



FACT SHEET #1

STARTING A NEW CLUB

1. Club Idea

Check out Clubs currently on the VU website (www.vu.edu.au/Clubs) to make sure that the Club you want to start is not already up and running. If the Club is not there, then it is time to start that Club!

You need to think about a few things. What will your Club do? Is your Club related to any colleges which will support student development? Is it a social Club, running events on campus? Or is it something completely different?

Make an appointment to visit the VU Clubs Officer (Clubs@vu.edu.au) who will assist you and discuss options with you about your idea.

2. Club Executive and Membership

To affiliate a new club you will need to have a minimum of 10 current VU students signed on as members, of which four are to be elected as the executive committee (President, Vice President, Treasurer, and Secretary).

The election of the executive committee, by democratic vote, must occur at an Inaugural General Meeting held by the club members. Quorum for the IGM is 60% of the membership base. The Executive Committee must refer to the [Clubs Constitution](#), adopt the constitution and agree to carry out the individual responsibilities of their role. [Meeting minutes](#) should be recorded to reflect the club name, purpose and the elected committee members and general members.

The club will charge a membership of min \$5. The Secretary will keep record of membership details (through creating an online membership form) and the Treasurer will record the membership income on the [Club Financial Spreadsheet](#).

3. Creating club identity

Your club will need a name that reflects the clubs purpose. The Club name will include 'VU' or 'Vic Uni' or 'Victoria University' in the title. The club will need a logo which can be created by the Clubs Officer or alternatively the club can outsource a logo design at the clubs cost. The Club will need a Gmail account and a web description to inform other Vic Uni students about the club.

4. Completing affiliation paperwork

Once the Clubs identity is established, the club executives will fill in the required paperwork and forms. The Club executives will adopt the [Clubs Constitution](#), sign and agree to their [Roles and Responsibilities](#), and record their personal details on the [Club Executive & General Committee details form](#). These forms, along with the membership list and meeting minutes are then provided to the Clubs Officer.

The club will nominate two executive members to be the card holders of the club bank account. The nominated persons will be recorded on the [Club Banking Minutes](#). The two card carriers will then organise an appointment with the Clubs officer to set up a bank account with the Commonwealth Bank.

Once the above steps have been completed, the Clubs Officer will send confirmation via email that your club has been affiliated. You now will complete training to learn more about running a successful club.



FACT SHEET #2

Club Executive Roles

Here is some information about each Club Executive Role

The role of the committee 'executive' members must comprise of the following elected positions:

- President
- Vice President
- Treasurer
- Secretary

Clubs are welcome to include more positions at their discretion. These roles are to be names and the duties outlined on the Club Executive and General Committee role and responsibilities agreement form.

For the purposes of gender equality, it is *highly recommended* that committee members have an equal number of both female and male members in the above roles.

The committee members are responsible for running the Club; and in consultation with all members, making decisions such as how the group is promoted; the yearly budget and supervision of day-to-day Club activities.

The Student Life team values the hard work of all of its Clubs and the contribution you make to our overall missions and aims. Committee members not only act as ambassadors of their Club but also provide a positive culture to Victoria University as whole.

All positions work together closely and form the leadership driving the smooth running of your Club. The position descriptions of each role are detailed on the next page.

PRESIDENT

Role Purpose: To provide leadership for, and oversee the running of, representing your Club to other groups and external organisations.

Role and Responsibilities

- To abide by the terms of the VU Clubs Constitution
- To maintain regular communication with the VU Clubs Officer in regards to Club activities and any un/foreseen issues and consult and seek advice where necessary
- To aspire to model positive leadership behaviours and a positive attitude, taking responsibility for inspiring and engaging with your members and committee
- To support other committee members to achieve their goals and perform their roles, including a willingness to confront unhealthy attitudes and behaviours, resolve conflict and promote healthy relationships between members
- To regularly engage with your members to ensure your Club is benefiting your members
- To attend any meetings that involve your Club, e.g. attend committee meetings and/or meetings where attendance is required (Student Leadership Council meetings)
- To participate fully in the committee handover period and your AGM
- Ensure maximum participation of your Club members through active promotion at Student Life events each year
- Consult with this handbook and make sure relevant information is distributed around the committee and members
- Timely completion of the annual re-affiliation process to continue as a Victoria University Club
- To ensure that your activities and events are inclusive
- In consultation with the Treasurer, monitor club accounts and finances
- To sign that you have read, understood and agree to the above role and responsibilities

