



Image by Ellen Duffy

**RMIT Creative**

# **Clubs and Collectives Handbook 2018**

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# 1. Important Dates

## 1.1) Creative Council Meetings 2018

It is compulsory to have at least one representative at each of the five (5) Creative Council meetings held over the year. Please ensure you bring along a brief written update on club or collective activities. An email reminder will be sent before each Creative Council Meeting with confirmation of location.

Number	Date	Time
#1	19 Feb	11 – 2pm
#2	19 March	12pm - 1.30pm
#3	30 Apr	12pm -1.30pm
#4	10 Sep	12pm - 1.30pm
#5	8 Oct	12pm - 1.30pm
Contact <a href="mailto:collectives@rmit.edu.au">collectives@rmit.edu.au</a> for further information		

## 1.2) Orientation Events

It is compulsory for all clubs and collectives to attend a minimum of two (2) Orientation events in semester 1 - City Higher Education Welcome Day and Clubs Day. It is compulsory for all clubs and collectives to attend City Higher Education Welcome Day in semester 2. The 2018 dates below:

Event	Date	Time
City HE Welcome (Sem. 1) 2018	22 Feb	11pm - 2pm (arrive 10 – 10.30am)
Clubs City Day (Sem. 1) 2018	1 March	11am - 2pm (arrive 10 – 10.30am)
City HE Welcome (Sem. 2) 2018	19 July	11am – 2pm (arrive 10 – 10.30am)

## 1.3) Other Key Dates

Date	Task
12 February	Regular activity plan submitted to RMIT Creative
9 April	Sem. 1 Creative Funding Applications Close
25 June	Minutes from biannual general meeting submitted to RMIT Creative
4 Aug	Sem. 2 Creative Funding Sessions Close
28 September	Succession Planning Strategy Guide has been submitted (if applicable)
29 November	Annual general meeting report submitted to RMIT Creative
14 December	All members must be retired in UniOne

## 2. Introduction

### 2.1) What are RMIT Creative Clubs and Collectives?

RMIT Creative Clubs and Collectives are student-run groups that work across a wide range of art forms and areas of creative interest such as: music, craft, dance, visual arts, performing arts, design and creative writing.

Joining or forming a club or collective equips students with the skills needed to sustain a practice beyond graduation and pursue passions outside study. It challenges you to take creative initiative, collaborate with others, develop and sustain crucial support networks with peers, and gain skills in leadership, event planning, grant writing and broader project management skills. Being a part of a club or collective provides opportunities to make lifelong friends, contribute to student life and build networks within the RMIT community and beyond.

**The objective of a creative club or collective is:**

- To promote creative pursuits at RMIT;
- To encourage the enjoyment and participation of all club and collective members in social, competitive, recreational, performance and professional development activities;
- To support and encourage the personal development of club and collective members;
- To encourage friendship and sense of belonging among RMIT students; and
- To further the aims and objectives of RMIT Creative.

### 2.2) Function of RMIT Student Life

RMIT Student Life offers a range of extracurricular programs and non-profit social enterprises as part of RMIT's student experience.

**RMIT Student Life offers students:**

- Socially engaging orientation programs that provide a transition into university life;
- A range of active and creative programs, and social enterprise services that build deeper connections within the university;
- Opportunities to develop tangible life, leadership and employability skills such as customer service, resilience, collaboration, communication and negotiation through voluntary and paid work; and expand opportunities for students to make lifelong friends through creative social engagement and activities.

### 2.3) RMIT Creative Council

The RMIT Creative Council is a group of elected student representatives from creative clubs and collectives, and the broader student body. Their role is to have a say in the direction of creativity on campus and allocate the distribution of creative funding.

**RMIT Creative Council function:**

- To act as a consultative committee to RMIT Creative matters;
- To promote creative activities across all campuses of RMIT;
- To create opportunities for participation in all creative activities whether as practitioners or consumers;
- To promote a culture of enjoyment, membership, equity and involvement in the Creative Council and its affiliated groups;
- To be ambassadors and facilitators of student creative programs across all of RMIT's campuses; and
- To provide input into two rounds of Creative Funding each year, on a semester basis.

## 2.4) Code of Conduct

RMIT has a strong code of conduct, which governs the behaviour of all RMIT students, staff and affiliated groups including Creative clubs and collectives. It is the responsibility of club and collective members to make themselves aware of RMIT's code of conduct especially the section relating to disciplinary action.

Club and collective committees and members are to behave in an appropriate manner at all times.

General principles of appropriate behaviour for all club and collective executive members and ordinary club and collective members:

- Respect the rights, dignity and worth of all participants regardless of their gender, ability, culture, background, religion or sexuality.
- Participate for your own enjoyment and benefit.
- Co-operate with RMIT, RMIT Student Life and RMIT University staff.
- Treat all participants in the club or collective as you like to be treated; do not bully or take unfair advantage of another participant.

*Please see the full code of conduct in the appendix.*

## 2.5) RMIT Club, Society or Collective Commitment Statement

To be used as part of the registration process for all members from 2018.

As a member of a club, society or collective at RMIT, I acknowledge that all members of our community have a right to feel safe and I commit to;

- Behave in an ethical, respectful and inclusive way
- Voice concerns about unacceptable behaviour
- Never bully, sexually assault or harass, victimise or discriminate against another person
- Act with integrity as a member of the university community and representative of RMIT University
- Respect RMIT property and the property of others.

## 2.6) Staff Contacts

All email communications should be conducted via the [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) account or by phone (03) 9925 1945.

Your key RMIT Creative contact is Beck Pope, Creative Council Officer working 3 days a week (Monday, Tuesday and Wednesday). If you would like to arrange a meeting about your Collective with Beck, please send a request via the email above.

