&S Model Constitution
 - i. Clubs and Societies must adhere to the C&S Model Constitution, and any additions to the Model Constitution are subject to approval by the Committee
 - ii. Constitutional Amendments passed at a SGM or AGM are subject to approval by the C&S Committee and ratification by the USU Board
 - a) The Committee and Board may also resolve upon further amendments if necessary
 - iii. In the instance that the USU Board ratifies changes to the C&S Model Constitution, the C&S Office shall be empowered to approve such mandatory amendments
 - a) Such approved amendments will be reported at the following meeting of the Committee
- b. When approving constitutional amendments, Committee shall consider:
 - i. The constitution's adherence to the C&S Model Constitution
 - ii. Whether the constitution employs democratic principles regarding the running of the society
 - iii. That the constitution is not in breach of any USU or University constitutions, policies, or regulations.
 - iv. That changes to the name, aims or activities of the Society will not have an exclusionary effect on the existing membership or render the club in breach of regulation 7.a.iii

10. FUNDING

- a. The Union shall provide Funding to Clubs and Societies to subsidise the participation of Access Card Holders in the Program.
- b. Funding shall be available from OWeek, Semester 1 until the Sunday of Semester 2, Week 13 each year
 - i. Funding will close on the Sunday that immediately follows Semester 2 Week 13
 - ii. Events must be held within this period to be eligible for funding
 - iii. Applications for all other types of funding besides Event Funding must be submitted within this period or will otherwise be rejected
 - iv. Funding may only be sought in the same calendar year the expenditure that the funding relates to was incurred.
- c. The C&S Office shall be empowered to fund all club and society funding applications, providing all required paperwork is received, in accordance with C&S handbooks.
- d. Annual Standard Funding for Clubs and Societies through the Program shall be limited to \$4,000.
 - i. All C&S Funding shall contribute to a Club's annual funding limit. Annual funding limits are not affected by USU Grants or Awards.
 - ii. Clubs and Societies may apply to Committee to increase their limit to \$6,000, and then further to \$8,000.

- iii. The Committee shall review such applications based upon the Club or Society's contribution to the Objects of the Program and fulfillment of its constitutional aims, and any other criteria the Committee deems relevant.
- iv. To be eligible for a funding cap increase from \$4000 to \$6000, a Club must first satisfy the following criteria:
 - a) Has at least 200 current Ordinary Members on record;
 - b) Is within \$500 of the club's current funding limit;
 - c) Has held Events or activities in the last twelve months at which the total attendance of over 500 recorded ACCESS attendees;
 - d) Has received Membership Fees of at least \$750 in the last twelve months
- v. To be eligible for a funding cap increase from \$6000 to \$8000, a club must first satisfy the following criteria:
 - a) Has an increase of 25% of members since their application for an increase to \$6000;
 - b) Is within \$500 of the club's current \$6000 limit;
 - c) Has held Events or activities in the last twelve months with a total attendance of over 500 recorded ACCESS attendees;
 - d) Has received membership fees of at least \$1000 in the last twelve months
- e. Event Funding and Registration
 - i. Event Funding
 - a) Clubs and Societies shall apply for Event Funding by submitting Pre-Event Funding and Post-Event Funding Forms with all required supporting documentation in accordance with the C&S Handbook.
 - b) Only one Event Funding application may be made for any event or activity
 - c) Camps and similar overnight events will be funded as one standard event per day
 - ii. Definitions:
 - a) An **On Campus event** is an event that takes place entirely on one of the campuses of the University of Sydney.
 - b) An **Off Campus event** is an event that does not take place entirely on one of the campuses of the University of Sydney.
 - c) When an event is held both on and off campus, it will be defined based on where the majority of the event's expenses were incurred.
 - iii. Event Funding
 - a) Events shall be funded up to
 - a. \$6 per Access Card Holder for an **On Campus event**.
 - b. \$4 per Access Card Holder for an **Off Campus event**.
 - iv. Restrictions on Event Funding
 - a) Event Funding per Access Card Holder shall not be more than the difference between the highest ticket price of any Access Card Holder and the lowest ticket price of any non-Access Card Holder.
 - b) Funding will be capped at total expenditure minus revenue, meaning, clubs shall not profit from C&S Funding
 - c) Expenses related to the purchase of alcohol will only be eligible for funding in instances where an event is held on licensed premises, and valid licensee information is provided on the club's Post-Event Funding Form.
 - a. All events at which alcohol is consumed must comply with the C&S Alcohol Policy
 - d) Professional speakers fees may only be claimed under event funding providing the speaker's main paid occupation is public speaking
 - v. Event Registrations
 - a) All registered clubs in the C&S Program are required to register every event as instructed by the C&S Office, at least two (2) business days prior to the event.

