

POLICIES AND PROCEDURES

1. AFFILIATION

- 1.1 Any Club or society may apply for affiliation to the Bendigo Student Association Inc. provided their objectives do not conflict with those of the Student Association.
- 1.2 Application is by presentation of the Clubs and Societies constitution, a list showing minimum of 10 students who are committed to paying a membership fee, minutes from the Inaugural General Meeting and completed list of office bearers and Members including correct contact details to the Clubs Officer. The BSA Board of Directors must then ratify that Clubs affiliation.
- 1.3 The Club is affiliated with the Bendigo Student Association Inc. and is overseen by the Clubs Engagement Officer, in conjunction with the CEO of the BSA, to uphold the Clubs Constitution and Association Policies and Procedures

2. MEMBERSHIP

- 2.1 A full list of financial Members including names must be presented to the BSA Board of Directors before affiliation may be granted to that Club. Minimum number of financial Members is 10.
- 2.2 Membership of affiliated Clubs is restricted to currently enrolled students, Association Members and Associate Members. At least $\frac{3}{4}$ of all members must be current students.
- 2.3 An annual Membership fee is a minimum of \$10 and must be paid by each Member of the Club. Higher fees may be determined by the Club; however, the Chief Executive Officer (CEO) of the BSA has the right to establish a fee for Club Membership which is binding on all affiliated Clubs.

3. ACCOUNTS

- 3.1 All accounts relating to Clubs and Societies will be administered by the Bendigo Student Association Inc.
- 3.2 Clubs will be provided with a summary of financial transactions relating to that Club on request.
- 3.3 Individual records will be maintained for each affiliated Club.
- 3.4 Any credit amounts (except unused funding mounts) at the end of the calendar year will be automatically carried over to be used by the Club in the next year.
- 3.5 If the Club fails to reform or disbands then all credit amounts will be allocated at the discretion of the CEO of the BSA
- 3.6 Any affiliated Club with a debit balance at the end of the financial year will need to show cause to the CEO of the BSA to be allowed to continue to function in the following year.
- 3.7 No affiliated Club will operate with a debit balance unless prior authority is obtained from the CEO of the BSA.

4. GENERAL OPERATIONS

- 4.1 No Club shall enter into written or verbal contracts/agreements with external bodies without prior authorisation of the Clubs Engagement Officer or CEO of the BSA.
- 4.2 A minimum of 1 weeks' notice is required by the BSA for Clubs wishing to conduct an official function.
- 4.3 The CEO of the BSA has the power to veto any decision made by the Committee/Executive of any affiliated Club if it feels that it directly contravenes the relevant Clubs constitution or the Association Policies and procedures

5. FUNDING

- 5.1 The Clubs Engagement Officer will distribute funding to affiliate Clubs according to the funding structure put in place in 2020.
- 5.2 Funding will be credited to the affiliated Clubs' account on receipt of evidence as per Australian Accounting Standards (AAS) that the money has been expended for the said purposes.
- 5.3 Funding may also be removed from a Clubs account if a Club is found to be in breach of any of the Clubs and Societies Policies. Penalties will apply in this situation (refer to section 7)

6. DISAFFILIATION

- 6.1 An affiliated Club or society may be disaffiliated by the Board of Directors on the recommendation of the Clubs if:
 - 6.1.1 It contravenes the Clubs and societies regulations, its constitution or the Rules of the Bendigo Student Association Inc.;
 - 6.1.2 Is guilty of financial mismanagement;
 - 6.1.3 Fails to answer any reasonable communication from the BSA
 - 6.1.4 Has not maintained an acceptable level of activity during one calendar year.
 - 6.1.5 Expressly or by implication condones, permits or encourages Members to engage in unlawful practices.

7. PENALTIES

- 7.1 Failure to fulfil affiliation requirements will result in no grant being established.
- 7.2 Incorrect use of funding will result in a meeting with the CEO of the BSA where a decision will be made about future grants and disciplinary action.
- 7.3 Failure to follow Clubs and Societies Procedures will result in disciplinary action from the CEO of the BSA
- 7.4 Failure to notify the Clubs Engagement Officer of an event will result in no BSA funding being used for that event and depending on the severity, may result in funding being withdrawn for the rest of the semester.

ALCOHOL POLICY

1 AIMS

- 1.1 This policy aims to protect the welfare of La Trobe University students and ensure the responsible serving of alcohol at BSA activities and events on campus at La Trobe University.
- 1.2 While students over the age of 18 have the legal right to drink alcohol, the BSA has a legal obligation to provide and enforce a safe working and learning environment.

