

---

<b>Approval Date:</b>	May 2021	<b>Approval Authority:</b>	LUSA Executive
<b>Review Date:</b>	May 2023	<b>Contact Officer:</b>	LUSA President

---

### Purpose

1. Clubs and Societies (clubs) are an essential part of LUSA's core business. The LUSA Executive have clear expectations for clubs and societies. This policy sets out these expectations and boundaries.

### Outcomes

2. This policy seeks to ensure LUSA provide a well-resourced clubs and societies network that is high-performing and is a key contributor to student experience at Lincoln University.

### Principles

3. To achieve this outcome, the following principles should be abided to at all times:
  - 3.1. Act in accordance with LUSA's constitution specifically part IV Clubs and Societies
  - 3.2. Support and provide use of LUSA's services
  - 3.3. Have accurate and sufficient reporting on:
    - 3.3.1. Membership
    - 3.3.2. Activities and events
    - 3.3.3. Financial information including expenses.
    - 3.3.4. Health and Safety.
  - 3.4. Provide criteria for grant funding to be allocated. The criteria are set out in schedule one.
  - 3.5. Ensure clubs are aware of and abide by the Code of Conduct, so that LUSA are not brought into disrepute.
  - 3.6. Provide an affiliation process
  - 3.7. Provide training and necessary information to allow clubs to operate effectively.

### Responsibilities

4. The General Manager is responsible for executing this policy and ensuring adherence.
5. The LUSA Executive is responsible for determining the allocation of grant money.

### Review

6. This policy shall be reviewed after one year and biennially thereafter.
7. 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);