



Affiliated Bodies Charter and By-Laws

Established by Bond University Student Association Incorporated

ABN: 58 810 177 092

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1 Definitions

In this Charter:

- 1) **Affiliated Body** means a group within the University who are approved by the Management Committee to affiliate with the Association;
- 2) **Association** means Bond University Student Association Incorporated;
- 3) **Constitution** refers to the Constitution of the Association;
- 4) **Day** refers to a calendar day;
- 5) **Executive member** refers to the President, Vice-President, Treasurer, Secretary and other office-holders of the Affiliated Body;
- 6) **Faculty-aligned Affiliated Body** means an affiliated body which is aligned with a Faculty Student Association pursuant to Schedule F;
- 7) **Faculty Student Association** means an affiliated body which is deemed by the Management Committee to be representative of the faculty's interests;
- 8) **Management Committee** refers to the Senior Executive Members, Vice Presidents and Directors, and other members of the BUSA Management Committee who are appointed under the rules of the Constitution;
- 9) **Participant** means any student who interacts with, and attends an Affiliated Bodies activities;
- 10) **Non-student** means any person who is not a current student or staff member of the University.
- 11) **Student** means any individual admitted and enrolled in at least one subject at Bond University, and any individual who has been enrolled in at least one subject at Bond University but are currently on a leave of absence with the intention of returning to Bond University to complete their studies;
- 12) **University** means Bond University Limited.

2 Interpretation

- 2.1 Reference to the singular includes the plural, and the plural includes the singular.
- 2.2 “Including” and similar expressions are not words of limitation.
- 2.3 Pursuant to rule 13.2 of the Constitution, the Senior Executive of the Management Committee will determine the meaning of any by-law of this Charter brought into question.

3 Overview of the Charter

The Charter intends to give Affiliated Bodies an overview of Affiliated Body operations and outline the protocols and procedures that are required by the Association jointly with the University. The Charter is structured as follows: (1) general overview of Affiliated Bodies and the objects of these bodies, (2) by-laws pertaining to the assets of Affiliated Bodies, and (3) replaceable Affiliated Body rules.

4 Authority of the Charter

- 4.1 The authority of this charter is derived from Schedule A, Part 8 of the Constitution.
- 4.2 This Charter can be amended or repealed by the Management Committee.

5 Objects

- 5.1 The objects of the Affiliated Body are those of the Association, which are to:
 - 5.1.1 advance and promote the interests of students;
 - 5.1.2 represent the views of students to the University, individuals, bodies, or any other group within and outside the University;
 - 5.1.3 provide, conduct, and/or manage cultural, sporting, welfare, recreational, social, arts, advocacy or any such activities, services, amenities and/or facilities which are in the interests of or for the benefit of students;
 - 5.1.4 promote and generally further the aims, objects, and interests of the University, where they are consistent with the interests of students;
 - 5.1.5 fund and support all clubs and societies affiliated with the Association in a fair and equitable manner; and

5.1.6 do such things which shall benefit students or are incidental or conducive to the attainment of any or all these objects.

6 Organisational structure

6.1 Affiliated bodies are subsidiaries to the Association and are subject to the rules and directives stipulated by the Association.

6.2 Affiliated bodies are subject to the rules outlined in the Constitution, which govern the existence and continuance of Affiliated Bodies.

6.3 The Management Committee can re-arrange the hierarchy of Affiliated Bodies to advance the interests of the Association.

For example – requiring an Affiliated Body to operate under the guidelines of its respective Faculty Student Association.

6.4 Affiliated Bodies who are placed above other Affiliated Bodies in the organisational structure can only regulate on matters after written approval from the Management Committee. The management can alter or revoke approval at any time.

For example – an Affiliated Body may request to the Management Committee that the Affiliated Body implements internal guidelines, applying to the Affiliated Bodies beneath it, for the tentative approval of student events – prior to the event being submitted to Student Events for final approval.

6.5 A rearrangement of hierarchy will be reflected in an amendment to Schedule F of this Charter.

7 Membership fees

7.1 An Affiliated Body must not charge an ongoing membership fee to its members.

7.2 An Affiliated Body, subject to these by-laws and procedures, may charge an amount for an event or activity they hold, where it is reasonable to expect the participants to contribute to such activity.

