

CLUB RE-AFFILIATION

CLUB NAME:

Club email address:

Club online sign-up link:

GUIDE TO RE-AFFILIATION

To successfully re-affiliate your Club, you will need to submit the following documents:

Club Re-Affiliation form; includes:

- Club Executive Committee Members section to be completed by all executive committee members
- Executive Committee Roles and Responsibilities to be read and signed by all executive committee members.
- Asset List to be completed by Executive.
- VU Clubs Terms and Conditions to be signed by Club President and Secretary.
- VU Clubs Constitution to be read and understood by all executive committee members.
- Statistics form to be completed by each executive committee member.

2017 Annual General Meeting (AGM) minutes.

Current Club membership list (ensure this list distinguishes from paid and unpaid members).

2017 Financial Report.

Also ensure that the Club description on the VU Clubs Website is up to date. Please see www.vu.edu.au/clubs and email any required changes to the description to the VU Clubs Officer at clubs@vu.edu.au.

Please submit your re-affiliation documents to clubs@vu.edu.au.

Please note: this document can be completed electronically, however several sections must be printed and a paper copy signed.

ONLY 50 CLUBS WILL BE AFFILIATED IN 2018

Due to the increased growth of the Clubs program, Student Life has decided to limit the number of affiliated Clubs to 50 in 2018. This is to ensure adequate resources for affiliated Clubs and continued quality of the program overall.

Re-affiliation forms are due by 10 February 2018 (before Orientation). Any re-affiliation applications received after this date will be considered late and directed to the VU Clubs Officer for consideration.



CLUB EXECUTIVE COMMITTEE MEMBERS

Each Club will have an elected executive committee which must consist of a President, Vice-President, Secretary and Treasurer. These main four (4) Club executives must be currently enrolled VU students.

PRESIDENT

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

VICE-PRESIDENT

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

SECRETARY

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

TREASURER

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

Please note: It is the responsibility of the Club to ensure the contact details of the executive committee are kept up to date and that any changes to the executive committee stated above is communicated to the VU Clubs Officer within seven business days via completion of the Change of Executive Committee Members form.

ADDITIONAL CLUB COMMITTEE MEMBERS

The Club may choose to have additional members such as an Events Officer and Marketing Officer, however this is at the discretion of the Club.

POSITION:

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

POSITION:

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

POSITION:

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

POSITION:

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

Please note: It is the responsibility of the Club to ensure the contact details of the executive committee are kept up to date and that any changes to the executive committee stated above is communicated to the VU Clubs Officer within seven business days via completion of the Change of Executive Committee Members form.

EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

PRESIDENT

- Provide leadership for the club and oversee the running of the Club to other groups and external organisations.
- Maintain regular communication with the VU Clubs Officer in regards to Club activities.
- Consult with the VU Clubs Officer and seek advice on any issues where necessary.
- Chair general and executive meetings, as chief spokesperson for the Club.

I, _____ (name), agree to take on the responsibilities of Club President and perform to the best of my ability.

Signed: _____ Date: _____

VICE-PRESIDENT

- Assist the president and oversee the running of the Club, as well as representing the organisation to other groups and external organisations.
- Support other committee members to achieve their goals and perform their roles to the best of their ability.
- Engage with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President.

I, _____ (name), agree to take on the responsibilities of Club Vice-President and perform to the best of my ability.

Signed: _____ Date: _____

SECRETARY

- Concentrate on the administration of the Club, arranging general and executive meetings and taking meeting minutes.
- Work closely with the President and deal with all correspondence that the Club receives, such as email and Facebook messages.
- Manage Club correspondence and efficiently organise and maintain the Club's documentation, such as the list of members.

I, _____ (name), agree to take on the responsibilities of Club Secretary and perform to the best of my ability.

Signed: _____ Date: _____

TREASURER

- Monitor finances of the Club, delivering updates to the committee and the VU Clubs Officer.
- To be responsible for setting up the Club CBA bank account, and monitor expenditure through account statements.
- Record incoming funds from Student Life affiliation funding, grants, membership income and other donations.
- Prepare an annual budget for the Club, and present a financial report at the Annual General Meeting.

I, _____ (name), agree to take on the responsibilities of Club Treasurer and perform to the best of my ability.

Signed: _____ Date: _____

CLUB ASSET LIST

Please provide a list of current Club assets, detailing as much information as possible. This will assist with the handover to the new committee, as well as allow us to keep track of expired assets.

| Item | Quantity | Full description | Location | Serial # or other identifier | Original Value | Date Purchased | Current value* (if known) |
|------|----------|------------------|----------|------------------------------|----------------|----------------|---------------------------|
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* Assets generally depreciate at a rate of 10% each year, 20% for electrical items.

