1.0 SOC UPDATE – LAURA SMITH
   1.1 Club Carnival Recap
   1.2 Paint Party Recap

2.0 NEW CLUB AFFILIATIONS
   2.1 Institution of Mechanical Engineers UWA (IMechE UWA)
   2.2 Imagine
   2.3 Masters of Pharmacy Student Society

3.0 SEMESTER 1 GRANTS

4.0 STORAGE SPACE – LAURA SMITH
   4.1 Appendix C

5.0 EVENT MANAGEMENT POLICY

6.0 POSTER POLICY – OWEN MYLES
   6.1 Update

7.0 MAILBOXES – OWEN MYLES
   7.1 Appendix A
   7.2 Appendix B

8.0 INCLUSIVE EVENTS STRATEGY – OWEN MYLES

9.0 OTHER BUSINESS
   9.1 Busking in the Guild Village
   9.2 Guild Volunteering Hub
   9.3 First Aid Kits
   9.4 Club Resource Room

10.0 POSTER TRAINING

11.0 NEXT MEETING
   11.1 18th September 2013, apologies need to be send to Owen at soc: secretary@guild.uwa.edu.au by 5pm on the 17th of September
APPENDIX A

UWA Student Guild
Societies Council
Club Mailbox Policy

Application of policy
1. This policy applies to all clubs affiliated to the Societies Council or Public Affairs Council, all Faculty Societies affiliated to the Education Council and all Guild Departments who have submitted a mailbox application.

Definitions
2. *Guild* refers to the UWA Guild of Undergraduates;
3. *Clubs* refers to all clubs societies and other groups affiliated to the Societies Council (SOC) or Public Affairs Council (PAC);
4. *Facsocs* refers to all Faculty Societies affiliated to the Education Council (ED);
5. *Guild Departments* refers to those departments that are set out in Article 7.2.1 of the Guild Regulations made under Statute 20;
6. *Mailboxes* refers to any space set aside by the Guild to store mail for Clubs, Facsocs or Guild Departments

Policy Objectives
7. The objectives of this policy are:
   1. To maintain transparency and accountability of Guild processes;
   2. To provide the Guild with guidelines for the fair and equitable distribution of mailboxes; and
   3. To provide some degree of consistency in the mailbox allocation process.

Mailbox Applications
8. Mailbox application forms will be made by the Guild, which all clubs, Facsocs and departments will be able to access online and/or in hard copy from SOC.
9. All mailbox applicants must follow the guidelines in the Mailbox Application form(s).
10. All clubs will be given at least one month notice (by email and/or through meetings) before the yearly review of club mailboxes, as stipulated in Article 16, or any reallocation which has the potential to reallocate 10% or more of the available mailboxes. The mailbox application deadline will be decided by the SOC committee.
11. Mailbox applications will only be accepted in the method prescribed by the SOC committee when providing notice of a reallocation.

Unused Mailboxes
12. Given the number of available mailboxes, compared with the number of potential applicants, the Guild will give priority to those affiliated clubs that regularly use their mailboxes; therefore,
1. Any club which has not accessed the key to their mailbox over a period of three (3) or more years shall have their mailbox declared vacant; and,

2. Any club that has not submitted an Office Bearers Form in two (2) years will have their mailbox declared vacant.

13. Facsocs and Guild Departments cannot have their mailbox declared vacant or reallocated without their express written approval.

Mailbox allocation process

14. Where a club, Facsoc or Guild department applies for a mailbox, they should be allocated to a vacant mailbox as soon as practical.

15. Where a club, Facsoc or Guild Department applies for a mailbox and there are no mailboxes that are vacant at that time, that club, Facsoc or Guild Department should be placed on a waiting list.

16. The SOC Committee shall, once a calendar year, complete a review of the allocation of mailboxes, subject to Article 12-13 and the notice requirements under Article 18-20.

17. Should the number of applications exceed the number of mailboxes that may become vacant at such a review, the SOC Committee shall consider the following in determining which body shall receive the mailbox space:
   1. The nature of the organisation and its relationship with the Guild and the University, giving priority to organisations with strong bonds to the Guild and the University
   2. The amount of time the Guild Department, FacSoc or Club has been waiting for a mailbox
   3. The importance of a mailbox to the functioning of a Guild Department, FacSoc or Club
   4. Any other factor(s) the Societies Council Committee deems to be relevant

Notification of changes

18. Notification shall be given within 2 weeks to any club, Facsoc or Guild department that has been allocated a mailbox, or had their mailbox been declared vacant.