For example – it is a reasonable expectation that an Affiliated Body club who participates in a local tournament requests an amount from its participants to be passed onto the tournament organisers

For example – it is a reasonable expectation that an Affiliated Body who hosts a party, requests an amount from its participants to subsidise the cost of the event

For example – it is not a reasonable expectation that an Affiliated Body requests \$30 from it's participants in order to be invited to the weekly activities of the Affiliated Body

7.3 An Affiliated Body should charge an attendance fee to any non-students.

8 Register of Affiliated Body executive members:

8.1 The Management Committee will act as registrar for the details of each Affiliated Body's executive members.

8.2 The register requires the details of the President, Vice-President, Treasurer and Secretary of each affiliated body.

8.3 The details required of the members are:

8.3.1 First name and surname;

8.3.2 University email address; and

8.3.3 Mobile number.

8.4 The required details should be updated in the contact detail cells of the current semesters Affiliated Body budget and updated whenever changes occur.

8.5 The Management Committee can confirm with the University the enrolment status of Students who are elected to or are seeking to be elected to an Affiliated Body.

8.6 The Management Committee can share the details of the register where appropriate.

9 Funds and accounts

9.1 All Faculty Student Associations are required to manage funds in an account held in the Faculty Student Association's name.

9.2 All Faculty Student Associations are required to submit complete bank statements to the BUSA Treasurer at the end of each semester.

9.3 If an Affiliated Body collects funds from it's members for the purpose of using them at a later time, those funds must be kept in an account in the name of the Affiliated Body in a financial institution decided by the Executive Members.

9.4 In lieu of the Affiliated Body holding a bank account in the Affiliated Bodies name pursuant to by-law 9.3, an Affiliated Body may alternatively direct proceeds to an account held by the Management Committee.

- 9.5 If an Affiliated Body directs proceeds to the Management Committee, those funds will be held in trust by the Treasurer of the Management Committee until the Affiliated Body requests to use the funds; at which point the Management Committee will release the funds.
- 9.6 All amounts must be deposited in the Affiliated Body's bank account as soon as practicable after receipt.
- 9.7 Records and accounts must be kept and produced to the Management Committee or University upon request.
- 9.8 The income and property of the Affiliated Body must be used solely in promoting the Affiliated Body's objects and exercising the Affiliated Body's functions.

10 Distribution of residual assets upon disaffiliation or disbandment

- 10.1 This by-law applies if the Affiliated Body is disaffiliated or disbanded pursuant to the Constitution.
- 10.2 The residual assets of the Affiliated Body (including funds, equipment and all other proceeds) must be returned to the Association via communication with the Management Committee.

11 Contracts

- 11.1 Affiliated Bodies are not permitted to enter contracts on behalf of the Affiliated Body. All contracts must be entered into by a Senior Executive member of the Association as an incorporated entity.

12 Soliciting

- 12.1 Affiliated Bodies must not solicit to Students unless expressly permitted by Student Events.
- 12.2 Soliciting is usually only approved at Club Sign on Days, or underneath the Bond Arch upon approval by Student Events.
- 12.3 All soliciting must respect the privacy and personal space of students.

13 Application of replaceable executive member rules

13.1 An Affiliated Body can create rules pertaining to election, term length and removal of members of the Affiliated Body, otherwise outlined in by-laws 14-16 of the Charter.

13.2 The Affiliated Body rules will supersede the rules outlined in the Charter but are subject to the Grievance Procedure set out in the Constitution in accordance to which all appeals and complaints can be made.

14 Electing the Affiliated Body executive members

14.1 If the body is seeking to affiliate with the Association, the executive members will be those members listed in the application to the Management Committee for affiliation.

14.2 If the body is affiliated with the Association, it may elect executive members by a resolution passed by a simple majority of the executive members of the Affiliated Body, subject to by-law 13.

14.3 To avoid doubt, a student may be elected to an existing executive position, or to a newly-formed position.

15 Term of election

15.1 Executive members will hold their position indefinitely and will cease being an executive member at the time when they are no longer a student, upon resignation, or upon being removed from their position.