### 3. Rules and Compulsory Steps

#### 3.1) Starting a Collective

If you have an idea for a Creative Club or Collective please complete an expression of interest form here: [rmitlink.rmit.edu.au/Forms/newcollective](https://rmitlink.rmit.edu.au/Forms/newcollective) - and a member from the RMIT Creative Council Officer will get in touch to discuss your idea further.

Before submitting an expression of interest:

- Please note that students in the second semester of their final year of RMIT studies are ineligible in creating a new club or collective.
- Please look at all existing RMIT Creative clubs, collectives and societies and ensure that your idea does not duplicate an existing group.

Once your club or collective idea has been accepted, RMIT Creative will provide ongoing support and mentorship and reserves the right to disband the club or collective should it fail to demonstrate effective management, and undertake the following activities:

- Formation of a core Executive Committee comprising of a President, Treasurer, Administrator and Publicity Officer.
- The Executive Committee and members of the Collective must comprise of currently enrolled RMIT students; or alumni.
- All Executive Committee members must obtain a free [volunteer working with children check](#).
- A clearly defined concept of whom the group is, what activities the group will carry out, and how the group differs from all other currently operating RMIT clubs, collectives.
- A brief statement as to how the actions of the group will be of benefit to the wider RMIT community and support RMIT Student Life.
- Attendance at five (5) Creative Council meetings, by at least one (1) member of the group. Meeting times can be requested from [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au).
- Regular and documented meetings by the group in regards to carrying out the proposed group activities.

Those seeking to form a new club or collective must have read and understood the rules and obligations of starting a club or collective, maintaining a club or collective, and closing a club or collective.

### 3.2) Maintaining a Collective

Failure to follow any of these obligations and responsibilities to a satisfactory standard will result in being ineligible for funding.

#### Obligations:

- All Executive Committee members must obtain a free [volunteer working with children check](#).
- A Collective or Club must have a minimum of four (4) members at all times in order to fill all core Executive Committee positions: President, Treasurer, Administrator and Publicity Officer.
- Executive Committee and total members must be currently enrolled RMIT students; or a mixture of current students and alumni. Any exceptions must be approved by RMIT Creative.
- A club or collective must be open to all students and open to an unlimited amount of students.
- Upon formation as a club or collective members of the Executive Committee must make themselves available for consultation meetings with RMIT Creative to set up administrative and communication processes.
- All club or collective members must be correctly recorded in UniOne.
- Keep a record of all club or collective activities in UniOne or an excel spreadsheet to be included with biannual general meeting reports.
- Clubs or collectives should not hold more than \$1,000 in bank account at any given time. Failure to do so will result in club or collective not receiving base funding.

#### Executive Committee Responsibilities:

- Respond in a timely fashion to all communications from RMIT Creative staff.
- Maintain an online UniOne club or collective profile and respond to all communications and correspondences from students, and member requests in a timely fashion.
- Inform RMIT Creative of all activities, events and programs.
- Comply with official RMIT communication guidelines in all printed and online materials.
- Attendance at five (5) Creative Council meetings, by at least one (1) member of the group.
- Attend a minimum of three Orientation events per year.
- Submit annual Regular Activity Plan by 12 February of each year.
- Submit Activity Intention Plan three (3) days prior to one-off activities (tours, exhibitions).
- Submit an annual report to RMIT Creative by 29 November, outlining all activities undertaken by the club or collective and an overview of finances.
- Hold two (2) general meetings in the academic year, one in each semester.
- Hold annual elections for the forthcoming year by October of each year.
- If applicable, complete the Succession Planning Strategy Guide and submit to RMIT Creative before 28 September of each year.
- Update signatories on bank account when previous signatories leave the club or collective.
- Retire all members in UniOne by the 14th of December each year, for instructions email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au).

## Funding and Member Recruitment

- Clubs and collectives are eligible to apply for biannual Creative Funding up to \$500 per project. Application deadlines can be found in the *Important Dates* section of this handbook.
- Clubs and collectives will also receive base funding if all obligations are met and have been carried out to a satisfactory standard. No acquittal is required for base funding however, base funding is contingent on the Club or Collective fulfilling all obligations and responsibilities.
- Member recruitment is the responsibility of the club or collective however RMIT Creative staff can assist with member recruitment, such as promoting your club or collective on our social media pages, displaying your flyer, inviting clubs and collectives to university events such as Welcome days.

### 3.3) Executive Committee Duties

#### President:

- Attend and chair club/collective meetings
- Liaise with RMIT Creative on a regular basis
- Ensure all club/collective requirements are fulfilled
- Ensure all RMIT Creative policies are adhered to
- Ensure club attendance at events nominated by RMIT Creative – including Creative Council Meetings & Orientation Events
- Act as one of the signatories for the club/collective bank account
- Obtain a Volunteer Working With Children Check

#### Treasurer:

- Ensure prudent financial management
- Prepare submissions for funding and financial reports
- Act as one of the signatories for the club/collective bank account
- Obtain a Volunteer Working With Children Check

#### Publicity Officer:

- Ensure RMIT Creative are advised of all events and activities run by the Collective
- Ensure all promotional materials, both printed and online are compliant with RMIT Creative Publicity Guidelines
- Ensure RMIT Creative are supplied with a Flyer (electronic and/or printed), with information about the Collective and how to join, before 19 February
- Ensure flyer details are up to date, and inform RMIT Creative of any changes in meeting times or locations
- Act as one of the signatories for the club/collective bank account
- Obtain a Volunteer Working With Children Check

#### Administrator:

- Handle inward and outward correspondence
- Arrange meetings and prepare the agenda
- Distribute the agenda to members one (1) week prior to each meeting
- Prepare minutes and distribute to members within a week of a meeting
- Maintain official minutes book (see template for minutes in Appendix)
- Issue notices and other circulars
- Act as one of the signatories for the club/collective bank account
- Obtain a Volunteer Working With Children Check



### 3.4) Venues and Space Allocation

- RMIT Creative will assist in locating appropriate spaces for club or collective activities such as rehearsals, meetings, workshops and events.
- Spaces are often limited and need to be booked in advance. Where possible please send space request at least 2 weeks before space is needed.
- If you need a venue or space please contact RMIT Creative staff on 9925 1945 or email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) with details of space requirements, dates and times.