19. Where a reallocation that has affected 10% or more of the available mailbox space has occurred, the entire Societies Council shall be notified. Additionally if such a reallocation has affected any Facsocs or Guild Departments, the relevant Facsocs and Departments shall be notified. Such notification shall be given by the closure of the next meeting of the Societies Council following the completion of the reallocation.

20. Notification can be given via email, in writing or, in the case of clubs, at a meeting of the Societies Council.

Objections

21. All clubs, Facsocs and Guild Departments shall have the right to object to any allocation.
22. Such objection must take place within 2 weeks of notice being given, and
must occur in writing to the President of the Societies Council
23. Where an objection occurs, the objection shall be taken to the SOC committee
who shall, as soon as practical, consider the objection.
24. The SOC committee may choose to uphold the original allocation or re-do any
allocation affected by the objection
25. Should the SOC Committee perform a further re-allocation as result of an
objection, such a re-allocation must conform with the notification
requirements of Article 18-20, but shall be exempt from the notice
requirements in Article 10

Liability
26. The Guild does not accept any liability for the loss or theft of any mail or
other belongings that are stored in an allocated mailbox
APPENDIX B

List of Club Mailboxes (August 2013)

<table>
<thead>
<tr>
<th>Mailbox #</th>
<th>Club/Department/FacSoc</th>
<th>Previously Owned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1m</td>
<td>Woolnough Society</td>
<td></td>
</tr>
<tr>
<td>2m</td>
<td>Silver Guilder</td>
<td></td>
</tr>
<tr>
<td>3m</td>
<td>Social Work Students Association (SWSA)</td>
<td></td>
</tr>
<tr>
<td>4m</td>
<td>University Catholic Society (UCS)</td>
<td></td>
</tr>
<tr>
<td>5m</td>
<td>Australia-China Youth Association (ACYA)</td>
<td></td>
</tr>
<tr>
<td>6m</td>
<td>UWA Debating Union (UWADU/UDU)</td>
<td></td>
</tr>
<tr>
<td>7m</td>
<td>Music Students Society (MSS)</td>
<td></td>
</tr>
<tr>
<td>8m</td>
<td>Desi Subcontinental Students Society</td>
<td></td>
</tr>
<tr>
<td>9m</td>
<td>Korean Cultural Club</td>
<td>Association of Mechatronic Engineers</td>
</tr>
<tr>
<td>10m</td>
<td>Young UN Women</td>
<td></td>
</tr>
<tr>
<td>11m</td>
<td>UWA Film Society</td>
<td>Solid Gold</td>
</tr>
<tr>
<td>12m</td>
<td>Chinese Society (CS)</td>
<td></td>
</tr>
<tr>
<td>13m</td>
<td>Bay 13 Australian Appreciation Club</td>
<td></td>
</tr>
<tr>
<td>14m</td>
<td>AIESEC</td>
<td></td>
</tr>
<tr>
<td>15m</td>
<td>Amnesty International UWA (AI)</td>
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</tr>
<tr>
<td>16m</td>
<td>UWA Italian Club</td>
<td></td>
</tr>
<tr>
<td>17m</td>
<td>University Buddhist Youth Club</td>
<td></td>
</tr>
<tr>
<td>18m</td>
<td>Uni Camp for Kids (UCFK)</td>
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</tr>
<tr>
<td>19m</td>
<td>CHeMnBiO UWA</td>
<td></td>
</tr>
<tr>
<td>20m</td>
<td>Christian Union (CU)</td>
<td></td>
</tr>
<tr>
<td>21m</td>
<td>Australasian Union of Jewish Students (AUJS)</td>
<td></td>
</tr>
<tr>
<td>22m</td>
<td>University Computer Club (UCC)</td>
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</tr>
<tr>
<td>23m</td>
<td>UWA Greens</td>
<td></td>
</tr>
<tr>
<td>24m</td>
<td>Teach Learn Grow</td>
<td>Be With Buddha</td>
</tr>
<tr>
<td>25m</td>
<td>University Dramatic Society (UDS)</td>
<td></td>
</tr>
<tr>
<td>26m</td>
<td>UWA French Club</td>
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</tr>
<tr>
<td>27m</td>
<td>African Student Union (ASU)</td>
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</tr>
<tr>
<td>28m</td>
<td>Computer Science Students’ Club (CSSC)</td>
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<tr>
<td>29m</td>
<td>UWA Association of International Petroleum Negotiators Student Petroleum Club (UWA AIPN SPC)</td>
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</tr>
<tr>
<td>30m</td>
<td>UWA Atheist and Skeptic Society (UASS)</td>
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<td>31m</td>
<td>Chinese Student and Scholar Association (CSSA)</td>
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</tr>