- b) Failure to comply with event registration requirements may result in restrictions to the club's registration, funding or other privileges of the Program.
- f. Other Funding
- i. Photocopying, Printing, Publishing and Websites
 - a) Photocopying, Printing, Publishing, Websites, Postage and Locker Hire shall be funded up to
 - a. 100% of expenditure
 - b. A cap of \$500 per year encompassing all categories listed under 10.f.i.a
 - b) Off-campus locker hire may be funded only if the club can demonstrate that on-campus locker hire is impractical
 - c) All publications must include the 'Provided by USU' logo to be eligible for funding.
 - ii. Club Merchandise
 - a) Club Merchandise shall be funded up to \$500 per calendar year
 - b) Clubs must offer an ACCESS discount on funded Merchandise
 - c) Club merchandise is defined as items including but not limited to t-shirts, apparel, tote bags that are used for the purposes of club promotion and are available for ongoing use (i.e. not disposable).
 - a. The club's logo or name must be the primary image displayed on relevant merchandise
 - iii. Capital Expenditure
 - a) Capital Expenditure shall be funded up to
 - a. \$500 per application
 - b. \$500 per year
 - b) Capital expenditure applications shall be submitted in advance of purchase
 - c) Funding may be denied for any application if funding for a similar or identical item has been granted in the previous three years
 - d) Funding shall be contingent on evidence from the Club or Society that an appropriate on-campus storage facility will be utilised and that the item(s) will be available for the use and/or good of all Members of the Club or Society.
 - e) In the instance that Capital Expenditure sought for club banners, the banners must be used primarily for purposes of promoting the club.
 - iv. Orientation
 - a) Orientation shall be funded up to
 - a. \$200 for OWeek
 - b. \$100 for ODay
 - v. Start-Up
 - a) Start-Up shall be funded up to
 - a. \$250 for new Clubs and Societies granted Registration with the Program by Board
 - b. Clubs may apply for start-up funding for restarting a club that has been inactive for six to eighteen months where no funds are available in the club's bank account or USU trust account.
- g. Where a Club or Society can demonstrate that it is unable to receive the necessary support through Standard Funding, the Committee may provide access to Special Purpose Funding

- i. Clubs or Societies receiving Special Purpose Funding shall not be entitled to any Standard Funding from the Union
 - ii. Special Purpose Funding shall only be provided to reimburse legitimate expenses, and the specific terms of accessing the funding will be negotiated between the Committee and the Club or Society
 - iii. Special purpose funding shall be limited to half the amount the Club or Society may have been entitled to receive under Standard Funding
- h. Discretionary funding may be sought in extraordinary circumstances to support large events that meet the objects of the program and aims of the club
 - a) Discretionary funding is limited to \$1000 per year and can only be claimed for one event per year
 - b) Funding will be determined by the club's financial history, proposed budget and any other application requirements outlined in the funding application form
- i. In the instance of funding appeals, the Committee shall consider, where relevant:
 - i. the nature of the Event or activity and the number of Access Card Holders expected to attend
 - ii. whether or not an annual membership fee for the Club or Society in question is charged, and the magnitude of this fee;
 - iii. the manner in which previous assistance from USU has been used;
 - iv. the number of people that have attended other recent Club or Society Events of a similar nature to the Event for which funding is being sought under these guidelines;
 - v. the effort made by the Club or Society to promote the Event to the broader university community, especially through the publications of the USU
 - vi. Whether core executives have attended mandatory C&S Training Sessions
 - vii. The club's funding history and the extent to which paperwork has been accurately completed and/or submitted
- j. Club & Societies must abide by the following requirements regarding C&S funding, club funds and events:
 - i. All events must be open to the entire membership of the Club or Society, or the entire USU membership. This clause may be waived at the Committee's discretion for events that, for instance, are for specific year groups or are gender specific;
 - ii. Events & activities must include the 'Provided by USU' logo and other acknowledgement of the USU's support on promotional & advertising material;
 - iii. Clubs financials must not be used to cover expenses incurred at Events held by a Club or Society when such expenses are directly intended to promote a candidate or candidates for any office or appointment;
 - iv. All events must comply with clubs and societies handbooks, policies and state and federal legislation
 - v. Funding may not be sought for the normal administration of a Club or Society, such as personal transport costs and parking, phone or internet costs, bank or credit card fees; or any services provided at the C&S Office;
 - vi. Club funds may not be used for cash prizes or prizes that become the personal property of members;
 - vii. Funding may not be sought for the purchase of items that become the personal property of members, excluding applications for merchandise under O-Week Funding or T-Shirt Funding;
 - viii. Funding may not be sought for the payment of debts or overdrafts due to mismanagement of Club or Society finances;