16 Resignation or removal from office of Management Committee member

16.1 An executive member may resign by giving notice to the other executive members of the Affiliated Body.

16.2 An executive member can be removed from office by a unanimous vote of the remaining executive members, if approval of the vote by the Management Committee is first attained.

SCHEDULE A (Event Procedures)

1 Approval

- 1.1 All student events must be approved by Student Events prior to the event taking place, by submission of an [event form](#).
- 1.2 Unless otherwise provided for by Student Events, the event form must be submitted two weeks prior to the event for non-food events and four weeks prior for all food events.
- 1.3 Faculty-aligned Affiliated Bodies must receive tentative confirmation for events from their respective faculty or Faculty Student Association prior to submitting the event form to Student Events.
- 1.4 Faculty Student Associations must receive tentative confirmation for complex events from their respective faculty prior to submitting the event form to Student Events.
- 1.5 If the proposed event is a party, either at the University or off-site, an Affiliated Body must receive approval from the BUSA Vice President – Recreation prior to submitting the event form to Student Events.
- 1.6 Conflicts between Affiliated Body event dates will be resolved by the BUSA Vice President – Recreation.

2 Booking a room

- 2.1 All room bookings must be made through Student Events.

3 Catering procedures

- 3.1 Contact Student Events for a copy of the procedure and to complete the I'M ALERT Food Safety Course.

4 Event themes

- 4.1 If an event is themed, the theme must be approved by the BUSA Vice President – Recreation prior to the event form being submitted to Student Events.

5 SSAF reimbursements for events

- 5.1 Reimbursements are processed in accordance with the reimbursement rules attached to the Funding and Financials Excel.
- 5.2 Affiliated Bodies should be particularly mindful of the cost-per-person of their event (see Schedule D Funding Guide).
- 5.3 Reimbursements will not be processed for donations to charities, payment to staff members and payments for alcohol.

6 Don's Tavern floor plan for event planning



SCHEDULE B (Sponsorship and External Participants Procedures)

1 General rules for sponsorships

- 1.1 A sponsorship is an agreement or mutual undertaking by an Affiliated Body and an individual or group external to the University, whereby the group agrees to provide some benefit to the Affiliated Body.
- 1.2 An affiliated body seeking to have a sponsor approved ('applicant sponsor'), pursuant to rules 1.3 and 1.4, must provide all information pertaining to the applicant sponsor and the sponsorship agreement, to the relevant University body.
- 1.3 Sponsorships for faculty-aligned Affiliated Bodies greater than \$100 must be approved by the respective faculty prior to receiving any benefits from the sponsor.
- 1.4 Sponsorships for Affiliated Bodies greater than \$100 who are not aligned with a faculty must be approved by the Office of Campus Life.
- 1.5 In determining whether to approve or reject an applicant sponsor, consideration can be given to:
 - 1.5.1 Accessibility to students from the applicant sponsor; and
 - 1.5.2 The reputation and perception of the applicant sponsor; and
 - 1.5.3 Precedent of previous sponsorship applications; and
 - 1.5.4 The reputation of the University; and
 - 1.5.5 Utility or benefit derived by students participating at the event; and
 - 1.5.6 Value (monetary or otherwise) of the sponsorship agreement; and
 - 1.5.7 For sponsorships from individuals or organisations in the medical sector:
 - 1) Any Australian Health Practitioner Regulation Agency conditions imposed on the sponsor – the presence of which will favour the rejection of the applicant sponsor
 - 1.5.8 A combination of these factors.

2 External participants

- 2.1 External participants refers to any non-students.
- 2.2 Affiliated Bodies are not permitted to invite sponsors participants to any activities held by the Affiliated Body without prior approval from Student Events and, if applicable, their Faculty.
- 2.3 Where the external participant is a sponsor of the Affiliated Body, approval will not be granted unless Student Events is satisfied there is good cause to allow the sponsor to participate in the event. In most cases, approval will not be granted.

SCHEDULE C (Advertising, Social Media, Copyright and Trademarks)

1 Advertising

1.1 Affiliated Body Logos

1.1.1 Sporting Affiliated Bodies must have their logo approved by the Bond Marketing Team.

1.1.2 All other Affiliated Bodies can create their own logo however, it must not include:

- 1) The University Arch, or
- 2) The University Bullshark, or
- 3) The University Crest.

