UCC Door Guidelines — 2019

1 Required Knowledge

1.1. Location of the tool cupboard, machine room, vending machines and location of keys/codes to the above

1.2. Phone numbers of UWA security

1.3. The current regulations of UCC, which can be found at https://www.ucc.asn.au/infobase/policies

1.4. How to register and create accounts for new members to the club

1.5. How to contact committee, wheel and other door members

2 Members

2.1. Door members are to assist any person looking to become a member of the club.

2.2. You are responsible for the room appearing tidy, and being welcoming

2.3. Door members have the power to expel any member from the clubroom

2.4. An expulsion expires either once conditions set by the Door member have been met, or at the next Ordinary Committee Meeting, whichever comes sooner.

2.5. All expulsions must be emailed to door@ucc.asn.au and committee-only@ucc.asn.au, and the expulsion will be reviewed at the next Ordinary Committee Meeting

2.6. This power is expressly intended to enable Door members in their responsibilities, though may also be used to prevent or punish disruption and misbehaviour.

3 Storage and keys

3.1. The lockbox and tool cupboard codes should only be known by Door and Wheel.

3.2. Keys should be returned to the lockbox immediately after use. The machine room and tool cupboard should be kept shut and ready to lock when there are people in the room.

4 Clubroom

4.1. As a door member you can open the clubroom and keep the clubroom open.

4.2. The clubroom may only be open when a door member is supervising

  (a) If there are people in the room, you may leave to go to the bathroom or do a quick/minor task provided that you alert the people in the room.

  (b) A Door member may not hold the room open if they are engaged in any activity that significantly reduces their ability to act in accordance with their station

4.3. When you open the room, put the shirt rack outside and try to make the room appear inviting to anyone walking past.

4.4. When you close the room, make sure that it is clean and tidy, all non-essential peripherals are put away, the soldering iron, fan and lights are switched off and computers are logged off or shut down. No paper, rubbish, screws, or bits of projects should be spread across the tables or floor. Check to make sure there is no member property left in the room or attempt to locate the owner. Bring the shirt rack inside.

4.5. You are responsible for the oversight of all activities in the clubroom, and expected to do everything reasonable to ensure the safety of the members and property of the club.

4.6. If the bins are getting full, empty them (There are skips outside the fire escape).

4.7. If the vending machines are becoming empty, fill them from available cartons. Check the machine room for spare drinks and snacks.

5   Borrowing

5.1. As a door member, you are responsible for the borrowing and returning of club resources, including books, tools, peripherals and a range of electronic equipment.

5.2. Ensure that all borrowings are documented in the *Big Book of Borrowings*, and are carried out in accordance with the regulations.

6   Speakers

6.1. Anyone in the room has the right to veto speaker use, and may request that people mute computers or use headphones, turn music down or off, etc.

7   Busybees

7.1. As a door member, you are expected to attend all Cameron Hall or UCC busybees, unless you provide a valid reason in advance.

7.2. Direct any queries or requests for clarification to the current committee. Similarly, if you have any suggestions for events, or wish to help run any events, please let us know!