VICE PRESIDENT

Role Purpose: To assist the President and oversee the running of your Club, representing the organisation to other groups and external organisations

Role and Responsibilities

- To abide by the terms of the VU Clubs Constitution
- To assist the President in your Club's activities, e.g. events and meetings
- To aspire to model positive leadership behaviours and a positive attitude, taking responsibility for inspiring and engaging with your members and committee
- To support other committee members to achieve their goals and perform their roles, including a willingness to confront unhealthy attitudes and behaviours, resolve conflict and promote healthy relationships between members
- To engage with your members to ensure your group is benefiting your members
- To attend any meetings that involve your Club, e.g. in the absence of the President, attend committee meetings and/or meetings where attendance is required (Student Leadership Council meetings)
- To participate fully in the committee handover period and your AGM
- To ensure that your activities and events are inclusive
- Keep members together and informed on meetings and events
- Ensure maximum participation of your Club through active promotion at Student Life events each year
- Consult with this handbook and make sure relevant information is distributed around the committee and members
- To sign that you have read, understood and agree to the above role and responsibilities

SECRETARY

Role purpose: The role and responsibilities of a Secretary concentrates on the administration of the Club and aiding the President in running any meetings; including minute taking and activities.

Role and Responsibilities:

- To abide by the terms of the VU Clubs Constitution
- Inform the VU Clubs Societies Officer of your AGM within 14 days and complete the room bookings template to book a room (same process for general meetings)
- Drawing up the Meeting Agenda with the President prior to it starting and sending out the Agenda to the relevant attendees and/or having it available for all attendees of the meeting
- Check the minutes of the last meeting and note items for 'business arising'
- Take the minutes of the meeting and make sure they are correct
- Arrange correspondence in order and summarise the long items to save time during the meeting
- Take an attendance list and apologies of those absent
- Provide pencils and paper for ballots (for election of new committee during AGM)
- Keep membership list updated (for new members and members who leave)
- Writing up the minutes of all Club meetings and send them out to the relevant parties as soon as possible
- Inform the President of any correspondence requiring urgent attention
- To sign that you have read, understood and agree to the above role and responsibilities

TREASURER

Role Purpose: To monitor finances of your Club, delivering updates to the committee and the VU Clubs Officer

Role and Responsibilities

- To follow the instructions to set up a Club bank account, and be both a signatory and card carrier for the Club bank account
- To ensure the club CBA account is active and current in terms of card carriers and signatories. If an account is not open for the Club, the Treasurer must initiate the opening of the Club bank account
- To manage your Club's budget which must be through your CBA account (no personal or other external accounts may be used for Club business)
- Be responsible for requesting funds on behalf of the Club from Student Life
- Keep records of income and expenditure (e.g. use budget/financial template as a guide) and keeping receipts
- Liaise with the VU Clubs officer on matters of finance
- Ensure that any handling of cash is done in a trustworthy manner with full records kept in the Club's cash receipt book
- To engage with and support other committee and your members and to contribute to your group initiatives
- To attend and participate in your committee meetings
- To participate fully in the committee handover period and your AGM
- To ensure that your activities and events are inclusive
- Under no circumstances are Club funds to be used for personal investment or gain
- To sign that you have read, understood and agree to the above role and responsibilities



Fact Sheet #3

Planning & Delivering Club Events & Activities

Before a club can hold an event or activity, they first must plan the event, prepare any necessary components and seek approval from the Clubs Officer. This is to ensure that the events/activity can be covered by the VU Liability Insurance as well as being compliant with the relevant VU policy and procedures such as the VU Student Charter, The Clubs Constitution and the SSAF grant guidelines.

Clubs are expected to run a minimum of 2 events/activities for their members each semester.