1.2 Campus Physical Signage

1.2.1 Affiliated Bodies may advertise in approved locations around the University which namely includes notice boards.

1.2.2 Any physical signage must be approved and stamped by the Management Committee, and must adhere to the [University Poster Procedure](#).

1.3 Campus Digital Signage

1.3.1 Refer to the [Digital Signage Procedure](#).

1.4 Printing

1.4.1 Affiliated Bodies are entitled to print 100 A4-size coloured pages and 20 A3-size coloured pages in the Association's office per semester.

2 Social Media

2.1 Affiliated Bodies may create and maintain their own social media accounts subject to this Charter and the University [Social Media Policy](#).

2.2 Affiliated Body's social media presence should remain apolitical, and mindful of the diverse range of backgrounds and experiences within the Bond community.

3 Trademarks and Copyright

3.1 A trademark is a type of intellectual property which affords the owner of the trademark protection against unauthorised use of said property. Almost all well-known brands have

many trademarks which may include names of products or events, specific colours, specific designs and specific slogans.¹

3.2 Pursuant to the *Trade Marks Act 1995* (Cth), an Affiliated Body will infringe a trademark if their use of it is substantially identical or deceptively similar to the trademark. Affiliated Bodies should be mindful of trademarking considerations when planning their events.

Examples of trade mark infringements by an Affiliated Body may include:²

Example: an Affiliated Body hosts an event which purports to be officially endorsed by a popular movie. The event advertising includes notable phrases from the movie, and posters titled “[Affiliated Body name]X[Movie name] Party”.

Example: an Affiliated Body hosts a pub-night where the theme is based on an Australian rock band called “ADCD”. The advertising of the party states the event is an “ADCD concert”.

3.3 Copyright protects individuals who express original ideas and information in certain forms such as movies, writing and music. An exception to copyright infringement is where the use is a ‘fair dealing’.^{3 4}

3.4 The screening of movies is generally only authorised in domestic settings, without extra approvals. This means that screening of movies by an affiliated body in a public area will generally infringe on the author’s copyright. An affiliated body wishing to watch a movie with it’s participants should do so in the Student Lounge (building 10) which is not a public place.

3.5 The screening of movies may be authorised by the fair dealing exception where it is done for an educational purpose and certain criteria are met.

3.6 In the first instance, all trademark and copyright inquiries should be sent to either the Vice President – Recreation or the Clubs Team of the Association for consideration. Queries can be escalated by the Association where required.

¹ <https://www.ipaustralia.gov.au/trade-marks/what-are-trade-marks>

² <https://manuals.ipaustralia.gov.au/trademark/4.-the-right-to-take-infringement-action>

³ <https://www.ag.gov.au/rights-and-protections/copyright/copyright-basics>

⁴ <https://www.copyright.org.au/browse/book/ACC-Films,-DVDs,-TV-&-Streaming-Services:-Screening-in-Public-INFO031>

4 Responsible Alcohol Marketing Advertising

4.1 Pursuant to the *Liquor Act 1992* (Qld), Affiliated Bodies must not advertise any matter which (among other things):

4.1.1 Encourages excessive alcohol consumption; or

4.1.2 Indicates that liquor is sold at a lower than usual cost; or

4.1.3 States the sale price of liquor on the premises; or

4.1.4 Emphasises that an alcoholic package is the primary purpose of purchasing the ticket.

4.2 In the first instance, all liquor advertising inquiries should be sent to either the Vice President – Recreation or the Clubs Team of the Association for consideration. Queries can be escalated by the Association where required.

SCHEDULE D (Funding Guide)

1 Overview

- 1.1 Affiliated Body funding at the University operates on a reimbursement basis. At the beginning of each semester, Affiliated Bodies are allocated a set amount, which they can spend on equipment and events, provided such expenses comply with the reimbursement rules. Typically, an Affiliated Body should not claim any reimbursement until they have spent the money they wish to be reimbursed or can provide proof of the expense such as a supplier invoice.