### 3.5) Succession Planning

Club and collective succession planning is vital to ensure the ongoing success of the club or collective once the current executive team has departed. It is the process of identifying and preparing suitable members to step into key executive roles as they become vacant. The Succession Planning Strategy Guide must be completed and submitted three (3) months prior to an outgoing executive committee, or by the 28 September each year. This will allow adequate time for training and support for incoming executive members.

If you need help, or if you're not sure if you need to complete the Succession Planning Strategy Guide please contact [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au).

### 3.6) Closing down a Club or Collective

- If the club or collective for whatever reason decides to discontinue, the executive committee are bound to:
  - Notify RMIT Creative staff
  - Notify all current and pending members on UniOne of the discontinuation of the club or collective.
  - Discontinue any and all affiliations with RMIT Creative on club or collective websites, social media pages, publications, etc.
  - Member/s of the executive will make themselves available to meet with RMIT Creative staff to:
    - Close the club or collective's bank account
    - Close the club or collective's UniOne account

### 3.7) Checklist for Maintaining a Club or Collective

*This is a guide to help your club or collective manage the compulsory responsibilities for the year. These responsibilities below relate to the Rules and Compulsory Steps in this document. Your completion of these responsibilities will be checked by Link Arts and Culture staff throughout the year and if they are not followed to a satisfactory standard by the end of each year the ongoing status of your club or collective will be reviewed.*

*Failure to complete the following rules and obligations will result in the suspension of base funding.*

CHECK BOX	Rules and Obligations
	Minimum of four (4) members have filled all core Executive Committee positions and must be currently enrolled RMIT Students or mixture of current students and alumni.
	All 4 Executive Committee members must have a current Volunteer with Children Check.
	At least fifty (50) per cent of total members are currently enrolled RMIT students
	All collective members are recorded in UniOne, and all prospective members are approved within three (3) days of making contact
	RMIT Creative has been informed of all club or collective activities, events and programs (including regular and one-off)
	All promotional materials are compliant with official RMIT communication guidelines
	Promotional flyer has been submitted to RMIT Creative in time for Orientation events (February of each year)
	The club or collective has attended a minimum of 3 Orientation events during the year (City HE, Clubs Day and Mid-year Orientation)
	Annual RMIT Regular Activity Plan has been submitted to RMIT Creative by the 12 February
	Event and Trip Risk Assessment plan has been submitted three days prior to one-off activities such as tours, exhibitions and performances
	Two (2) general meetings held over the year (one (1) per semester
	Biannual and annual reports have been submitted to RMIT Creative, outlining all activities undertaken by the club or collective and an overview of finances
	A minimum of one member has attended four (5) Arts Council Meetings throughout the year
	Succession Planning Strategy Guide has been submitted to RMIT Creative three months prior to handover, or before the 28th of September each year (if applicable)
	All members have been retired in UniOne by the 14th of December each year

## 4. Setting Up a Collective: Processes

### 4.1) Setting up an RMIT Email Account

As a new club or collective you will need to decide on what your official RMIT email address will be. The email address should abide by the following format:

**collective name@rmit.edu.au**

Once you have chosen your club or collective's email address, please inform RMIT Creative by emailing [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au). You will then be notified when your email account is ready. This email account is known as a 'service account' and it can be accessed via Gmail.

All official communications between your club or collective and RMIT Creative will then be conducted through this service account. Potential student members will also contact you via this account. All club or collective notices should be sent through this email account to ensure reliability of information.

Clubs or collectives must check this account a minimum of three (3) times per week. As such at least one member of the Executive Committee should be tasked with regularly checking the service account and promptly responding to all emails. Incoming emails can be forwarded to another account if desired.

### 4.2) Setting up a Bank Account

1. The Executive Committee needs to have a meeting in which the signatories of the bank account are discussed and confirmed. Minutes of this meeting must be taken outlining the names of the signatories including RMIT Creative Coordinator, Lynda Roberts as the RMIT Creative contact. (See appendix meeting minutes template)
2. Email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) to get an *Authority for Business Accounts* form.
3. Arrange for your signatories to complete the form.
4. Once the form is completed contact [lynda.roberts@rmit.edu.au](mailto:lynda.roberts@rmit.edu.au) to arrange an in-person meeting. You will need to bring your photo ID and the minutes of the meeting stating signatory names.
5. Once bank details are received by the club or collective, please email these details to RMIT Creative staff at [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au)

Note: please make sure the address on your account is the same as details below as mail from the bank will be delivered to our office and we will contact you to come and collect it:

"Collective Name"

RMIT Creative  
GPO Box 2476  
Melbourne 3001

The Executive Committee will need to repeat the above steps to change signatories. Please contact RMIT Creative staff at [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) if you need to update signatories.

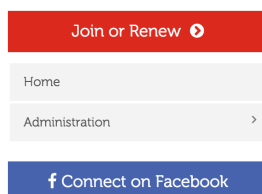
## 5. UniOne

### 5.1) Editing UniOne Club and Collective Profiles

The following is an outline of how to perform edits in regards to club and collectives profiles on UniOne. (Please note within the UniOne system that collectives are referred to as clubs)

How to set edit your UniOne club page:

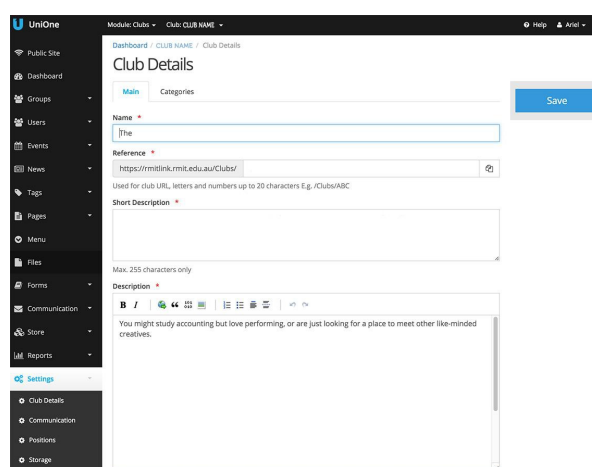
1. Visit [rmitlink.rmit.edu.au](http://rmitlink.rmit.edu.au) to make an account if you haven't one already.
2. Join or renew your membership for your club or collective.