Types of Events & Activities:

Recreation activities

- Food activity (BBQ, Pizza, picnic, bake sale)
- Outdoor activity (Beach day, Snow Day, Hike, Road Trip)
- Movie screening
- Trivia Night
- Cocktail event or Ball
- Games (board games, laser tag, billiards, min golf)

Educational Events

- Guest speakers, industry experts
- Forum
- Seminar
- Workshop

Themed Events

- Religious
- Cultural Specific
- Festive (Halloween, Christmas, Mother/Father's Day)
- National Holidays
- Awareness campaigns

Once you have decided on the type of event/activity the club will hold, you should consider the scale of the event and how many people you may expect to attend. This will help you decide the date, time and location of the event/activity and what type of budget you will need.

Date, Time & Location

When planning an event or activity the date, time and location can make all the difference to the success of the activity.

When choosing a date you should consider:

- Will there be many students around (particularly if the activity is organised during semester breaks and the end of the year break)
- Does your event/activity clash with a larger VU event? Check the VU diary for scheduled events.
- Is your event during busy times such as SWOTVAC or Exam period?
- Does your event/activity clash with a cultural or religious holiday or period of observance?
- When considering the type of activity being run, is it the right time of year? The beach probably isn't very enjoyable in winter, however the Phillip Island Fairy Penguins come to shore earlier in the winter rather than after 9pm in summer.

When choosing a time you should consider:

- Peak periods of travel to and from activity (will the event be effected by late comers who are stuck in traffic or who commute on PT)
- Does the activity start too early or finish too late? Will PT be accessible for attendees to get to and from the event?
- Is the activity organised during a time where most students are free and available?
- Do you need sunlight for this event or is better when it is darker?

When choosing a location you should consider:

- Is the location accessible to all students? Are there ramps or lifts available for students who require assistance with mobility? Is there adequate lighting? Can directions to the location be made simple and easy to follow? Is there private space available at the venue?
- Is the location adequate enough for the number of attendees?
- Is the location easy to get to by PT or car? If the location is far away, have you considered how members will get to the location?
- Is the location safe? For example, if you are going to the beach, are there lifeguards present? If you are going to a nightclub, is it located in a well populated area?
- If the location is outdoors, is there coverage for when it rains? Can the event be easily moved indoors, or would it have to be cancelled?
- Are there accessible toilets and other amenities at the event or nearby?

Budget (including bookings, catering, prizes, etc)

Once the type of event you are running has been planned and the date, time and location has been confirmed, now you need to work out how much the event is going to cost and if it is within budget.

In the beginning of the planning stages you would have decided what type of event/activity you were going to run, if the activity/event was for club members only or for the wider VU cohort and when and where the activity/event was running and at what time. These aspects will help you determine what you need to budget for.

For the activity/event you may use some of your affiliation funding, apply for a Student Life Grant, obtain sponsorships from college departments or external organisations and/or charge members and non-members a fee to attend.

Event/Activity Cost can include:

- Payment for venue hire
- Payment for Bus Hire
- Fee for entry
- Catering
- Security
- Staff
- Equipment

To apply for your affiliation funding or a Student life Grant, you will need to source and provide quotes for the associated costs of the event. See the next page for an example of an activity plan.

Activity/Event Participants

Events and activities funded through clubs, are usually organised for club members who have paid the yearly membership. If non-members wish to attend an activity, they can do so for a limited number of times (2), before they must commit to paying the membership fee. If there is a fee for participation, non-members should be charged the cost price of the participation fee (members should receive free or discounted entry).

For safety and activity evaluation purposes, the Club executives must keep a record of participants who attended the event/activity. The record should include the student's name, student number and member or non-member. You may want to collect the student's email address as well, so you can email them about upcoming events and activities.

The best and easiest way to keep a record of participants is to have them register for the event prior to the event occurring. This way you have a list of attendees and can check off those who have attended the event. The registration form may ask for details such as dietary requirements and accessibility requirements. This information is important to know, as to ensure all attendees can participate in the activity.

Off Campus activities and events require more specific information from the participants. An 'Off campus Participant Agreement Form' must be filled in by the participant and handed to the Club Executives prior to the commencement of the activity. Copies of these forms are to be stored safely and securely, and disposed of after the activity has finished. Club Executives will be required to abide by privacy and confidentiality laws. The club's officer will require copies of the forms also.