2 Student Services and Amenities Fees ('SSAF')

- 2.1 The SSAF fee at the University is approximately \$100 per semester. This fee facilitates the student experience at the University by funding expenses such as orientation week and all club reimbursements. Universities are entitled to charge SSAF fees pursuant to the *Higher Education Support Act 2003*, and, hence, the reimbursement rules found in your budget are intended to ensure equitable distribution of these funds.
- 2.2 A common reason why an Affiliated Body will be asked to reduce its spending for a particular event is to reduce the cost-per-student (rule 17).

The simplest way to understand this is to suppose each student has \$100 (paid for through SSAF) to 'spend' each semester. An Affiliated Body would not be reimbursed for an event where the cost per student was \$100. This is because each student will undoubtedly participate in more than that one event during the semester, and hence, the benefit they receive from SSAF funded activities will exceed their own contribution to SSAF.

3 Allocations and reviews of allocations

- 3.1 The reimbursable amount an Affiliated Body is granted each semester is referred to as the 'allocation'.
- 3.2 Allocations are determined and reviewed by the BUSA Treasurer in consultation with Affiliated Bodies, relevant University staff and other stakeholders.

- 3.3 The treasurer may, on their discretion, change the allocation of any affiliated body.
- 3.4 The allocation determined by the treasurer is final, a reviewal of an allocation decision can be made pursuant to the Grievance Procedure set out in the Constitution.

4 Projected spending ('budgets')

- 4.1 At the beginning of each semester, Affiliated Bodies are required to project how they will spend their allocation. These projections (the 'budget') are due at the end of week 2 and are finalised in week 4 by the Management Committee who will flag any concerns or non-compliant expenses. Reimbursements are processed from week 6 onwards.
- 4.2 Affiliated Bodies are welcome to begin spending before their budgets have been submitted. However, they do so at their own risk. At any point in the semester, an Affiliated Body can contact the SSAF team directly to confirm whether an expense is reimbursable (see Schedule E for contacts).
- 4.3 The budgets need not be overly detailed, and clubs can deviate from their budget provided the expenses comply with the reimbursement rules and do not exceed the allocated amount.

5 Income statement

- 5.1 All Affiliated Bodies must complete an income statement for each semester. This is found in your clubs Funding and Financials Excel and must include any income from the semester, all expenses incurred throughout the semester, and the opening and closing balance of the Affiliated Body bank account (if applicable).

6 SSAF bank account form

- 6.1 Affiliated Bodies must elect a bank account for which reimbursements will be paid into. Typically, this is the Affiliated Bodies bank account (if applicable) or the personal account of the treasurer. A new form will supersede the current form, and hence an affiliated body must only submit this form when the bank account details change, not on a semesterly basis.

6.2 The form must be signed by two executive members and, remittance advices are sent to both names listed on the form for transparency.

6.3 The Club Bank Account Details form is found in your SharePoint 2024>SSAF Reimbursements.

6.4 This form, as well as all other SSAF forms can be returned digitally to the SSAF Reimbursement team.

7 SSAF reimbursement claim form

7.1 The reimbursement form is used to claim a reimbursement out the Affiliated Bodies allocated amount. The Treasurer must briefly explain the claim and attach a photo or PDF of the physical receipt to the form. It is recommended that executive members retain all physical receipts for at least the semester.

7.2 For reimbursements under \$100, Affiliated Bodies can elect for a cash reimbursement. This is primarily used by Affiliated Bodies who do not wish to complete the Affiliated Body bank account form. To arrange this, collect a physical reimbursement form from the events office and take the completed form to the cashier's office.

7.3 The deadline for submission of a reimbursement claim form is the week after exams. Past semester claims can be factored into the current budget with proper reason such as losing or forgetting to submit the claim however, the claimed amount is taken from the current semester's allocation (i.e. a late claim submission is not able to be applied to the allocation of the semester where it should have been claimed). Persistent late submissions may result in a reduced allocation for future semesters.

7.4 The SSAF Reimbursement Claim Form is found in your SharePoint 2024>SSAF Reimbursements.

7.5 This form, as well as all other SSAF forms can be returned digitally to the SSAF Reimbursement Team.

8 SSAF service payment form

- 8.1 Subject to the reimbursement rules attached to the Funding and Financials Excel, any person receiving payment from SSAF funds must complete the SSAF Service Payment Form located in the Affiliated Bodies SharePoint.
- 8.2 A student or external participant receiving a gift or prize, subject to the relevant reimbursement rules, must sign that they have received the payment.
- 8.3 Any non-students receiving payment must provide a tax invoice with the service-providers ABN.

