

# Subcommittee Organisation and Management

## 1 Purpose of These Guidelines

1. These guidelines are meant to be approved by all relevant committees prior to the formation of any subcommittees.
2. These guidelines are intended to clearly identify the duties of individuals and the subcommittee, and to allow for straightforward dispute resolution in the case of disagreements.
3. These guidelines are intended to be put in place for the duration of a club's committee term, with subcommittees to be formed based on the regulations already in place.

## 2 Alterations to This Document

1. These regulations may be modified for a specific event by a simple majority vote of:
  - (a) The subcommittee of the event; and
  - (b) The committee of each club participating in the event.

## 3 Subcommittee Composition

1. An event committee should be formed by an equal number of committee members from each club that is involved in running the event.
  - (a) The number of committee members each club should send shall be agreed upon by the clubs involved prior to the formation of the subcommittee.
  - (b) A club may choose to send fewer committee members with the understanding that this will affect their voting power on the committee.
  - (c) Each club's committee shall be responsible for communicating their representatives to other clubs involved in the event.
2. The event committee will be in charge of organising and running the event with the approval of the involved clubs.
3. Each club shall nominate unique representatives, that is, no subcommittee member may represent more than one club.
4. The subcommittee shall dissolve subsequent to the conclusion of the event, division of profits, and release of financial statement.
5. A club may replace a representative upon consultation with the subcommittee.

## 4 Subcommittee's Duties

1. It is the duty of the event subcommittee to:
  - (a) Meet at least twice prior to the event;
  - (b) Meet at least once subsequent to the event;
  - (c) Elect one member to chair the meetings;
  - (d) Elect one member to distribute an agenda and minute the meetings;

- i. All subcommittee members shall be able to add items to the agenda.
    - ii. All minutes must be made available to the committees of the clubs involved in the event in a timely manner.
  - (e) Elect one member to track action items and deadlines;
  - (f) Prepare an event budget prior to the event;
  - (g) Prepare a financial statement subsequent to the event; and
  - (h) Inform any club if their representative is failing to adequately perform their duties, as specified, in a timely manner.
2. All decisions made by the event subcommittee shall be recorded in writing.

## 5 Subcommittee Meetings

1. Subcommittee meetings may be called by any member of the subcommittee.
  - (a) Subcommittee members shall receive three days' notices of any such meeting.
2. The quorum of a subcommittee meeting shall be one subcommittee member representing each club involved in the event.
  - (a) In the event that all representatives of a club cannot attend a scheduled meeting, they may elect to send a proxy from their committee or to forfeit their attendance rights at the meeting with the understanding this may effect their voting power.
  - (b) Abstentions shall not be counted towards quorum.
3. In the event that all of a club's representatives are absent without apologies the subcommittee may enact committee of the whole as defined by the UWA Guild Standing Orders.
  - (a) The relevant club's committee shall be informed immediately.

## 6 Individuals' Duties

1. It is the duty of each club representative to:
  - (a) Represent their club and its views in all event committee meetings;
  - (b) Assist in the planning, organisation, set-up, running, clean-up, and resolution of the event;
  - (c) Keep their club's committee informed of all plans, outcomes, and potential issues regarding the event and the event committee;
  - (d) Consult their committee regarding all major decisions concerning the event (such as dates, prices, themes, and venues, or any matter that an event committee member requests approval for) prior to voting;
  - (e) Distribute an itemised budget to their committee for approval in a timely manner;
  - (f) Liaise between the club and event committee, bringing forward any suggestions or issues;
  - (g) Advertise and promote the event to the members of their club;
  - (h) Distribute all minutes to their committee in a timely manner; and
  - (i) Distribute an itemised financial statement to their committee in a timely manner.

## 7 Finances

1. The subcommittee not having the power to distribute funds independently of their respective clubs, any finances required are to be sourced from the club(s) involved in the event.
  - (a) All financial decisions and budgets shall be subject to review by the committee of any club in question.
2. The subcommittee shall vote on the division of profits prior to the event.

- (a) If any club's representatives fail to adequately perform their duties as outlined in the above sections, the division of profits may be altered by a two-thirds majority vote.
- 3. Costs shall be reimbursed from the event's income prior to distribution of profit.
  - (a) Costs not included in the event budget or approved by the event subcommittee prior to purchase may be liable to not be refunded.

# Appendices

## A History of this Document

Prepared by Sarah Lewis and Taylor Home 2016-04-10.

Edited by Taylor Home 2017-03-17.

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