Food, Beverage and Alcohol

If the club is providing food and beverages, it is important to ensure that the club is aware of any allergies and dietary requirements their attendees may have. If the club is outsourcing the food for an activity, they must ensure the food is brought from a reputable retailer. Food safety is an important part of delivery at an event/activity. Each club executive or member who may assist with the making, buying and servicing of food is required to have a food safety certificate.

Food Safety Certificate can be obtained for free through this website <http://dofoodsafely.health.vic.gov.au/>
Each executive should complete this online training and send a copy of the certificate to the clubs officer.

There are strict laws for the consumption and service of alcohol as well as Victoria University policy and procedures in regards to student's consumption of alcohol during a VU related activity. You can find more information by following this link [Student Alcohol and other Drugs Policy and Procedure](#). You must obtain permission from the Clubs Officer if you wish for alcohol to be a part of your event/activity. This will be done via the event brief required to be handed in 2 week prior to the activity occurring.

Club executives who distribute free alcohol at their event must have a valid Responsible Service of Alcohol certificate and must abide by all laws relating to the serving of Alcohol. If the Club is selling alcohol directly or indirectly (for example, free as part of a membership payment or entry payment to activity) to the event attendees, the necessary licenses are required to be obtained. This process can take a few months to be approved. Please consult with your Clubs Officer.

Event/Activity Risk Assessment

Prior to club event/activity occurring, a risk assessment must be completed and handed to the clubs officer for review. This is an important part of ensuring that all Club activities/events are carried out safely, with minimum risk to participants, the University and other stakeholders.

Only approved activities are covered by the VU Liability Insurance. To seek approval for a Club activity/event, the organisers are required to hand in all relevant information about the activity/event to the clubs officer 2 week prior to the event occurring.

The Club will provide a copy of these completed documents:

- Club Event/Activity Planning Tool
- Proposed Budget
- Risk assessment
- Accessibility Event Checklist
- Off campus Participant Agreement Form (if relevant)



Club Event/Activity

Event Brief

Event details

Club Name:

Name of Event:

Type of Event:

Date of Event:

Time of Event: from _____ to _____

Purpose of Event *please outline the purpose of this event, who the target audience is, if the event aligns with other VU events or special celebrations such as International Womens Day, Mental Health Week, National Disability awareness day etc.*

Location of Event:

☐ **On Campus**- if you require a room booking please attach the Room Booking form to this request. Please refer to the T&C outlined in the Room Booking Request forms.

☐ **Off Campus**-Please refer to the *Clubs Off Campus Event Procedure* and attach the relevant information to this form.

Risk Assessment and Accessibility-Prior to Event

-Please fill in the Hazard identification & Control Form and attach it to this form

Who is invited to this event?

Internal: ☐ Club Members ☐ VU students ☐ VU Staff

External: ☐ Students from other Universities ☐ General Public



Club Event/Activity Event Brief

How many attendees to you expect to attend? Please advise of the maximum number:

**Note in some cases an on campus event, running after business hours may attract fees and charges for extra security services*

Will there be a charge for attendees?

Club members should always receive a discounted price or free entry to club events. Non-members should pay cost price.

☐ Yes (see below)

☐ No

How much will club members be charged?

How much will non-members be charged?

How will attendees be notified of the event (tick all that apply)?

☐ Event registration sign up link (required-copy and paste link here) ☐ Email ☐ Club social media page

☐ VU Student Life Facebook page ☐ Poster on campus

Are any external guest speakers presenting at this event?

☐ Yes (see below)

☐ No

Please provide details of the guest speaker/speakers

Name:

Profession:

Company/Organisation:

Payment: ☐ Volunteer ☐ Payment in Kind (wine, chocolate, gift vouchers etc) ☐ Payment for service

Name:

Profession:

Company/Organisation:

Payment: ☐ Volunteer ☐ Payment in Kind (wine, chocolate, gift vouchers etc) ☐ Payment for service



Club Event/Activity Event Brief

Name:

Profession:

Company/Organisation:

Payment: ☐ Volunteer ☐ Payment in Kind (wine, chocolate, gift vouchers etc) ☐ Payment for service

Will food be served at the event?