3. Contact RMIT Creative with a list of names of executive committee members who will require administrative rights.
4. Once you have administrative rights you will be able to access your club or collective profile and make edits.
5. To make edits sign into UniOne and click on the club or collective that you are associated with.
6. Click on Administration > Settings:
7. You should now be able to access the administration panel (left hand side) and make edits to club or collective information.

*If you have signed in and cannot see the administration panel or make edits please contact RMIT Creative on 9925 1945 or email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au), and we will give you administrative rights.*

In the Admin panel to the left side you will be able click on **Settings > Club Details**, to make edits to your club homepage:



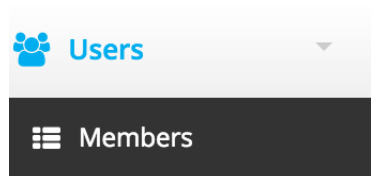
*If you run into any troubles whilst trying to perform edits or uploads please contact RMIT Creative on 9925 1945 or email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au).*

## 5.2) Approving and Managing Members

It is important that all club and collective members are registered in UniOne. This is a compulsory rule for running a club or collective and is essential for safety procedures, insurance and securing appropriately sized venues and spaces for club activities. If you need help registering your members in UniOne please get in touch with RMIT Creative staff.

Current students or alumni can join your club or collective by making an account, visiting the club or collective profile and clicking **Join**. They will then need to be approved by your administration team.

Unapproved members will be listed as “Pending”. To approve prospective members and manage current members go to the admin panel and click **Users > Members**:



## 5.3) Create a Product or Event in UniOne

- Use the admin panel to navigate to **Events > New** to make a new event. These events will be listed on your UniOne profile as well as the RMIT Students website.
- Use the admin panel to navigate to **Store > Products** to make a new product. Products can be used to sell memberships, products, event tickets and more. Once you have made a product please contact [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) to request that your product is approved by RMIT Creative staff.

*RMIT Creative will provide ongoing training for UniOne. Please contact [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) to make an appointment for assistance and training.*

## Appendix

1. RMIT University Code of Conduct
2. Sexual Harassment Policy
3. Succession Planning Strategy Guide
4. Meeting Minutes Template
5. Regular Activity Plan
6. Trip/Activity Intention Plan
7. Publicity Guidelines

## Appendix 1 – RMIT University Code of Conduct

### RMIT UNIVERSITY: CREATIVE CLUBS CODE OF CONDUCT

**PURPOSE:** This code is intended to regulate the conduct of students, staff and guests who represent RMIT University as part of a RMIT Creative Clubs.

**RELATED POLICY:** Conduct **SCOPE:** All members, at all locations

### PART 1: DECLARATION

The participation of RMIT University students, alumni and the general public in a Creative Club is dependent on their agreement to the following declaration, which may be in written or digital form:

“I understand that by continuing my booking for a Creative Club membership, I

- (1) declare I am eligible to purchase a membership for a Creative Club for RMIT University
- (2) declare I understand the nature of the events I have been selected for and am competent to compete and/or participate
- (3) acknowledge that RMIT University is the organising body for my involvement in this event and accordingly agree that these terms and conditions shall have precedence over any agreement I may have with, or instructions I may receive from any National Federation (NF), any sponsor of this NF, any employer, manager, agent, consultant, advisor, coach of mine or any person or body, incorporated or unincorporated with whom I may have contracted to endorse or publicise goods or services
- (4) understand I am required to travel to and depart from any club events in an appropriate and safe manner
- (5) understand that my conduct while participating as a Creative Club member is subject to the student conduct Regulations of RMIT University.” (<http://www.rmit.edu.au/browse;ID=r7a7an6qug93>)

### Division 1 – General Misconduct

- (1) A club member commits general misconduct if the member:
  - a. fails to comply with any reasonable request, order or direction by an officer where the request, order or direction was necessary:

- i. To ensure the health and safety of any person
- ii. To prevent damage to property or University premises
- iii. To ensure compliance with University policy or procedure
  - a. disrupts or inhibits another person's ability to participate in any University activity or use University premises
  - b. behaves in a manner which is disorderly, indecent, offensive or detrimental to the University's interests and reputation
  - c. unlawfully discriminates any person on any grounds, including but not limited to, disability, race, age, gender, sexual preference, physical appearance or religious or political belief.
  - d. harasses, intimidates or bullies any person (or attempts to)
  - e. engages in a course of conduct which causes physical or psychological harm or arouses apprehension or fear, either directly or indirectly, either physically, verbally, electronically or by any other means
  - f. wilfully, recklessly or negligently engages in conduct which may physically or psychologically cause injury to a person, including stalking a person
  - g. in the course of University activities, wilfully, recklessly or negligently causes damage to or, removes or wrongfully interferes with any property of i. The University ii. An officer, club member or any other person
  - h. copies or attempts to copy any copyright material including computer software, without the permission of the University or in breach of copyright law
  - i. improperly makes use of any University facilities, networks or equipment
  - j. publishes, distributes or makes available (in any form or forum) any confidential information of or held by the University or breaches any person's privacy
  - k. makes false representations on any matter (including academic records, health practitioner records or immigration requirements) in his or her capacity as a club member or knowingly engages in document fraud in relation to assessment, academic results, records or for



purpose of enrolment or entry into a course or program

- l. unlawfully accesses an electronic record belonging to the University, an officer, or another club member where the record is accessible via or contained within, the University's computing and network facilities
- m. fails to pay any fine or comply with any penalty imposed by the University for misconduct by the due date
- n. engages in any other conduct, whether within or outside the University premises, that may be prejudicial to the good and discipline of the University or is likely to bring the University into disrepute
- o. incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct
- p. commits a criminal or unlawful act while on University premises or in connection with University activities, or
- q. acts or fails to act in contravention of University legislation, policy, procedure, instruction or published rule.