CLUB RECAP: 2017

Please tell us what your Club got up to last year.

EVENTS:

What events did your Club hold last year?

MEMBERS:

In what ways has your Club benefited its members?

PROMOTION:

How do you promote your Club to students?

ACHIEVEMENTS:

What would be your Club's proudest achievement/s for 2017?

TERMS AND CONDITIONS OF AFFILIATION

The re-affiliation process will be assessed on the basis of this document. The application will not be accepted if:

- a. The applicant group has been disaffiliated in the same year as the application is made;
- b. It has a name which does not reflect its stated aims;
- c. It contains aims which are discriminatory including sexist, racist, homophobic; or which promotes discrimination of any kind;
- d. It does not demonstrate 10 Victoria University students as new members of the Club;
- e. The applicants have failed to fulfill procedural requirements for affiliation as stipulated in this document and in the VU Clubs Constitution;
- f. The anticipated activities of the Club cannot be covered by Victoria University public liability insurance;
- g. The applicants cannot demonstrate upon request by the VU Clubs Officer or appointee that they are servicing a student demographic distinct from an existing Club.

FAILURE TO MEET TERMS AND CONDITIONS

Action will be taken against an affiliated Club which engages in any of the following:

- a. Misappropriating funds, or the VU Clubs Officer believes upon financial investigation that the Club has been financially mismanaged;
- b. Provides false information in order to gain an unfair advantage;
- c. Acts contrary to its own aims and/or deliberately breaches the VU Clubs Constitution or a University policy.

Clubs will be given five days to rectify actions before a final decision is made by the VU Clubs Officer or appointee.

CLUBS INDUCTION TRAINING

Each Club must be represented by at least two (2) executive members at the annual Clubs Induction Training. Multiple training sessions will be held to accommodate conflicting availabilities.

PROMOTIONAL MATERIALS

All Club promotional items must include the VU logo and SSAF logo. Please email the VU Clubs Officer at clubs@vu.edu.au if you need a copy of these logos.

STUDENT LEADERSHIP COUNCIL

Participation in the Student Leadership Council is compulsory. Each Club must be represented by at least one (1) executive member at no less than 50% of the Council meetings. Meetings occur monthly and students are encouraged to actively participate in the council. Non-attendance will be noted.

Details about Council dates can be found at <http://bit.ly/SLCouncil>. All Clubs are encouraged to present at the meetings to promote their upcoming events.

VU CLUBS CONSTITUTION

Each club, society, group or association that is affiliated with Student Life must adhere to the VU Clubs Constitution. This document can be found in the VU Clubs Dropbox: <http://bit.ly/vuclubsforms>. If you have any questions or concerns regarding the VU Clubs Constitution, please contact the VU Clubs Officer at clubs@vu.edu.au.

We, the Club, acknowledge and agree to the Terms and Conditions stated above.

Club name: _____

SIGNED: President: _____ Secretary: _____

Name: _____ Name: _____

Date: _____ Date: _____

CLUB BANK ACCOUNT

CREATING A NEW BANK ACCOUNT

1. Organise a meeting with your executive committee to elect card carriers for your Club. We encourage each Club 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. The main four executive committee members must sign these meeting minutes. If you do not currently have all positions filled, just the present committee members will suffice. The minutes must be on VU letterhead with original signatures; see the Bank Minutes Template (new) at <http://bit.ly/vuclubsforms>.
3. Complete CBA form A153: card carriers to sign section 3, President to sign section 6. Email this completed form, the signed meeting minutes and photo ID to linh.dao@cba.com.au.
4. CBA will order bank cards for the card carriers, which will arrive to their personal addresses within 5-7 business days.
5. Activate the card via NetBank or the CBA app on your smart phone, provided you have set up internet banking. You can attend any branch to get that activated.

REQUESTING FUNDS

Your Club is entitled to \$500 affiliation funding each year. You may be eligible for an additional \$200 if you recruit over 50 members.

When you need funding – whether it is for events, merchandise etc. – you need to request the amount that you require through a Funding Request Form.

Funding Request Forms are due on the 1st of every month. Requested amounts will be reviewed and communicated to VU Finance for processing. Funds will be transferred into the requesting Club's bank account within 10 business days.

The Funding Request Form can be found within the Clubs Dropbox: <http://bit.ly/vuclubsforms>.

You are also welcome to email the VU Clubs Officer to ask for a copy of the Funding Request Form: clubs@vu.edu.au.