☐ Yes ☐ No

If **yes**, is the food being provided by a professional catering service (including food purchased at café's, restaurants, take away shops etc)

☐ Yes ☐ No-answer question below

Does the person/s making the food have food handler's certificate?

☐ Yes -please provide a copy of to the clubs officer

☐ No-food can only be made by a person who has a food handler's certificate. This must be completed prior to the food preparation. Please complete the online course (free) at [dofoodssafely](https://www.dofoodssafely.com/) and provide this to the clubs officer.

***Note, food and beverages cannot be prepared or consumed in VU rooms inclusive of Lecture theatres, tutorial rooms and pc labs. Food and drinks (apart from water) should be consumed in the VU common areas such as cafeterias, outside areas and foyer areas. If food and beverages are consumed in the room, a cleaning fee of min \$120 will apply.**

Will Alcohol be served at the event?

☐ Yes —read requirement below ☐ No

There are strict laws for the consumption and service of alcohol as well as Victoria University policy and procedures in regards to student's consumption of alcohol during a VU related activity. You can find more information by following this link [Student Alcohol and other Drugs Policy and Procedure](#). You must obtain permission from the Clubs Officer if you wish for alcohol to be a part of your event/activity. This will be done via this event brief required to be handed in 2 week prior to the activity occurring.

Club executives who distribute free alcohol at their event must have a valid Responsible Service of Alcohol certificate and must abide by all laws relating to the serving of Alcohol. Copies of these certificate must be emailed along with this form.

If the Club is selling alcohol directly or indirectly (for example, free as part of a membership payment or entry payment to activity) to the event attendees, the necessary licenses are required to be obtained. This process can take a few months to be approved. Please consult with your Clubs Officer.



Club Event/Activity Planning Tool

Budget

Budget Table

List of Expenses	Cost	Quote obtained and attached

Income

Income Type	Amount
	Total:



FACT SHEET #4

Funding & Finances

Here is some information about clubs funding and finances

1. Important rules to note

The Club must not accept or distribute any profit, income or assets directly or indirectly to its members.

Under no circumstances are card carriers, club executive committee members or general club members, to withdraw funds from this account for personal use, even if the funds are then reimbursed.

Card carriers are liable for their cards. If the card is lost or stolen advise the bank immediately and then the Clubs Officer. Card carriers should never lend their card to any other person.

2. Club Bank Account

Your club will have its own bank account that belongs to Victoria University. Two of the executive members (usually the Treasurer and the President) will hold a card to the account.

The bank account is set up as a 'Society Business Checking Account' for an unincorporated organisation. The Clubs officer is registered as the Chairperson on this account and has full access to the account.

Membership payments, affiliation funding, sponsorship funding, grants and/or profits from events/activities must be distributed into the club bank account within 10 days of receiving the funds.

3. Cash Box

Each club can utilise a cash box for cash sales. Each club will have a receipt book to record cash purchases. A \$50 float can be kept in the cash box. Once the float is above \$50, this money should be distributed to the club bank account.

4. Affiliation funding

Each club is eligible for Affiliation funding (*with the exception of Political clubs and clubs who are affiliated with outside organisations refer to the [SSAF funding Guidelines](#)*). Affiliation funding amounts total to \$500 (under 50 members) or \$700 (over 50 members). There are strict guidelines on what this funding can be used for. In short this funding should be used to pay for associated costs for events and activities run by the club for the benefit of all members. Club events and activities are only funded if the design and administration is from the student's initiative. Clubs associated with external organisations, whom run the organisations activities on campus, will not receive funding for these activities. The Clubs will be required to seek approval from the Clubs Officer prior to spending any club funds. This is done through a Clubs Funding Request form.

5. Requesting Funds

A Funding Request form should be filled in by the treasurer and signed by both the treasurer and the president. The request should detail each item of purchase that the funds will be used for. A quote will be needed alongside the funding request.