9 Payments in advance

- 9.1 In some circumstances, Affiliated Bodies may request for expenses to be paid in advance by the events office. For example, a large invoice from a supplier may be paid directly from the SSAF credit card or through the Bond Finance Department. To arrange for this email the SSAF Reimbursements Team.

SCHEDULE E (Key Contacts)

1 Party and other event enquiries

- 1) *Events Team*: student_events@bond.edu.au
- 2) *General Manager – Hospitality Services*: gharding@bond.edu.au

2 Sponsorship

- 1) *Events Team*: student_events@bond.edu.au
- 2) *Office of Campus Life*: campuslife@bond.edu.au
- 3) *BUSA External Relations*: externalrelations.busa@bond.edu.au
- 4) *Faculty of Health Sciences & Medicine Representative*:
sasq_hsm@bond.edu.au
- 5) *Faculty of Law Representative*: sasq_law@bond.edu.au
- 6) *Faculty of Society and Design Representative*: sasq_fsd@bond.edu.au
- 7) *Faculty of Business Representative*: sasq_business@bond.edu.au

3 Theming

- 1) *BUSA Vice-President Recreation*: recreation.busa@student.bond.edu.au

4 Advertising and Trademarks

- 1) *BUSA Vice-President Recreation*: recreation.busa@student.bond.edu.au
- 2) *BUSA Clubs Team*: clubs.busa@student.bond.edu.au
- 3) *Bond Law Clinic*: bondlawclinic@bond.edu.au
- 4) *Manager, Scholarly Publications & Copyright*: acass@bond.edu.au

5 Clubs and Finance

- 1) *BUSA Clubs Team*: clubs.busa@student.bond.edu.au
- 2) *BUSA Treasurer*: treasurer.busa@student.bond.edu.au
- 3) *SSAF Reimbursement Team*: ssafreimbursement@bond.edu.au

6 BUSA Contacts:

- 1) *BUSA President*: president.busa@student.bond.edu.au
- 2) *BUSA Secretary*: busa@student.bond.edu.au

- 3) *BUSA Treasurer*: treasurer.busa@student.bond.edu.au
- 4) *BUSA Strategic Projects Director*: projects.busa@student.bond.edu.au
- 5) *BUSA Vice-President Recreation*: recreation.busa@student.bond.edu.au
- 6) *BUSA Vice-President Representation*:
representation.busa@student.bond.edu.au
- 7) *BUSA Vice-President Communication*:
communications.busa@student.bond.edu.au
- 8) *BUSA Vice-President Education*: education.busa@student.bond.edu.au
- 9) *BUSA Vice-President Sport*: sport.busa@student.bond.edu.au
- 10) *BUSA First Nations Director*: firstnations.busa@student.bond.edu.au

7 Faculty Student Association's

- 1) *Law Students' Association*: lsa@student.bond.edu.au
- 2) *Business Students' Association*: bsa@student.bond.edu.au
- 3) *Society and Design Students' Association*: sdsa@student.bond.edu.au
- 4) *Health Sciences and Medicine Students' Association*:
hmsa@student.bond.edu.au
- 5) *Medicine Students' Society of Bond University*: mssbu@student.bond.edu.au

8 IT and SharePoint Inquiries

- 1) *BUSA Clubs Team*: clubs.busa@student.bond.edu.au
- 2) *IT Service Desk*: servicedesk@bond.edu.au

9 Complaints or reviews

- 1) *BUSA Secretary*: busa@student.bond.edu.au
- 2) *University Registrar*: registrar@bond.edu.au

SCHEDULE F (BUSA and Affiliated Body Organisational Structure)

1 BUSA

- LSA
 - Law-aligned Affiliated Bodies
- BSA
 - Business-aligned Affiliated Bodies
- HMSA
 - Allied Health-aligned Affiliated Bodies
- MSSBU
 - Medicine-aligned Affiliated Bodies
- SDSA
 - Society & Design-aligned Affiliated Bodies
- Sport-aligned Affiliated Bodies
- All remaining Affiliated Bodies

Version History	
18/07/24	Commencement