## **Division 2 – Academic Misconduct (not applicable)**

## **Division 3 – High Risk Misconduct**

(1) A club member commits high risk misconduct if the member engages in conduct that

- a. involves a risk of:
  - a. physical or psychological injury to the member or to any other person or the public,
  - b. damage to University premises or to the property of any person or any public

## **Allegations of Misconduct**

I understand that where any officer has reasonable grounds to believe I have committed an act of:

1. general misconduct or,
2. high risk misconduct

the officer must report the alleged misconduct to a senior officer.

Allegations of misconduct will be managed in accordance with the University's Student Conduct Regulations and the Student Conduct procedure.

## **Penalties**

I understand that penalties can and may include:

- (1) reprimand
- (2) immediate expulsion from the club, at my own cost
- (3) cancellation any or all academic results
- (4) a financial penalty in accordance with the University's schedule of fees and charges (up to \$500)
- (5) responsibility of payment of any damage caused
- (6) refusal of future access to University clubs and events
- (7) expulsion
- (8) any other penalty as the Board may consider appropriate

## Appendix 2 – RMIT University Sexual Harassment Policy

### Intent and objectives

To provide an environment at RMIT at RMIT that is free from sexual harassment. To ensure that all club members are educated in the prevention of sexual harassment and to recognise the behaviours that may constitute sexual harassment.

### Objectives

- . To prevent all forms of sexual harassment at RMIT University
  - . To convey clearly to all persons covered by the scope of this policy that any behaviour which may constitute sexual harassment will not be tolerated in any form at RMIT University.
  - . To provide persons covered by the scope of this policy with a healthy and safe environment for work and study that is free from behaviours, practices and processes that may constitute sexual harassment.
  - . To acknowledge that persons covered by the scope of this policy are to be informed of this policy and have access to the information and training needed to prevent sexual harassment and to address any incidences of sexual harassment that may occur.
  - . To outline the responsibilities of managers, supervisors and club executives.
  - . To encourage the early reporting of any allegations of sexual harassment.
  - . To support any club member who experiences sexual harassment whilst on club activity including providing assistance in making use of any internal procedures in place at the site or in accessing external agencies.
  - . To ensure that complaints will be dealt with in a sensitive, equitable, fair, timely and confidential manner, which ensures that persons against whom complaints have been made are accorded natural justice through the use of procedures that are impartial, open and fair to all parties.
  - . To ensure as far as is practicable that persons making complaints are protected from victimisation or reprisals for reporting the harassment to the University.

## Scope

This policy is applicable to all staff members, contractors, service providers, clients, customers, club members, visitors and students when they are engaged in University activities, and is applicable to all RMIT locations whether in Australia or overseas.

## Exclusions

Nil

## Policy provisions

Sexual harassment is unlawful, unacceptable and will not be tolerated by RMIT in any circumstances.

Sexual harassment is defined as any unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include inappropriate or unnecessary physical contact, spoken or written comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile environment.

The prevention of sexual harassment is a key component in attaining high ethical standards and ensuring excellence in all activities and is a management responsibility that enhances the ability of everyone to reach their full potential in a safe, quality focused learning and working environment. It contributes to the achievement of the quality management principles that are essential to the achievement of the teaching and learning strategy, and for work groups it contributes to productivity and high quality outcomes.

RMIT acknowledges that persons covered by the scope of this policy are to be informed of this policy and to have access to the information and training needed to prevent sexual harassment and to address any incidences of sexual harassment that may occur.

RMIT aims to integrate training regarding sexual harassment and the promotion of a diverse community into all levels of training, including induction, during supervisor and management training programs, and to integrate information and training into key club activities during orientation, enrolment and at other times of the academic year.

Prevention, training and educational activities to be undertaken include the publication of resource materials and provision of an accessible on^line training program.

## Guiding Principles

The following principles will guide RMIT University in promoting equality of opportunity and dealing with sexual harassment:

- a. Respect for, and the dignified and courteous treatment of, all staff, students and all persons who deal with RMIT.
- b. RMIT aims to establish a climate where sexual harassment does not occur, emphasising prevention through training and awareness raising activities.
- c. RMIT will ensure that all members of the RMIT community have access to the information and support needed to prevent sexual harassment or to deal with it appropriately if it occurs.
- d. RMIT acknowledges that all persons covered by the scope of this policy are to be informed of what constitutes unacceptable behaviour.
- e. Further, it acknowledges that all managers and supervisors are to be informed of their responsibility for ensuring the maintenance of proper standards of conduct within the University context.
- f. Complaints will be dealt with in a sensitive, impartial, timely and confidential manner, which ensures that persons against whom complaints have been made are accorded natural justice through the use of procedures that are impartial and open.
- g. RMIT will ensure, as far as is practicable, that persons making complaints are protected against victimisation and reprisals.
- h. RMIT will actively encourage the reporting of behaviour that breaches this policy.

## Activities to be undertaken in support of this policy

RMIT will undertake activities in support of this policy including but not limited to:

- Identifying the resources necessary for the prevention of sexual harassment
- Research activities
- Evaluation and review activities.

RMIT will ensure that the prevention of sexual harassment is recognised as a key organisational goal and prime management responsibility.

