

UCC Door Group Policy

Version 0.9.2, 2015-02-11

This document details the current policy of the committee of the University Computer Club (henceforth UCC) when handling matters related to the operations and administration of the UCC Door Group. For more information regarding this policy, please contact any member of the Committee, either by phoning the UCC on (08) 6488 3901, or by emailing committee@ucc.gu.uwa.edu.au. This policy is to be interpreted as the Committee sees fit.

Objects of the Policy

1. Govern the operation of UCC's clubroom security measures and access control system.
2. Govern the provision of club-provided goods and services as determined by the committee.
3. Define the creation of Door Group (Door) by the committee.

Definition of Door Group

4. The members of Door are to manage and maintain the clubroom.
5. These members are deemed to be trustworthy and responsible by the Committee to manage clubroom affairs on its behalf.
6. All executive members of the committee are automatically members of Door upon completion of the Largely On-Line Coke Aptitude Test and Door Official Grading (LOLCATDOG).
7. All other committee members may be admitted to Door when the committee sees fit upon completion of the LOLCATDOG. Door Group shall, at the Committee's discretion, be purged and recreated during the Annual General Meeting so as to maintain an accurate list of members who are 'trusted' and who currently require access to the Clubroom.

Responsibilities

8. Door members are to do everything which may be reasonably expected of them in order to protect the members and property of the club.
9. Door members are responsible for the oversight of all activities in the Clubroom while it is open under their control.
10. Door members are to assist any person looking to become a member of the club.
11. Door members are expected to attend clubroom cleaning sessions as announced by the Committee or give appropriate apologies.
12. Door members must answer the clubroom phone whenever it rings and answer in a professional manner.

Holding the Room

13. There may only be people in the clubroom if there is a Door member in the room. This Door member is said to be "holding the room".
14. If any Door member is present in the room, the clubroom door must be open.
15. 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.

16. If a club member wishes to use any equipment deemed by the committee as to require Door member supervision, the Door member shall retrieve and is considered responsible for the equipment and its management while in use. Once the member has finished, the Door member must secure the equipment appropriately. If Door members holding the room change during this time, that responsibility is also transferred.
17. A Door member is responsible for the tool cupboard and machine room (if unlocked) while holding the room.
18. If a Door member solely holds the room and intends to leave, they should give as much notice as possible to all members in the room that this is the case and therefore the room will be closing.
19. If no other Door member arrives during this time, all members must leave and the departing Door member must close the room (see Appendix) before leaving.
20. If a new Door member arrives and is able to hold the room open, then it can be assumed this responsibility is passed to this member.
21. It is expected that the leaving Door member shall inform the newly arrived Door member that they are now holding the room as a matter of course.

Powers

22. To assist with responsibilities under Clause 8, Door members are given powers to assist in the safe and secure management of the Clubroom.
23. A Door member may use their powers whenever and however they see fit, though any use or abuse of Door Powers may be subject to Committee review.
24. Misuse of Door Powers may result in the loss of Door privileges.
25. Door members have the power to expel any member from the clubroom, as detailed in the Expulsion section.

Expulsion

26. A person who is expelled is forbidden entry to the Clubroom for the duration of the expulsion.
27. An expelled person may enter the clubroom with an acceptable reason under the oversight and with permission of the active Door member.
28. A Dooring expires either once the conditions set by the Door member have been met, or at the next Ordinary Committee Meeting, whichever comes sooner.
29. The committee is able to revoke this expulsion if they deem the action taken by the Door member to be unjust.
30. All Doorings are subject to review at the next Ordinary Committee Meeting, at which the Committee will decide what further action to take, if any.
31. Door members are obligated to email door@ucc.asn.au and committee-only@ucc.asn.au to notify Door Group and the Committee whenever a Dooring has occurred with details of the situation, exactly what actions were taken and conditions of the Dooring.
32. This power is expressly intended to enable Door members in their above responsibilities, though may also be used to prevent or punish disruption and misbehaviour.

Eligibility

33. Any member of the club may approach the Committee and ask to be considered for inclusion in Door Group.
34. Candidates shall be assessed by the Committee on their trustworthiness and prior record.
35. In the interest of safety and security, first time members shall not, in general, be included in this group.
36. All other applicants must demonstrate their responsibility and trustworthiness to the Club in order to be considered.

Admission

37. All Door applicants are expected to have completed the LOLCATDOG.
38. The LOLCATDOG will be made available to all members.
39. The completed grading must then be submitted to Door Group and the committee for review.
40. The Committee and Door then have at least forty-eight hours to review the application with Door members given the opportunity to support or oppose the application.
41. The proposed admission of a member to the group shall be put to vote at the subsequent Ordinary Committee Meeting; assuming clause 54 is complied with.
42. For such a vote to be successful, all committee members present must be either in favour of the motion or abstaining from the vote.
43. Any committee member may postpone the vote until the next meeting with sufficient reason. Such a vote may only be delayed once.

Removal

44. A Door member can, at any time, be removed from this group with or without prior notice or reason by the committee.
45. A member may appeal such a decision at any Ordinary Committee Meeting.

General

46. All committee actions in this policy can be executed at any time as long as the action was agreed upon by at least a quorum of the committee.
47. If committee actions are executed outside of an official committee meeting, those actions are then subject to review at the next Ordinary Committee Meeting.
48. For more information regarding this policy, please contact any member of the Committee, either by phoning the UCC on (08) 6488 3901, or by emailing committee@ucc.gu.uwa.edu.au.
49. This policy is to be interpreted as the Committee sees fit.