<tr>
<td>32m</td>
<td>UWA Jazz Club (UWAJC)</td>
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</tr>
<tr>
<td>33m</td>
<td>West Australian Student TV (WASTV)</td>
<td>Muslim Students Association</td>
</tr>
<tr>
<td>34m</td>
<td>Student Environmental Engineers Club</td>
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</tr>
<tr>
<td>Time</td>
<td>Society Name</td>
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</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>35m</td>
<td>UWA Politics Club (UPC)</td>
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<tr>
<td>36m</td>
<td>Passion</td>
<td></td>
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<tr>
<td>37m</td>
<td>UWAnime Japanese Animation Club</td>
<td></td>
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<tr>
<td>38m</td>
<td>Overseas Christian Fellowship (OCF)</td>
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</tr>
<tr>
<td>39m</td>
<td>Unigames</td>
<td></td>
</tr>
<tr>
<td>40m</td>
<td>Leisure Social Club INC</td>
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<td>41m</td>
<td>UWA Society for Creative Anachronism (UWASCA)</td>
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<tr>
<td>42m</td>
<td>Society of Petroleum Engineers (SPE)</td>
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</tr>
<tr>
<td>43m</td>
<td>Universities Allied for Essential Medicines (UAEM)</td>
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<tr>
<td>44m</td>
<td>Sausage and Bun Appreciation Society (SABAS)</td>
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</tr>
<tr>
<td>45m</td>
<td>Podiatric Medical Students Society (PMSS)</td>
<td></td>
</tr>
<tr>
<td>46m</td>
<td>UWA Juggling Club</td>
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</tr>
<tr>
<td>47m</td>
<td>Psychos</td>
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</tr>
<tr>
<td>48m</td>
<td>Multicultural Students Union (MSU)</td>
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</tr>
<tr>
<td>49m</td>
<td>University Motorcycle Club</td>
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<tr>
<td>50m</td>
<td>Electronic Music Appreciation Society (EMAS)</td>
<td></td>
</tr>
<tr>
<td>51m</td>
<td>UWA Labor Club</td>
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</tr>
<tr>
<td>52m</td>
<td>Society for Astronomy and Cosmology (SAC)</td>
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</tr>
<tr>
<td>53m</td>
<td>Shadrach, Meshach and Abednego (SMA)</td>
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</tr>
<tr>
<td>54m</td>
<td>Socialist Alternative (SA)</td>
<td></td>
</tr>
<tr>
<td>55m</td>
<td>Health Students' Society (HSS)</td>
<td></td>
</tr>
<tr>
<td>56m</td>
<td>UWA Nerf Combat Association (UWANCA)</td>
<td></td>
</tr>
<tr>
<td>57m</td>
<td>Singapore Students Society (SSS)</td>
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</tr>
<tr>
<td>58m</td>
<td>Perth International Society (PI)</td>
<td></td>
</tr>
<tr>
<td>59m</td>
<td>University Science Fiction Association (UniSFA)</td>
<td></td>
</tr>
<tr>
<td>60m</td>
<td>Indonesian Students Society (INDOSS)</td>
<td></td>
</tr>
<tr>
<td>61m</td>
<td>UWA Photography Club</td>
<td></td>
</tr>
<tr>
<td>62m</td>
<td>Dance UWA (dUWA)</td>
<td></td>
</tr>
<tr>
<td>63m</td>
<td>UWA PAW</td>
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<tr>
<td>64m</td>
<td>Undergraduate Physics Society (UPS)</td>
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</tr>
<tr>
<td>65m</td>
<td>KAOS: The UWA German Club</td>
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</tr>
<tr>
<td>66m</td>
<td>Japanese Studies Society (JAPSSOC)</td>
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</tr>
<tr>
<td>67m</td>
<td>International Relations Society of UWA</td>
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</tr>
<tr>
<td>68m</td>
<td>West Australian Medical Students Orchestra (WAMSO)</td>
<td></td>
</tr>
<tr>
<td>69m</td>
<td>Pantomime Society of UWA (Pantosoc)</td>
<td></td>
</tr>
</tbody>
</table>
70m  Asian Students in Australia (ASIA)
71m  Students from Natural and Agricultural Sciences (SNAGS)
72m  Architecture, Landscape and Visual Arts (ALVA)
73m  Arts Union, The (TAU)
74m  Robogals Perth
75m  Enactus UWA
76m  Physiology Human Biology Anatomy Club (PHAC)