### **How to deal with breaches of this policy**

Any complaints made by club members under this policy will be dealt with via the university complaints procedure.

Any complaints made by students under this policy will be dealt with via the Student complaints procedure.

If a serious breach of this policy by a customer, contractor, service provider or visitor, while engaging with University staff or students, is confirmed, appropriate action must be taken in accordance with the relevant Service Contract or Agreement with the University.

All reports of this type of behaviour will be treated seriously and administered through the relevant complaints handling procedure (Staff complaints procedure or Student complaints procedure).

### **Victimisation**

RMIT will not tolerate victimisation and may take disciplinary action in response to any victimisation.

RMIT University will ensure, as far as is practicable, that persons covered by the scope of this policy are not victimised or penalised for reporting alleged unreasonable behaviour at the University. Any person who is found to have victimised the person who has made or intends to make a complaint, or to have victimised a witness or associate of the person who has made, or intends to make a complaint, will be subject to the consequences of breaching this policy.

### **Consequences for breaches of this policy**

RMIT will treat all allegations of sexual harassment seriously and impartially. The consequences for breaching this policy will depend on the seriousness of the case. Outcomes may include, but are not restricted to the following:

- Gaining a commitment from one or more persons to cease, and not to repeat, the behaviour.
- Making an apology to the affected person or persons.
- Providing mediation between the parties, if both parties agree to mediation process and to the mediator.

- Providing targeted training regarding prevention of unacceptable behaviours.
- Offering support to the person making the complaint.
- Offering support to the person against whom the complaint is made.
- Referral of matter to the Victoria Police.
- Disciplinary action, up to and including dismissal, suspension or expulsion, against the person found responsible for sexual harassment in cases of serious misconduct
- Disciplinary action, up to and including dismissal, suspension or expulsion, against the person making a complaint of sexual harassment if, after investigation, the complaint is found to have been malicious or vexatious.
- Disciplinary action may be taken against anyone who victimises or retaliates against a person who has made a complaint.

## Appendix 3 – 2019 Succession Planning Strategy Guide

RMIT Creative Club and Collective Succession Planning is vital to ensure the ongoing success of the club or collective once the current executive team has departed. It is the process of identifying and preparing suitable members to step into key executive roles as they become vacant.

### So how do we succession plan?

- Identify the need within the committee to succession plan.
  - Make it an agenda item at meetings to encourage discussion and follow up on succession planning initiatives.
  - Ensure all committee executives maintain thorough documentation regarding their role. For example contact lists, venue hire agreements, business plans etc.
- Implement strategies within the committee to identify potential upcoming members.
  - Create sub committee roles within the club to encourage participation in entry level positions. Such positions can include membership officer, fundraising officer, equipment officer etc.
  - Communicate to all club members the importance of having an effective committee to generate interest in committee roles and begin dialogue.
  - Create “shadow” positions for suitable identified members to receive mentoring from current executives.
  - Identify positions that suit club members’ studies and encourage them to use the club as practice for their learning. For example selecting accounting students to undertake a treasurer role.
- Ongoing communication and training.
  - Include potential executives in email communications with other committee executives and dialog with RMIT Creative.
  - Encourage the member to attend Club Development Sessions and Creative Council Meetings with the current representatives.
  - Set up a meeting with RMIT Creative to explain responsibilities.
- Emphasis the value and incentives of being a member of the executive committee.
  - Community and club service, which includes building many different social and business networks.
  - Ongoing growth and survival of the club, with the ability to actively direct the club to achieve a common goal set by the committee.
  - Personal growth and development to practice and develop skills acquired in university studies
  - An opportunity to develop skills complementing university study, which may assist in creating a resume which appeals to future employers.



To help facilitate this process of succession planning for your club, you are required to complete the remainder of this document outlining your clubs intentions, strategies and potential committee candidates for 2019 and onwards.

The completed 2019 Succession Planning Strategy Guide is due to be returned to the RMIT Creative team by 28 September 2018. If you require assistance in completing this document please organise a meeting with RMIT Creative Staff ([collectives@rmit.edu.au](mailto:collectives@rmit.edu.au))

**Please note that submission of this document is a requirement for your clubs affiliation to RMIT for 2018.**

## Appendix 3 - 2019 Succession Planning Strategy Guide

CLUB or COLLECTIVE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please identify the need for your club to implement a succession plan.**

*For example, President is graduating and position needs to be filled.*

**Which succession planning strategies do you currently adopt and what succession planning strategies will you implement to ensure a smooth executive committee transition in 2018?**

How will you ensure that your succession planning strategy is on track, and do you have a contingency plan in case the strategy fails mid way through?

--

Please detail your current 2018 executive committee members and the intended 2019 committee members you will be aiming your succession planning towards:

	CURRENT 2018	PLANNED 2019
PRESIDENT		
TREASURER		
ADMINISTRATOR		
PUBLICITY OFFICER		

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix 4 - Creative Collective meeting minute template

<b>Meeting</b>	[Insert Collective Name]
<b>Date</b>	
<b>Time</b>	
<b>Location</b>	
<b>Attendees</b>	insert names and member titles here, e.g.: Amy Smith (President), Anna Kong (Administrator), John Smith (Tim (member), Sally (member) etc.
<b>Apologies</b>	Insert names and member titles here e.g.: Tony Jones (Publicity Officer)

### Agenda

- **Introduction**
- **Go over last meeting actions items**
- **Signatories for 2018**
- **Discuss and confirm meet and greet for new members**
- **Allocate tasks regarding**
  - **Who is making flyer and when is the deadline**
  - **Which members will attend orientation to promote the Collective**
  - **Next Creative Funding applications**
  - **Who is booking the venue for the meetings?**
- **Other business.**

### **1. Introduction**

- E.g. President welcomed everyone and introductions were made for new members that were not familiar with everyone yet.

