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## **SMUSA Storage Spaces And Permitted Personnel Standing Order**

### **1. SMUSA Storage Spaces**

#### **1.1 Storage Spaces**

- 1.1.1 CCA Constituent Body Managing Committees (CBd MCs) and specific SMU Sports Union (SSU) clubs under the purview of SMUSA, clubs under the Registry of Societies of Singapore and ICON cultural clubs are allocated their own storage space in one of the three storerooms namely **SMUSA Hub store, Bencoolen store and SMUSA Cage.**
- 1.1.2 The specific SSU clubs with storage spaces allocated are as follows: Athletics, Fencing, Muay Thai, Taekwondo and Wushu.
- 1.1.3 The storerooms are overseen by the SMUSA Operations Department which is led by the SMUSA Operations Secretary.
- 1.1.4 Assets owned by each club/CCA should be **kept within their storage spaces** and should not be left lying around the storerooms. The **area around the locker** should also be kept **clean and tidy** at all times.
- 1.1.5 For assets that are **unable to fit** into lockers e.g. Human sandbags, they should be **neatly placed at the side** of the storeroom or **above the lockers** such that they **do not obstruct the pathway or another club/CCA's locker.**
- 1.1.6 In the event that the storeroom is deemed untidy, the SMUSA Operations Secretary reserves the right to **request the respective clubs/CCAs/CBds to clean up the area** by a given deadline.

## 1.2 SMUSA HUB STORE

- 1.2.1 The SMUSA Hub Store is occupied by the ICON Cultural Clubs, Arts and Cultural Fraternity (ACF) CBd MC and Special Interests and Community Service Sodality CBd MC (“**Permanent Occupants**”). The usage rules as defined above from sections 1.1.4 to 1.1.6 will apply accordingly.
- 1.2.2 If there are any changes to the existing arrangement of the store, the SMUSA Operations Secretary shall be made known of such changes. Such changes may include the temporary or permanent storage of items as agreed upon between any Permanent Occupant and entities not permanently occupying the store, or the temporary bulk storage of items (e.g. welfare goodie bags).
- 1.2.3 The SMUSA Operations Secretary shall inform the remaining Permanent Occupants of such change and resolve any possible conflicts accordingly. The ICON President will serve as a touchpoint between the SMUSA Operations Secretary and the ICON Cultural Clubs, while the Operations Director (or any equivalent) will be the touchpoint for any CBd MC.

## 1.3 Conflicts Over Storage Spaces

- 1.3.1 In the event where there are disputes over which storeroom a club/CCA should be situated at, the SMUSA Operations Secretary shall **mediate a meeting** between the involved parties to **devise a solution**.
- 1.3.2 If **more storage space is needed** to accommodate a new club/CCA and the space in the storeroom permits, **a new locker can be purchased upon approval from the Office of Student Life**.
- 1.3.3 **The purchase will be done by the new club/CCA but the expenses will be borne by the SMUSA Operations Department**
- 1.3.4 If necessary, the SMUSA Operations Department should facilitate the rearrangement of the storeroom and its respective storage spaces to allow for more storage space or for the ease of access.

## 2. Permitted Personnel For SMUSA Spaces

## **2.1 SMUSA Hub Office**

- i. Students' Association Council
- ii. SMUSA Deputies
- iii. BIZCOM Executive Committee and Executives
- iv. ICON Vice-President(s), Honorary General Secretary, & Honorary Finance Secretary
- v. CCA and School CBd Vice-President(s), Honorary General Secretary, & Honorary Finance Secretary

## **2.2 SMUSA Store**

- i. SMUSA Operations Secretary
- ii. SMUSA Operations Deputies

## **2.3 SMUSA Hub Store**

- i. SMUSA President & Vice-President
- ii. SMUSA Operations Secretary
- iii. SMUSA Operations Deputies
- iv. Corporate Relations Secretary
- v. BIZCOM Directors
- vi. International Students' Secretary
- vii. 13 ICON Cultural Club Presidents and ICON Executive Committee.
- viii. CCA & School CBd Operations Directors (or similar office holder) and Operations Deputies.