
Approval Date:	August 2023	Approval Authority:	LUSA Executive
Review Date:	August 2025	Contact Officer:	LUSA President

Purpose

1. Clubs and Societies (clubs) are an essential part of LUSA's core business. This policy exists to ensure that effective governance support and guidance is provided to Lincoln University Clubs and Societies. This policy sets out these expectations and boundaries of both LUSA and the clubs.

Outcomes

2. Lincoln University Clubs and Societies are informed and enabled to effectively support their members.
3. Clubs and societies are a key contributor to the Lincoln University community and student experience.

Principles

4. To achieve the outcomes described above, the following principles should be abided to at all times:
 - 4.1. Act in accordance with LUSA's constitution specifically part IV Clubs and Societies.
 - 4.2. Support clubs and provide them use of LUSA's services.
 - 4.3. Have accurate and sufficient reporting on:
 - 4.3.1. Membership.
 - 4.3.1.1. The details of members are confidential and will not be provided to external parties.
 - 4.3.2. Activities and events.
 - 4.3.3. Financial information including expenses.
 - 4.3.4. Health and Safety.
5. Clause 19.8 of the LUSA constitution states: "Exemption from Requirements: The Executive may, at their discretion, grant exemptions from one or more of the requirements [of affiliation]"
 - 5.1. Clubs which wish to be exempt from one or more of the requirements of affiliation should contact the Clubs & Events Coordinator who will pass the request onto the Executive for decision.
6. LUSA will:
 - 6.1. Provide criteria for grant funding to be allocated. The criteria are set out in schedule one.
 - 6.2. Ensure clubs are aware of and abide by the Code of Conduct, so that LUSA is not brought into disrepute.
 - 6.3. Provide an affiliation process.
 - 6.4. Provide training and necessary information to allow clubs to operate effectively.

Responsibilities

7. The General Manager is responsible for executing this policy and ensuring adherence.
8. The LUSA Accounts Manager is responsible for determining the allocation of grant applications under \$301 in accordance with the criteria stated in schedule one.
9. The LUSA President and Vice-President are responsible for determining the allocation of grant applications over \$301.
10. Applications which the President and Vice-President support granting over \$1000 must be approved by a majority of the full LUSA executive.
11. If a club does not reaffiliate, all assets, property, and club funds possessed by the club will revert to the control of LUSA after a reasonable period, as decided by the LUSA Executive and staff.
12. LUSA is not responsible for funds in external bank accounts associated with clubs.

Review

13. This policy shall be reviewed biennially.
14. The LUSA Executive may change the policy in the interim.

Schedule One: Criteria for Club Grants

The following criteria will be used as the basis for granting funding to clubs:

- The project(s) for which the money will be used;
- An itemised budget for the specified project(s) which includes evidence of costs;
- A description of how the project(s) will benefit LUSA club members;
- Details of the financial position of the club including current club funds;
- The number of club members;
- Membership fees per year per person (if applicable);
- The number of paid-up members (if applicable);
- Number of members the grant will benefit;
- Grants for alcohol will only be given for academic purposes;
- Clubs who receive a grant are expected to contribute content to the RAM.