REPLACING CARD CARRIERS (AND UPDATING YOUR ACCOUNT WHEN RE-AFFILIATING)

1. If one/all of the card carriers are to resign from the Club, you must elect new card carrier/s.
2. You will need to indicate in your meeting minutes that card carrier/s [x] have resigned and therefore person/s [y] will be the new card carrier/s.
3. Any resigning card carrier/s must sign their resignation in the meeting minutes. The current President, Vice-President, Secretary and Treasurer must sign these minutes also. See the Bank Minutes Template (Replacing) at <http://bit.ly/vuclubsforms>.
4. Complete CBA form A153: card carriers to sign section 3, President to sign section 6. Email this completed form, the signed meeting minutes and photo ID to linh.dao@cba.com.au.
5. The old card carrier(s) will need to cut up their cards as they will be canceled by the bank once the new minutes have been accepted.

Please note: if the previous card carriers are not all able to sign their resignation on the meeting minutes, just the previous President's signature will suffice.

IMPORTANT THINGS TO NOTE

- 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 re-claimed by Student Life.
- 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 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.

AUDITING

Clubs will undergo financial auditing twice per year. Financial auditing will take place in April and September.

This means that each Club Treasurer must keep receipts for every expense or income item in the receipt book provided to them. When the auditing time arrives, the Club will be asked to provide the receipt book, all receipts, a financial report and a recent bank statement.

If a Club fails the auditing process, it may result in disaffiliation.

If you have any queries about this process, please email the VU Clubs Officer at clubs@vu.edu.au.

WHAT NEXT?

Once the re-affiliation process is complete, your Club will be ready to start planning events and signing up new members. Below is a bit of information about what we encourage you to do next and how to find support.

AFFILIATION FUNDING

Once you have completed the re-affiliation process, your Club will be entitled to \$500 of affiliation funding which must be requested through the Clubs Funding Request Form. Funding can be requested when your Club has an upcoming event or activity. Depending on the scale of the activity, you may only request part of the \$500 funding. Your Club is welcome to request the whole amount at once, however you must detail what it will go towards.

Funding Request Forms are due on the 1st of every month. Requested amounts will be reviewed and communicated to VU Finance for processing. Funds will be transferred into the requesting Club's bank account within 8 business days.

Your Club can also receive \$200 of additional funding if you sign up over 50 members. This funding is to be used at your discretion to fund the activities of your Club, and funding must be used in accordance with the VU Clubs Constitution.

If you have any queries about this process, please email the VU Clubs Officer at clubs@vu.edu.au.

ORIENTATION WEEK & CLUBS FESTIVAL

We strongly recommend that you register to hold a stall during Orientation time in February and during Clubs Fest in March. Not only are these great platforms to promote your Club, but you will also be eligible to receive further funding to support your Club's activities. To get involved, register for O-Week and Clubs Fest stalls when the time comes. You can email clubs@vu.edu.au for any questions regarding these events.

EVENTS AND ACTIVITIES

Now that you are affiliated, it is time to get planning for some events and activities. We have support documents to help you plan your events including an Event Checklist, Budget Template, and more. Check out the Clubs Dropbox at <http://bit.ly/vuclubsforms> for more forms, guides and templates.

SHOW SOME INITIATIVE GRANTS

The Show Some Initiative Grants are a great way to gain that extra bit of funding that you may need for a particular event that you would like to host. To apply for a grant, you can download the form from the Clubs Dropbox at <http://bit.ly/vuclubsforms>, or you can email the VU Clubs Officer at clubs@vu.edu.au.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

We will continue to provide all Club executive committee members with opportunities to enhance their professional development through exclusive training opportunities. Keep an eye out on your email for more details, or contact the VU Clubs Officer at clubs@vu.edu.au for more information.

ONGOING SUPPORT

Our mission is to provide a high level of one-on-one and group support to your Club. You are welcome to meet with the VU Clubs Officer one-on-one or as a team, just email clubs@vu.edu.au. The VU Clubs Officer is currently based at the Footscray Park and St Albans campuses; however, they are more than happy to travel to your campus at your request.

If you have any questions about any of the information provided in this document, or about running your Club, please contact the VU Clubs Officer at clubs@vu.edu.au. We are always happy to answer any enquiries!

BEST OF LUCK FOR 2018!

STATISTICS FORM

We would like to collect some statistics from our Club executive members so that we may learn more about the kinds of students getting involved in a Club committee. Each Club executive member is to answer these statistics.

PERSON 1 YEAR OF STUDY

AGE

COLLEGE

GENDER

CAMPUS

TYPE OF STUDENT

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT?

PERSON 2 YEAR OF STUDY

AGE

COLLEGE

GENDER

CAMPUS

TYPE OF STUDENT

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT?

PERSON 3 YEAR OF STUDY

AGE

COLLEGE

GENDER

CAMPUS

TYPE OF STUDENT

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT?

PERSON 4 YEAR OF STUDY

AGE

COLLEGE

GENDER

CAMPUS

TYPE OF STUDENT

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT?