

## **Guild Mailbox Policy**

### **As governed by the Tenancy Committee**

#### **Application of policy**

1. This policy applies to all clubs affiliated to the Societies Council, all Faculty Societies affiliated to the Education Council and all Guild Departments who have submitted a mailbox application.

#### **Definitions**

2. *Guild* refers to the UWA Guild of Undergraduates;
3. *Clubs* refers to all clubs societies and other groups affiliated to the Societies Council;
4. *Faculty Societies* refers to those societies affiliated to the Education Council set out in Article 13.1.2 of the Guild Regulations made under Statute 20;
5. *Guild Departments* refers to those departments that are set out in Article 7.2.1 of the Guild Regulations made under Statute 20;
6. *Associates* refers to all Clubs, Faculty Societies and Guild Departments;
7. *Mailboxes* refer to any space set aside by the Guild to store mail for Associates.

#### **Policy Objectives**

8. The objectives of this policy are:
  1. To maintain transparency and accountability of Guild processes;
  2. To provide the Guild with guidelines for the fair distribution of mailboxes;  
and
  3. To provide some degree of consistency in the mailbox allocation process.

#### **Mailbox Applications**

9. Mailbox allocations will be conducted:
  1. By a yearly review of all allocations by the Tenancy Committee.
  2. As vacancies occur, to Associates who have applied and are on a waiting list.
10. Clubs who wish to apply for a mailbox must complete a Mailbox Application Form and submit it to the Tenancy Committee.
11. Mailbox application forms will be made by the Guild, which all Associates will be able to access online and in hard copy from the Tenancy Committee.
12. All mailbox applicants must follow the guidelines in the Mailbox Application Form.
13. All clubs will be given at least two weeks' notice before the yearly review of Mailboxes. The application deadline will be decided by the Tenancy Committee.
14. Mailbox applications will only be accepted in the method prescribed by the Tenancy Committee when providing notice of a reallocation.
15. Guild Department applications shall be given priority, provided that the Department is not already adequately provided for in the Guild's mail system.

### **Unused Mailboxes**

16. Given the number of available mailboxes, compared with the number of potential applicants, the Guild will give priority to Associates that regularly use their mailboxes; therefore,
  1. Any Associate which has not accessed the key to their mailbox over a period of one year shall have their mailbox declared vacant; and,
  2. Any Associate that has been deemed lapsed by the Societies Council will have their mailbox declared vacant immediately.
17. Any Associate who has had their mailbox declared vacant shall be informed of such action taking place.
18. Any Associate whose mailbox has been declared vacant may reapply for a mailbox at any time.

### **Mailbox Allocation Process**

19. Where an Associate applies for a mailbox, they should be allocated to a vacant mailbox as soon as practical.
20. Where an Associate applies for a mailbox and there are no mailboxes that are vacant at that time, that Associate should be placed on a waiting list.
21. Should the number of applications exceed the number of mailboxes that may become vacant at such a review, the Tenancy Committee shall consider the following in determining which Associate shall receive the mailbox space:
  1. The nature of the organisation and its relationship with the Guild and the University, giving priority to organisations with strong bonds to the Guild and the University.
  2. The amount of time the Associate has been waiting for a mailbox.
  3. The importance of a mailbox to the functioning of the Associate.
  4. Any other factors the Tenancy Committee deem to be relevant.

### **Objections**

22. All Associates shall have the right to object to any allocation.
23. Such objection must take place within two weeks' of notice of allocation being given, and must occur in writing to the Chair of the Tenancy Committee.
24. Where an objection occurs, the objection shall be taken to the Tenancy Committee who shall, as soon as practical, consider the objection.
25. The Tenancy Committee may choose to uphold the original allocation or alter any allocation affected by the objection.
26. Should the Tenancy Committee perform a further reallocation as result of an objection, all affected Associates must be notified.

**Liability**

27. The Guild does not accept any liability for the loss or theft of any mail or other belongings that are stored in an allocated mailbox.