77m  Linguistics Society
78m  University Engineers' Club (UEC)
79m  Science Union
80m  The Language Market

81m  Law Students Community Support
82m  UWA Supporter’s Society (UWASS)
83m  Oaktree Foundation UWA Seed Group
84m  UWA Waterslide Club
85m  UWA Republic Club
86m  Cantonese Student Association (CSA)
87m  ISS
88m  Engineers Without Borders UWA Chapter (EWB)
89m  Physical Education Students Association (PESA)
90m  UWA Society of Bangladeshi Culture
91m  Finance Association of Western Australia (FAWA)
92m  Queer Dept
93m  Zoology Club
94m  Women’s Dept
95m  UWA Discussion Boards (UWAdb)
96m  Duke of Edinburgh Club (UWA DofE)
97m  University Writers' Club (UWC)
98m  Sober?
99m  UWA Oxfam
100m  Association for Music and its Performance (AMP)
APPENDIX C

STORAGE SPACE ALLOCATION POLICY

Application of policy

1. This policy applies to all clubs affiliated to Societies Council (SOC) and all faculty societies affiliated to Education Council (ED) who have submitted a storage space application.

Definitions

2. *Guild* refers to the UWA Student Guild;

3. *Clubs* refers to all clubs, societies and other groups affiliated to SOC and/or Public Affairs Council (PAC);

4. *Facsocs* refers to all clubs, societies and other groups affiliated to ED;

5. *Storage Space* refers to any space in Cameron Hall or the Guild Building that have been decided by the Guild to be used by clubs or facsocs for storing their belongings.

Policy objectives

6. The objectives of this policy are:
   a. To maintain transparency and accountability of Guild processes;
   b. To provide the Guild with guidelines for the fair and equitable distribution of storage spaces;
   c. To provide some degree of consistency in the storage space allocation process; and
   d. To ensure that a wide variety and a large amount of students have access to storage.

Storage Space Allocation Committee
7. The Executive:
   a. The SOC President as Chair;
   b. The PAC President;
   c. The ED President; and the
d. Tenancy Committee Chair.

8. Ordinary Members:
   a. A member of the Guild Executive;
   b. A member of the SOC Committee;
   c. A member of the PAC Committee; and
d. A member of the ED Committee.

9. All ordinary members will be nominated from their respective group or committee and cannot be a member that is already on the executive.

10. Meetings of the Storage Space Allocation Committee will be called at the discretion of the Chair (the SOC President).

11. Quorum of a formal meeting of the Storage Space Allocation Committee will be all executive members and two Ordinary Members.

12. Decisions on storage space allocations should be made with consensus. In the event that the Storage Space Allocation Committee cannot come to a consensus decision, the SOC President shall make a final decision.

Storage space applications

13. Storage Space application forms will be made by the Guild which all clubs and facsocs will be able to access online and/or in hard copy from SOC.

14. All storage space applicants must follow the guidelines in the storage space application forms.

15. Clubs and facsocs will be given at least two weeks’ notice (by email and/or through meetings) before a storage space application deadline. The storage space application deadline will be decided by the SOC President, in consultation with the Storage Space Allocation Committee.
16. The SOC President will call for storage space applications when either all or a specific number of storage spaces are to be reallocated. Storage space applications will only be accepted at times specified by the SOC President, in consultation with the Storage Space Allocation Committee.

17. Storage space applications will only be accepted in the form prescribed by the SOC President when giving notice of the storage space application deadline.

18. All applicants will receive a confirmation of receipt of their storage space application within two working days after their application was received.