2. PLATFORM

- 2.1 The BSA recognises and embraces its diverse Membership base, including those who are underage, from countries other than Australia, and those with additional needs.
- 2.3 The BSA recognises its legal responsibility concerning the consumption of alcohol of persons under the age of 18.
- 2.4 The BSA has an obligation to the La Trobe community to contribute to maintaining a safe working and learning environment.
- 2.5 The BSA believes it has a social responsibility to its Members, therefore must ensure the responsible serving of alcohol at BSA activities and events.

3. ACTIONS

- 3.1 The following practice is to be adopted when a BSA activity or event is held on campus, involving the service of alcohol:
 - Set up a sectioned off 'wet area' with restrictions clearly marked
 - No alcohol is to be taken outside or to be brought into the 'wet area'
 - All activities/ events involving alcohol must have security personnel present
 - Employ registered security personal (Secure Corp Security is the on-campus security provider) who are required to check photo I.D. upon entry, with a ratio of two guards for the first 100 patrons and one guard for every 50 patrons after that
 - Cans to be opened in front of patron and distributed sensibly (no more than two drinks are to be given to one patron at a time)
 - Minimum drink prices are \$5.00 for beer and \$7.00 for spirits (cans only, NO glass)
 - Persons serving alcohol must have completed a Responsible Serving of Alcohol course
 - All event staff (bar and security) should be aware of secondary supply issues, once an attendee has been cut off.
 - Non-alcoholic drinks must be provided and advertised.
 - Water needs to be provided free of charge
 - Light beer to be provided
 - If alcohol is to be supplied during an event/function, a temporary liquor licence is required
 - Liquor licence is to be on display behind the bar with appropriate Liquor Licensing Commission posters (ie. Proof of age)
 - A 'sober monitor' must be nominated for each event. Sober monitors are designated to be sober for the entirety of the event in order to prevent problems occurring and act as the "go to" in the event of an emergency.
- 3.2 Responsible Serving of Alcohol courses are available to students at a discounted price.
 - 3.2.1 A representative from each Club, whose activity involves alcohol, is required to complete a responsible serving of alcohol course for each affiliation year.
- 3.3 Clubs need to complete the checklist for 'alcoholic events on campus' and submit to the BSA

ANTI-DISCRIMINATION POLICY

1. AIMS

- 1.1 This policy aims to provide parameters within which BSA Clubs and societies must operate, in order to provide an inclusive environment for all Members.
- 1.2 This policy works to prevent unlawful discrimination or vilification within BSA Clubs and societies.

2. PLATFORM

- 2.1 Discrimination – both direct and indirect – and vilification is unacceptable and will not be tolerated by the BSA under any circumstances.
- 2.2 Discrimination involves treating a person less favourably in the same or similar circumstances to another person, on the basis of, but not restricted to;
 - Sex or gender
 - Relationship status
 - Pregnancy
 - Parental status
 - Age
 - Race
 - Impairment
 - Religious belief or religious activity
 - Political belief or political activity
- 2.3 Vilification is behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person, or group of people on the basis of, but not restricted to, any item listed in 2.2
- 2.4 Victimisation or harassment of persons suspected of making a complaint will not be tolerated by the BSA under any circumstances
- 2.5 Cultural diversity should be recognised and respected as an asset and should not be feared. Culture reflects both the similarities that unite us as human beings and the differences that characterise our upbringing – variations in ethnic background, language, class, gender, socio-economic status, country of origin, regional differences, religious beliefs, sexual orientation and age.
- 2.6 Clubs and Societies, while operating under their own constitution, must also operate within the constraints of the BSA constitution and policies.

3. ACTIONS

- 3.1 Any reports of discrimination, vilification, or victimisation, made to BSA staff will be taken seriously and investigated promptly, confidentially and impartially.
- 3.2 BSA will not tolerate discrimination and vilification and may take disciplinary action in response to any substantiated claims.
- 3.3 BSA will offer support to all parties involved and, where appropriate, offer mediation.
- 3.4 If an individual is found to be operating in conflict with this policy, their own Constitution and/or the Constitution of the BSA, termination of Club Membership may result
- 3.5 If a Club or Society is found to be operating in conflict with this policy, their own Constitution and/or the Constitution of the BSA, disaffiliation may result.