Funding Request can be applied for twice per month and are due by the date outlined on the Funding Request Form. The request along with the quote will be sent to clubs@vu.edu.au. The Clubs Officer will review the request and if approved, will notify the club within 2 business days of receiving the request. The request will then be processed and may take up to 10 business days to appear into the clubs account.

Student Life Grants

Student Life grants can be applied for via Student Life. You can apply for up to \$500 to support an event, activity, professional development opportunity or project. There are 8 rounds throughout the year and you can apply each round. The applications are reviewed by a consultative committee.

To help make your application stand out it is advised that you include as much detail as possible as well as a well thought out budget and quotes to support the costs associated with your idea. The correct application form should be used and this is available on the VU Website.

How can funding be used?

The funding issued to your club comes directly from the Student Services Amenities Fee (SSAF), which VU students pay each year. Therefore, it is imperative that the funding a club receives is always used for a purpose that benefits the club members and support VU'S Mission and Values. There are strict regulations about the use of SSAF funds. You can view these here [SSAF funding Guidelines](#).

Any type of funding or finances that come in to the club, whether it be from affiliation funding, club memberships, external sponsorships or student life grants, should always be used in a way that benefits all club members and/or VU students. Below is a table outlining what examples of what funding can be used for:

Approved Use of Funding	Unapproved Use of Funding
-Food and Drinks for club events (refer to Alcohol Policy)	-Food and Drinks for Club Executive only meetings (limit to once per semester with Club Officer Approval)
-Merchandise to give to members	-Internet/mobile phone/utility bills
-Venue Booking for a club event	-Personal transport (petrol, Myki, Uber, Taxi, Parking)
-Payment for tickets/entry fees for club members	-Club Executive ONLY events/activities (refer to Student Life Grants for these purposes)
-Bus transport for group of members	-Personal items or expenses
-Payment for guest speakers for club member event	-Student Fees, Books or Course equipment
-Items for use by club members (games, equipment, etc)	-Personal memberships

It is advised you seek permission from the clubs officer before you spend the clubs funding. Any expenditure that is not approved by the clubs officer will need to be reimbursed to the university.

Club Audit

The Club is responsible for keeping records of expenditure and reporting this back to the Clubs Program. A Club Audit will occur once per year in September. The club Treasurer is responsible for filling in the [Clubs funding Spreadsheet](#) which is used to record incoming and outgoing expenses. This record along with receipts outlining the purchased items, price, GST, business name and ABN numbers, as well as bank statements and membership records, is to be provided to the Clubs Officer during the Audit Period.

The Clubs Officer will review the Clubs audit submission and grant either a pass or fail. If a club fails an audit, further information from the club will be required. In some cases a club will be liable to pay back any misappropriated funds and potentially face disaffiliation.



Club Fact Sheet #5

Club Annual General Meeting (AGM)

This fact sheet is a guide for you to follow when planning, organising and running your club AGM

Purpose of an AGM:

An Annual General meeting is a mandatory yearly gathering of the clubs executive committee, general committee members, club members and other interested parties. The purpose of the AGM is reporting on the Clubs past term, managing the election process of the new committee, discussing future endeavours, and handing over important information about the clubs such as bank account details, financial reports, membership list, logo and other information.

Rules of the AGM:

1. The AGM meeting

- 1.1 The AGM meeting must occur between the 1st of September and the 31st of October
- 1.2 The full executive committee and any general committee members must attend and participate in the AGM
- 1.3 The Club Secretary will send out invitations to club members via email 2 weeks prior to the AGM occurring
- 1.4 The AGM agenda will be sent out to club members 1 week prior to the AGM occurring
- 1.5 AGM Quorum to be met is the full executive committee, any general committee members plus 3 further club members who have voting rights.

2. Business of the AGM

- 2.1 The chair of the AGM meeting must be a non-biased person such as an outgoing member (executive, general committee or club member) or VU staff member.
- 2.2 The president will provide a report on the clubs past term. The Secretary will provide a report on the clubs memberships and any club assets. The treasurer will provide a report on the clubs finances.
- 2.3 Executive committee and general committee positions will be declared open for nominations. The nomination and voting process will be completed.
- 2.4 Once the new committee is elected, the new committee will complete the re-affiliation process.