**Relevant considerations in determining who gets storage space**

19. The following considerations will apply to all storage space applicants:
   a. The nature of the club or facsoc;
   b. The amount of space requested;
   c. Support and promotion of the Guild;
   d. Attendance at SOC or ED meetings;
   e. What is intended to be stored in the storage space;
   f. Whether or not the storage space is intended to be shared;
   g. Whether or not the club or facsoc currently has, or has had storage space in the past, the nature of that storage space (and if applicable, why that storage space was lost);
   h. Whether or not the club or facsoc currently has, or has had a clubroom in the past, the nature of that clubroom (and if applicable, why that clubroom was lost);
   i. How active the club or facsoc is; and
   j. Any other relevant considerations.

20. Determining the nature of the club or facsoc includes the following considerations:
   a. The objectives or purpose of the club or facsoc;
   b. The amount of time the club or facsoc has been affiliated to ED or SOC;
   c. Any negative impacts of not having storage space on the club or facsoc; and
   d. Any other relevant considerations.

21. Current tenants additional considerations
   a. Current clubroom or storage space tenants who have maintained a good relationship with the Guild and taken care of their clubroom/storage space are more
likely to be successful in their reapplication for storage space given the following considerations:

i. Whether or not they are signatories to the current Guild Tenancy Agreement;

ii. Whether or not they have breached the Guild Tenancy Agreement (and if applicable, the severity of the breach);

iii. Attendance at Tenancy Committee Meetings;

iv. Attendance at Clubroom Busybees; and

v. Any other relevant considerations.

22. All considerations are subject to the number of available spaces and the number of applicants.

**Relevant considerations in determining which storage spaces go to successful applicants**

23. Once the successful applicant/s have been decided the following considerations will be made to determine which storage space each applicant will be allocated:

a. Whether or not the space will be shared;

b. What minimum size requirements are necessary;

c. Which storage spaces are most likely to adequately support the club or facsoc's needs;

d. Possible location near similar clubs or facsocs;

e. The size of their current storage space (if applicable);

f. The size of their current clubroom (if applicable); and

g. Any other relevant considerations.

24. Minimum size requirements expressed by applicants will be taken into consideration but ultimately the Storage Space Allocation Committee will decide what size requirements are necessary, subject to the availability and size of available storage spaces.

**Final approval by Guild Executive**

25. After the Storage Space Allocation Committee has decided on the storage space allocations, the allocations won't be final until they have been approved by Guild Executive.

26. In the event that the Guild Executive does not approve the Storage Space Allocation Committee's allocations the Guild Executive will be required to give a
written explanation so the Storage Space Allocation Committee can take these reasons into account in their reallocation.

**After storage space allocations have been approved**

27. From the date successful applicants are notified of their storage space allocation there will be a two week period during which clubs and facsocs can raise any issues or questions regarding the allocations. After this time period storage space allocations are final and debate will not be entered into.

28. If issues raised over this two week period are substantial it will be at the discretion of the Storage Space Allocation Committee to decide whether or not a reallocation is necessary.

29. After the two week period clubs and facsocs who have been allocated a storage space will be required to sign the Guild Tenancy Agreement. If a club or facsoc does not agree to sign the Guild Tenancy Agreement their offer of storage space will be rescinded and the storage space will be reallocated.

30. Clubs and facsocs will not be allowed to move into their allocated storage space until the dates specified by the SOC President, decided in consultation with the Storage Space Allocation Committee.

**Conflicts of interest**

31. If any Storage Space Allocation Committee member involved in the allocation process has a conflict of interest which could reasonably give rise to a bias for or against any club or facsoc, that conflict of interest must be expressly declared to the Storage Space Allocation Committee prior to the storage space allocation process.

32. Once a conflict of interest is declared the Storage Space Allocation Committee will decide whether or not it is appropriate for that member to leave the meeting when that club or facsoc's application is being discussed.

33. A conflict of interest may include, but is not limited to:
   a. Being a member of a club or facsoc committee;
   b. Being involved in a business or organisation that has been involved with a club or facsoc; or
c. Having a special relationship with a member of a club or facsoc committee.

34. If any Storage Space Allocation Committee member involved in the allocation process has a conflict of interest which could reasonably give rise to a bias for or against any club or facsoc and that conflict of interest is not expressly declared to the Storage Space Allocation Committee prior to the allocation process, the Storage Space Allocation Committee shall hold a special meeting to decide on what appropriate action should be taken.

35. Appropriate action may include, but is not limited to:
   a. A warning;
   b. Exclusion from the relevant storage space allocation process and/or all storage space allocation meetings for that year;
   c. Expulsion from the Storage Space Allocation Committee.