### **2. New Actions**

- E.g. Amy Smith to arrange meeting with Melissa Delaney at bank with minutes and other signatories.
- E.g. John to apply for funding
- E.g. Tony Jones to do flyer by 17<sup>th</sup> of this month.

- E.g. Anna to book spaces for following dates:
  - Feb 20<sup>th</sup> 5pm to 6pm
  - March.....

### **Reviewed Actions**

- E.g. Amy to finish working with Anna regarding succession planning for next year.
- E.g. Anna to fix filing cabinet

### **3. Signatories**

- E.g. Motion moved by President to discuss signatory changes
- E.g. Three Committee positions required for signatories
- E.g. Nominated positions
  - President – name here
  - Administrator – name here
  - Treasurer – name here
- No objection
- Motion is passed

### **4. Meet and greet for new members**

- Tuesday 14<sup>th</sup> .....
- All members to attend if possible
- Amy to organise snacks
- Location is .....

### **5. Close meeting and next meeting date**

## Regular Activity Plan 2018

Club or Collective Name:		
Today's date :		

This form is to be used for recording regular Club or Collective activity details in 2018. The information contained will assist with insurance issues, as it ensures that all Club or Collective sessions are approved as official club activities. It will also enable the RMIT Creative to accurately direct enquiries to your club. Please list all activity details and email a copy to RMIT Creative by the 12th February 2018 - [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au)

[illegible]



## Club Activity/Trip Intention Plan

This information must be collated by clubs prior to commencement of any activity and:

- Carried by activity leaders
- Copy given to RMIT Creative at least 3 days before departure.

### **Important**

**RMIT Club and Collective activities that go ahead without submission and approval of this Club Activity Intention Plan to RMIT Creative at least 3 days before departure will be deemed non-sanctioned activities and participants, club members, volunteers and leaders will not be covered by RMIT University Insurance.**

**Club Activity/Trip** is defined as any function, event or trip being run by a club or collective, not previously recorded with RMIT Creative.

Please forward completed form to:

RMIT Creative

Building 28 Level 4 Room 1

Phone: 9925 1945

E-mail: [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au)

SECTION A - All clubs must complete this section.			
Club or Collective name			
Name/type of activity			
Location		Date	
Activity organiser		Mobile	
I, the activity organiser will conduct this trip/activity to the best of my ability, taking into account all safety measures and working to minimise all known risks. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Leader <sup>1</sup> names & mobile contact numbers	Name:	Mobile	
	Name:	Mobile	
Departure location & time		Return location & Time:	
Number of participants	Club Members:	Non club Members	
Are all members attending registered on the RMIT Creative database?	<input type="checkbox"/> YES <input type="checkbox"/> NO, Why not _____ NB. People not registered on RMIT Creative database are not covered by RMIT's insurance policy. Have they been informed of this? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Please tick all relevant boxes:</b>			
Participant list attached <input type="checkbox"/>			
First Aid Kit fully stocked <input type="checkbox"/>		Copy of Accident Planning Procedure on hand <input type="checkbox"/>	
Is there a suitably qualified first aid officer present on trip?		<input type="checkbox"/> NO <input type="checkbox"/> YES	
On campus activities may require a permit. Has RMIT University issued a permit? <sup>2</sup>		<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____	
Description of what activity will entail/include? (Please specify details if "Other" is ticked.)		<input type="checkbox"/> BBQ <input type="checkbox"/> Alcohol/drinks <input type="checkbox"/> Promotions <input type="checkbox"/> Music <input type="checkbox"/> Other: _____	
Is alcohol being served? If selling alcohol, whoever is serving must have completed an RSA (Responsible Service of Alcohol) certificate		<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge <input type="checkbox"/> NO <input type="checkbox"/> YES	
Who is the designated person to stay under .05 in the event of an emergency		<input type="checkbox"/> N/A Name: _____	
Has a limited liquor licence been obtained? <sup>3</sup>		<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____	
Is food being served?		<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge	
Are food handling requirements being met? <sup>4</sup>	Current Food Handling Certificate held by person/s serving food <input type="checkbox"/> NO <input type="checkbox"/> YES Staff Supervisor present with Food Handling Certification <input type="checkbox"/> NO <input type="checkbox"/> YES		
Promotions to be used for & during activity <sup>5</sup>	<input type="checkbox"/> Email News <input type="checkbox"/> Posters <input type="checkbox"/> Banner <input type="checkbox"/> Signage <input type="checkbox"/> Other Details: _____ All clubs must identify exactly what/who is being promoted (i.e. RMIT club, club sponsor, external sponsor, etc) The activity will involve: <input type="checkbox"/> Giveaways <input type="checkbox"/> Discount offers <input type="checkbox"/> Event promotions <input type="checkbox"/> Other Details: _____		

<sup>1</sup> Leaders of a club activity are any individual/s considered as being in charge of or supervising the activity.

<sup>2</sup> All clubs must complete the RMIT University "Facilities Booking Form" & have it approved through Property Services, whereby an official permit will be provided to the club & RMIT security to ensure the activity is authorised to go ahead. To obtain a form contact 9925 1945..

<sup>3</sup> It is the club's responsibility to determine if this requirement is being/needs to be met. For more information, visit <http://www.consumer.vic.gov.au> then follow the link "apply for a temporary limited liquor licence"

<sup>4</sup> It is the club's responsibility to determine if this requirement is being/needs to be met. For more information, visit <http://www.foodsafety.asn.au/publications/factsheets/index.cfm>

<sup>5</sup> All clubs promotional material MUST be approved by the RMIT Creative before distribution.