3. Nomination and Voting Process

- 3.1 A VU Club Executive or General Committee member must be a current VU Student who agrees to carry out the duties and responsibility of their role.
- 3.2 All positions must be declared open for nominations.
- 3.3 A student can nominate themselves and others for a position. This includes current executives who wish to continue in their role. If the nomination is unchallenged, a second and third member with voting rights, must back the nomination and the nominee has the choice to accept or decline the offer. If a nomination is challenged, the voting will go to a secret ballot.
- 3.4 Nominations can occur by Proxy
- 3.5 Voting rights are restricted to paid student members only. Non-student members cannot vote for a nominee.



Club Fact Sheet #6

Club Re-affiliation Process

This sheet outlines the process to be followed to re-affiliate your club. The club must re-affiliate during the AGM which needs to be held prior to October 31st.

Re-affiliation during AGM:

After the election of the new executive committee and any general committee positions, the previous executive should hand over any information about the club (see Handover Checklist) as well as any assets that belong to the club.

The New Executive will then fill in the required re-affiliation paperwork and forms.

What needs to be completed in the AGM?

- New executives to Sign the *Roles and Responsibilities Form*
- New Executives to fill in section one of the *Club Constitution*
- New Executives* to fill in the Club Executives Information Form click [here](#)
- Past club card carriers and new card carrier fill in the 'Replacing Cards Bank Minutes'
- Up to date membership list

These forms need to be filled in and scanned and emailed to the Clubs Officer along with the AGM meeting minutes.

How do we change over the bank card carriers?

The two new card carriers will organise a meeting with the club officer to go to the bank. The original copy of the Replacing Cards Bank Minutes is required as well as Identification.

The remaining forms will be filled in at the bank and the new card carriers will replace the old.

What if my club does not complete the re-affiliation process by October 31st?

If the club does not complete the re-affiliation process in time (apart from the meeting at the bank), the club will be prohibited from running any activities post 1st of November (the beginning of the new club term). The full re-affiliation process (minus the bank meeting with the clubs officer) needs to occur during the AGM by the 31st of October.

Clubs who successfully complete the process will be eligible for their affiliation funding as well as the bonus funding for attending ofest and club fest events.

If you club is unable to re-affiliate, please speak with the clubs officer for further advice and support.



Fact Sheet #7

Club Audit

Your club is required to keep a record of all clubs expenses (incoming and outgoing) using the Club Financial Spreadsheet. The club will need to submit a financial audit in September.

What is to be handed into Clubs for the audit?

1. A completed copy of the Clubs Financial Template ([Drop Box/Templates](#))
2. A folder containing scanned copies of receipts/invoices
3. Up to date Membership Record
4. Bank statements dating from the 1st of November (or when the account was opened) until current.
5. Don't forget to include your cash box balance on the template
6. Please have all the club events and activities updated on the Clubs Event and activity google form. This will assist us with the audit.

Steps to complete the audit:

1. Fill on the financial spreadsheet showing incoming and outgoing finances
2. Provide electronic copies of receipts and organise them by date to reflect the same order as recorded on the spreadsheet. Receipts/Tax invoices must contain the Business name, ABN, list the items purchased and the GST amount. Eftpos receipts are not accepted.
3. Provide electronic copies of the bank statements including a screen shot of current bank balance.
4. Provide electronic copy of the membership list.
5. Provide electronic copy of Financial Report template.
6. Continue to record any income and expenses, keep receipts and any other records, up until the 1st of November, to be handed to the next treasurer. Please remind/demonstrate the next treasurer how to record income and expenses and record keeping.

Preferred method of delivery is via email to clubs@vu.edu.au. The email should contain 4 attachments matching the list above. Alternatively, you can save copies on to a USB and hand this into the Clubs Officer. Place USB in a sealed and marked envelop with the club name and date written on the front. All documents due on the 14th of September 2018.

Please note, the club will receive a pass or fail on the audit. If the club fails to pass the audit, further investigation from Clubs will occur. Failing the Clubs audit may lead to disestablishment of the club and possible further consequences.



