



## BANKING INFORMATION FOR NEW AFFILIATED CLUBS AND SOCIETIES

If you are affiliating a new existing VU Club or Society, there are a few simple steps that you need to take to set up your Club bank account. Follow the easy steps below and you will soon be on your way to having your very own Club bank account.

*Please note that the university previously used NAB before they decided to move to Commonwealth Bank.*

### Creating a New Bank Account

1. Organise a meeting with your committee where you agree to the change to CBA and elect card carriers for your Club/Society (see bank minutes template below).

**NOTE:** We encourage each society to elect only two (2) card carriers for their Club. We recommend the President and Treasurer; however it is up to the discretion of the Club.

2. See Footscray Branch CBA staff to complete the necessary forms (bring driver's license) and hand in the original copy of the meeting minutes (see template), with handwritten signatures. You can do this by visiting the Footscray Branch of CBA at 80 Nicholson Street, Footscray.

**NOTE:** CBA will order bank cards for the card carriers, which will arrive to their personal address within 5-7 business days.

3. Activate the card by going into any CBA branch (must have ID) or do it via the CBA app on your smart phone.

### Requesting Funds

Your Club or Society is entitled to \$400 affiliation funding each year. You may be eligible for an additional \$200 if you recruit over 50 members (must show proof).

When you need funding – whether it is for events, merchandise etc. – you need to request the amount you require through a Funding Request Form. This form can be collected from outside the Student Life Office at M235, Footscray Park, or found on the 'Support for your Club' page of the VU Website: <https://www.vu.edu.au/student-life/life-on-campus/clubs-societies/forms-support-for-your-club>

## Replacing a Card Carrier

- If one of the card carriers is ever to leave the society, you must elect a new card carrier.
- You will need to indicate in your meeting minutes that card carrier [x] has resigned and therefore person [y] will be the new card carrier.
- Take these minutes to the CBA Footscray branch so they can cancel the old card and order a new one.
- You will need to take your driver's license and sign the appropriate forms.
- Ensure your committee has signed the meeting minutes.

## Important Banking Information

- The President, Treasurer/Secretary need to sign the bank form with CBA, regardless of whether they are going to be operating on the account and/or be card carriers.
- If the President, Treasurer or Secretary is not going to be actively operating on the account, they still need to sign and be listed in these meeting minutes.
- Those that will be card carriers need to have their names listed in section 2 above.
- You must advise the VU Clubs Officer if you change the name of your Club so that this can be amended on CBA's records.
- If a Club is not active for a period of more than 2 months, the VU Clubs Officer will be notified and will make contact with your Club regarding inactivity.
- If a Club is not active for a period of more than 12 months, the bank account will be closed. Any funds in the bank account at this time will be transferred to the main Student Life bank account.
- You will have the ability to purchase online, as the card provided will be a debit MasterCard.
- For current CBA customers, you can link your Club/Society account to your own Netbank ID instead of having two separate accounts to login to.
- DO NOT under any circumstances lend your card to another Club member. Your name is on the card so you are liable for it.

## [Club Name] Meeting Minutes

### Date:

1. Appointed President:  
Vice President (if applicable):  
Secretary/Treasurer (only one is required):
  
2. The following people will be operating on the Club/Society's Commonwealth Bank account, and will be receiving CBA bank cards:  
Person 1:  
Person 2:  
Person 3 (if applicable):  
Person 4 (if applicable):
  
3. The Club agrees that we will be moving from NAB to CBA, as per the University's decision to change banks.

### Signed:

President:

Vice President:

Treasurer:

Secretary: