

Newman Students' Union

Society Inventory Practice / Policy

Last Updated: 1st March 2026

1. Purpose Statement:

- 1.1. This practice guidance establishes the requirements for recording, storing, and transferring society equipment and long-term resources.
- 1.2. Its purpose is to safeguard society assets, support continuity between committees, and ensure responsible use of society and Union funds.
- 1.3. The inventory process is intended to be proportionate and enabling; compliance is a condition of support for equipment investment.
- 1.4. This guidance document aims to raise awareness of expected practice of student groups, societies and networks regarding inventory and storage.

2. Scope

- 2.1. This guidance applies to all affiliated or developing student groups, societies and networks associated with Newman Students' Union.
- 2.2. This is relevant to all equipment or assets that are:
 - a) Purchased using society or Union funds;
 - b) Intended for repeated or long-term use; or
 - c) Donated to a society.
- 2.3. This includes activity equipment, technical equipment, reusable display materials, and digital assets.
- 2.4. This guidance does not apply to consumables, one-off event materials, or personal items purchased independently by members.
- 2.5. This guidance is in addition to the Newman Students' Union Constitution and any other governance documents held by Newman Students' Union which refer to storage and equipment (including but not limited to Byelaw E: Societies)

3. Responsibilities and Expectations

3.1. Equipment and Purchase

- 3.1.1. Societies must obtain a Spending Agreement in Principle from the Union prior to committing funds.
- 3.1.2. Purchases made without prior approval may not be eligible for reimbursement, storage support, or formal recognition as society assets.
- 3.1.3. All items must be recorded in the Society Inventory by the society committee.
- 3.1.4. All inventoried items must have a clearly defined storage location and be labelled clearly with the society's name.
- 3.1.5. If the society wishes members outside of the Chair and Treasurer to access stored items, this must be arranged with the Union.

- 3.1.6. Societies are responsible for taking reasonable care of equipment and notifying the Union of any changes to storage, access, condition, or status.
- 3.1.7. The Union maintains the central inventory record and updates it based on information provided by societies.

3.2. Handover and Review

3.2.1. Outgoing and incoming committees must:

- a) Confirm the presence and condition of items;
- b) Update storage or access details where required;
- c) Report missing, damaged, or retired items.

3.2.2. All inventory (including digital assets) must be returned to Newman Students' Union at the end of each academic year as part of the handover process, unless otherwise agreed in advance.

3.2.3. Failure to complete inventory appropriate may result in disciplinary action as stated in Union Byelaw E.

3.2.4. Societies are responsible for informing the Students' Union if they no longer require equipment or resources and the Students' Union will then decide on disposal or repurposing of these assets.

4. Governance and Compliance

4.1. Societies are responsible for compliance with this policy.

4.2. The Union may reference the inventory record in cases of dispute, audit, or funding review.

4.3. Compliance strengthens a society's ability to retain assets, demonstrate responsible management, and secure future investment.