Clubs Program Overview

What is the Clubs Program at VU?

The Clubs program is part of the Student Life and Leadership (SL&L) department at VU.

SL&L department are involved in running the on campus events such as Orientation Events, Clubs Fest, Exam Revivers, Multicultural events, International Welcome events, and wellbeing events such as R U OK? Day and mental health week, and lots more.

SL&L also run a number of leadership programs for students where they gain experience, knowledge and skills that are useful in the classroom, the workplace and life in general. Many of the Leadership Programs will be recognised on your VU Extra Transcript. The leadership programs include:

[Clubs](#)

[Lead 2 Change](#)

[Vollies](#)

[Student Leadership Council](#)

[Student Leadership Conference](#)

[Student Leadership Awards](#)

Other services offered by SL&L is equipment hire for student activities and events, such as BBQ, speakers, stage, microphone etc and Student Life Grants up to \$500 to help support your student led event/activity.

Why get involved in a club?

Being part of a club gives students the opportunity to meet like-minded individuals, share fun experiences and learn new skills, usually for free or at a very low cost.

A group of students (4 to be exact) form a club executive based around a common interest, which might have an academic focus, social focus, community focus, special interest focus, religious focus or political focus. Check out the VU Clubs webpage for more info on the type of clubs that currently exist. If the type of club you are interested in is not yet up and running, maybe it's time to start your own club!

These students, who we refer to as Club Executives, manage the club, organise activities and events for their members and gain an incredible amount of skills and knowledge along the way. The Club Executives are supported by the Clubs Officer and receive funding to help with the club events.

Some clubs will be nominated for an award and will receive a monetary prize. Often the Club Executives will be offered free or reduced cost training such as Food Handlers or First Aid as well as other opportunities to attend VU and external conferences.

What is required of me if I join a club?

If you join a club as a member, then you pay the set membership fee (min \$5) and enjoy yourself at the events and activities the Club Executives Organise for you. You may want to help out with the club from time to time, but that is up to you.

If you come on board as a club executive, each role has a number of responsibilities to be carried out. An explanation of each role and their duties and responsibility can be found here:

There is some compulsory training including an online training quiz and a one day group session held end of March (and a potentially midyear session for new clubs). The Group session is focused around event planning and running events, risk management and gives the opportunity for you to meet other student clubs and ask any burning questions you may have of the Clubs Officer.

Your club will be required to carry out a minimum of 2 events per semester for your club members. You can carry out more if you wish. Other duties involve liaising with your members about club events and activities, holding meetings with the club executives, completing a financial audit and running the end of year Annual General Meeting where the nominations and voting will occur for the new club executives.

This may sound like a rather large responsibility and commitment, but with the training and support you are provided with through the club officer, the experience can be incredibly engaging and rewarding.

What support do I get to run my club?

The Clubs Officer provides the Club Executives with training and support to ensure the smooth running of the club. There are plenty of resources available on the Clubs Drop Box to guide club executives in managing a club. The clubs officer is always available to help with any questions or assisted required.

The Club will receive \$500 of funding for the year (clubs with 50+ members will receive a further \$200) plus bonus finding if the club attends Ofest and Clubs fest and Open Day.

The club will receive free promotion on the VU Website, free promotion of club events and activities via the VU Student Life Facebook Page, 100 free coloured postcards and free printing of up to 100 coloured A3 posters.

The club executive group will receive a professional name badge with their club logo, name and position as well as a club executive t-shirt and club tote bag and a cash box and receipt book.

The Club may utilise the room booking service which is generally free of charge. There are some terms and conditions to follow which are outlined on the Room Booking form, available on the clubs drop box. Clubs can hire equipment from Student Life to support their on campus activities.

The Clubs Officer will organise free social activities for club executives such as a group Club Executive Lunch and Coffee catch up plus provide lunch and refreshments at training. Clubs executive will be offered early bird invitations to VU events such as the Student Leadership Conference. There are a number of Awards up for grabs for clubs including Club of the year, New club of the year, Best Club stall, and Best club event.

So Join a club or start your own now! You can contact the Clubs Officer via email: clubs@vu.edu.au