EXPENDITURE REGULATIONS

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PART 1 — PRELIMINARY

1 Purposes

The purposes of these Regulations are—

(a) to provide for a mechanism by which C&S funds may be expended for operational purposes without approval at an Executive Meeting or by Circulation Resolution.

2 Definitions and Interpretation

(1) In these regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council.

(2) These regulations must be read in conjunction with the C&S constitution.

(3) For the avoidance of doubt, these regulations do not apply to clubs, furthermore clubs must ensure their expenditure is managed in accordance with the Finance Regulations, their respective Constitution or Rules of Association.

PART 2 — EXPENDITURE

3 Expenses generally

(1) Expenditure approved under these regulations must be listed as if it were a circular resolution at the next meeting of the Executive.

(2) The Treasurer and Secretary must be informed, as soon as is practicable, after expenditure is authorised under these regulations.

4 Capital and event expenses

(1) Capital expenditure, including purchasing equipment, must not be authorised under these regulations.

(2) Expenditure related to an event must not be authorised under these regulations, unless—

(a) the expenditure relates to an event that is planned to occur in under 7 days; and

(b) it is not practicable to approve the expenditure at an Executive Meeting or by Circular Resolution before the event.

5 Operational expenses

(1) Where an operational need for expenditure that has not been authorised by an Executive meeting arises it may be authorised by—

(a) any one of—

(i) the Treasurer; or

(ii) if the Treasurer is on an approved leave of absence, the President; or

(iii) if the Treasurer and the President are on approved leaves of absence, the Vice-President and

(b) any one of, provided they are not the same person as above—

(i) the President; or

(ii) the Treasurer; or

(iii) the Secretary; or

(iv) the Vice-President.

(2) Expenditure may only be authorised under this regulation where the request has been submitted by—

(i) a C&S Staff Member; or

(ii) the President, except where they are an authorising the expenditure.

(3) Expenditure may only be authorised under this regulation from the one of the following C&S budget lines—

(a) Cleaning Service; or

(b) Repairs and Maintenance; or

(c) Software Development, Support and Licence; or

(d) Election Services; or

(e) Other Fees; or

(f) Bank Fees; or

(g) Stationery; or

(h) Photocopies and Printing; or

(i) Phone & Network Charges; or

(j) Postage & Courier; or

(k) Amenities; or

(l) OH&S; or

(m) General Purchases & Consumables.

(4) Where printing expense is incurred on the University staff card of an Office-Bearer or C&S Staff member the expense is authorised by these regulations from the Photocopies and Printing line of the C&S budget.

(5) Retrospective authorisation of expenditure must not be made under this regulation.

(6) Any specific authorisation of expenditure under this regulation must not exceed $250 unless it relates to—

(a) subscription expenses for an email marketing or bulk messaging platform determined by the Secretary; or

(b) domain registration and hosting expenses for the C&S Website.

(7) Expenditure that would exceed a C&S budget line must not be authorised under this regulation.