SECTION B - All off-campus activities to complete this section.		
Participants & leaders medical information	<input type="checkbox"/> (Please tick) <i>NB. Clubs are to obtain their own medical information for trip participants, as relevant to each trip. It is necessary for trip leader/s to carry information with them.</i>	
Detailed itinerary (Copy may be attached)		
Equipment list  (Copy may be attached)	▪	▪
	▪	▪
	▪	▪
	▪	▪
Mode of transport  (eg mini bus, cars etc)	Are there enough cars for all trip attendees to be transported safely? <input type="checkbox"/> YES <input type="checkbox"/> No	
Private vehicle information  (include type & registration number)	Does RMIT Link have a copy of all licences for cars and boats? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proposed travel route <i>Eg major roads/highways</i>		
Accommodation details (Include name, address & phone)		
IMPORTANT – APPROVAL INFORMATION – Required for Section A, B & C		
Name of person Completing Form	Signature	
Club or Program Position	Date	
RMIT Link Staff Approval	Staff Signature      Date Submitted	
	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	

**SECTION C - Only HIGH RISK and/or REMOTE AREA activities to complete this section.**

Methods for communicating with group on activity	<input type="checkbox"/> Mobile phone (List numbers) <hr/> <input type="checkbox"/> Two way radio Other (Please list) <hr/>	
Emergency vehicle information		
Route information (Emergency exit points and evacuation routes)		
Name & phone number for <u>local</u> authorities notified (eg Ranger, police, SES)	Authority Name	Ph:
	Authority Name	Ph:
	Authority Name	Ph:
Map showing location of closest hospital & emergency vehicle	<input type="checkbox"/> (Please tick) NB: Necessary to carry document with you. Copy to be attached to this form.	
Local emergency contact numbers (24 hours)		
Police		
Ambulance/ hospital		
SES		
Fire brigade		
Safe Work Method Statement attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	

# Promoting your project

## -RMIT Creative.

After all the hard work that has gone into your project, it is important to make sure that as many people find out about it as possible. Promotion is the key to getting the word out and getting people excited about your project. RMIT Creative is here to help!

To ensure that your contractual agreements are met with RMIT Creative, it is important that all of your promotional materials have proper acknowledgment of RMIT Creative and be approved before they go out to the public. This includes any printed material like posters and fliers, along with any online content on Facebook, websites and blogs.

Here are the steps to ensure that you have all your bases covered:

1. **RMIT University and Student Initiative Device.**
2. **Acknowledging RMIT Creative.**
3. **Design approval.**
4. **How we can help with your promotion.**

### 1. **Student Initiative Device and RMIT University .**

Both the Student Initiative Device (SID) and the RMIT University logo are to be used on all printed promotional material for your event, project, exhibitions or other activity

Using the SID allows you to be free from usual RMIT marketing guidelines, to design your own collateral. The RMIT University logo ensures that your project adequately acknowledges RMIT Creative.

You can access the SID files and the full guidelines on the RMIT website at [Student Initiative Device](http://www1.rmit.edu.au/browse/Staff%2FWorkplace%20essentials%2FServices%20and%20advice%2F;ID=iqfyg5w1veo81;STATUS=A) or at [\[http://www1.rmit.edu.au/browse/Staff%2FWorkplace%20essentials%2FServices%20and%20advice%2F;ID=iqfyg5w1veo81;STATUS=A\]](http://www1.rmit.edu.au/browse/Staff%2FWorkplace%20essentials%2FServices%20and%20advice%2F;ID=iqfyg5w1veo81;STATUS=A)



#### 1.1 Two versions of the RMIT Student Initiative Device.

The RMIT University is accessible via UniOne under files in your Collectives account and shared with you in your Collective Gmail Google drive.

Don't alter the versions that are sent to you in any way. It must have adequate clear space around them, and be in approved colours. See RMIT logo guidelines over page for specifics.



## **2. Acknowledging RMIT Creative**

You must also include one of the following on all your event/activity information:

- Supported by RMIT Creative
- RMIT Creative supports
- An RMIT Creative supported presentation

This information must appear on all posters, fliers, invitations, websites, blogs, Facebook events etc.

## **3. Design approval**

All promo material must be checked and approved by the RMIT Creative before you print it and send it out into the world! This is to make sure the logo appears correctly and we are credited.

Email [collectives@rmit.edu.au](mailto:collectives@rmit.edu.au) with your promo material and event details at least three weeks before it's due to take place.

#### **4. How we can help – promotion**

Be sure to keep in constant contact about the state of your events and when they are being held. We are really keen to publicise your events as much as possible and help make them a success.

Here's just some of the ways that we can promote your events:

- Arts Magnet: sent out fortnightly to over 6000 students.
- Facebook: sharing events on our wall, invite us to your events
- Instagram: sharing vibrant and engaging images of your collective/ activities
- RMIT student news page: one of the main student pages on the RMIT website.

#### **Contact:**

Beck Pope  
Creative Council Officer  
RMIT Creative  
[collectives@rmit.edu.au](mailto:collectives@rmit.edu.au)  
9925 1945

# RMIT Brandmark

## Clear space and Minimum Size.

### RMIT Brandmark

The RMIT Brandmark is the key identifier of the university. The RMIT Brandmark is formed by two key elements:

- the RMIT Wordmark
- the RMIT Symbol

The relationship between these two elements is fixed and should never be separated or used as individual elements. It is essential that the brandmark is always reproduced from the digital art files supplied.

### Clear space

The RMIT brandmark needs to be surrounded by an area of uninterrupted clear space to allow it to remain prominent on all communications.

Clear space is the non-print area surrounding the brandmark. A basic formula had been used to calculate the minimum 'clear space'— this can be used to determine clear space for the brandmark at any size.

No other graphic elements (such as photography or typography) should appear within this zone. Wherever possible, apply more clear space than the minimum specified in this guide.

### Minimum size

To avoid any possible reproduction problems, the brandmark must never be produced at a size less than that shown opposite.

Wherever possible, reproduce the brandmark at a size larger than the minimum, especially where there may be a question around the quality of the reproduction, for example silk screening or embroidery.



☒ Full Colour Positive version on a white background



Clear space

Minimum size