- ix. Club funds may not be used for any activity for which direct credit is received in academic course work;
- x. Club funds may not be used for any activity by a Club or Society which is intended to promote, or is in itself, an illegal activity;
- xi. Club funds may not be used for any activities (including their promotion) that do not comply with relevant federal and state antidiscrimination legislation;
- xii. Club funds may not be used for any activities that discriminate or harass on the basis of sex, race, age, marital status, sexuality, religion, or disability; or defame, coerce, intimidate or physically threaten an individual or group;
- xiii. Club funds may not be used for any promotional activities that do not comply with USU Advertising, Promotion and Sponsorship Policy and University sponsorship and promotion policies;
- xiv. Funding may not be sought for Clubs and Societies affiliated with Sydney University Sport & Fitness;
- xv. Funding may not be sought for Events held at private homes;
- xvi. Funding may not be sought for Clubs and Societies that are not registered when the Event or activity occurs and/or have been refused registration for the period in which the Event or activity occurred;
- xvii. Funding may not be sought for Events where funding application forms were incomplete or not submitted in the appropriate time or manner set by the Clubs & Societies Office;
- xviii. Funding may not be sought for Affiliation fees to other organisations;
- xix. Funding may not be sought for application forms completed by persons who are not executives of that Club or Society;
- xx. Funding may not be sought for events where a discounted price for Access Card Holders has not been offered, including events where attendance is free for all attendees.

11. SPONSORSHIP AND ON-CAMPUS PROMOTION/SAMPLING

- k. Clubs and Societies may not invite other parties on to the University Campus(es) for sponsorship, promotional or sampling purposes without prior USU approval.
- l. A Club or Society that wishes to engage with a third party for on-campus promotional activity that involves sampling, collecting for charities or the promotion of external interests must first seek approval from the C&S Office.
- m. On-campus self promotion or fundraising that involves the sale of food or drink may only be undertaken after permission has been granted by the C&S Office at least seven days prior to the event taking place.
- n. Clubs and societies who have registered for an OWeek/ODay stall are subject to the Terms and Conditions of the event, including any relevant fees payable for failure to host an allocated stall.

12. INACTIVITY

- a. A Club or Society shall be deemed inactive after any continuous six month period in which that Club or Society has remained unregistered. If upon inactivity there remain any monies or properties, the control shall be assumed by the University of Sydney Union and held in trust.
 - i. After six months' inactivity, all money will be deposited into a USU-administered trust account, and will be returned to the club should it reform.
 - ii. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

13. POLICY ADHERENCE

a. All registered clubs and societies within the USU's C&S Program must adhere the program's policies.

- iii. Alcohol: Policy and Guidelines on Consumption
- iv. Harassment and Discrimination Prevention Policy
- v. Camps and Accommodation Policy
- vi. Food Safety Policy
- vii. Privacy
- viii. Code of Conduct
- ix. Advertising, Promotion and Sponsorship

b. These policies are available electronically on the *Orion* Portal and in hard copy at the C&S Office.