

Clubs and Societies Guidelines

2017

Prepared by:

Student Engagement

Student Connect | Student Support & Services

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1. Introduction to Student Engagement

The Student Engagement team are committed to supporting our student clubs and societies at FedUni. We have a range of resources available to assist you in starting up a new club, supporting an existing club or helping to connect you with a club that matches your interests.

The guidelines detailed in this document, along with all resources available on the website are subject to change at any time. All clubs will receive notification of changes to guidelines and resources via their club or society email.

Want to establish a new club or society?

If you can't find an established club or society that interests you, we can help you to set one up on your campus. Our support includes assistance with the affiliation process and ongoing advice and mentoring in the management of your club. You can find out more about establishing a new club or society on the website, under 'start a new club'

A list of current clubs and societies is available on our website, including contact information. There are a diverse range of clubs and societies for students to join across social, cultural, sporting and special interest areas.

More information on club and societies:

W: federation.edu.au/clubs-and-societies

E: studentengagement@federation.edu.au

P: 03 5327 6051



2. Club and society affiliation

2.1 Benefits of being affiliated

Affiliated clubs and societies are able to access a variety of support and opportunities through the Student Engagement team, including:

- Access of up to a total \$700 of funding to support your club or society per 12 month period
- One fully funded BBQ per year on your campus
- Assistance with marketing your club or society through our social media pages, Student Connect noticeboards and any other advertising options available through our office
- Access to University equipment managed by the Student Engagement team
- Advice and mentoring in the management of club or society activities
- Access to room bookings and facilities within the University
- Opportunities to promote your club or society at signup days e.g. orientation week, lunch time sign up times on campus
- Access to leadership training for running your club or society executive
- Free printing of posters/flyers (colour and mono)
- Cover by University Public Liability Insurance for approved trips, events and activities
- Support with OHS requirements for functions and trips to limit possible legal risks and liability
- Access to University legal department services at no charge

2.2 Affiliation requirements

Branding requirements

All clubs and societies must meet the University branding guidelines in terms of their name. There are two options, and the chosen option must remain consistent across all club activities, for example on posters, Facebook groups and event advertising. Clubs and societies must be called either FedUni... or Federation University Australia... For example: FedUni Juggling Club or Federation University Australia Juggling Club. Variations, for example Federation University Juggling Club or Federation Juggling Club are not permitted.

Approval needs to be sought from Student Engagement for any club and society merchandise, including clothing and uniforms. Approved logos and branding information is also required to be used when FedUni clubs or societies are participating in external events, for example local sporting competitions. Where applicable, clubs and societies will be required to order Canterbury uniforms through Student Engagement in line with the sport and recreation uniform design.

An example of the Federation University Australia and FedUni logos is shown below:



Affiliation documentation

Clubs and societies must complete an affiliation request form, and submit the following information:

- Copy of minutes of Inaugural General Meeting
- List of committee members and contact details, including name, student ID, email address and phone number
- Full list of prospective members (a minimum of 8 students is required)
- Detailed summary of proposed events for upcoming 12 month period
- Signatories to be included on the club or society bank account
- Copy of club or society constitution. A sample constitution is available on the clubs resources page on the website. All club and society constitutions must include the following clauses:
 - Anti-discrimination – embracing diversity and promoting inclusion.
 - Gender Balance –minimum requirement of female committee members
 - Misconduct – this may include violence, aggression, assault etc.
 - Open Access –any student can access your club/society and become a member
 - Termination of Membership – explain how and why would you terminate a membership

For additional information regarding affiliation process and requirements, please refer to website: federation.edu.au/clubs-and-societies/

2.3 Affiliation Approval Committee (AAC)

The role of the Affiliation Approval Committee (AAC) is to review all applications from potential clubs or societies and determine whether they have satisfied all the criteria in their application. This committee will also make their decision to approve the application based on how the club or society fits within the university's charter and vision of student-based clubs and societies.

If an application is successful, the club or society will be notified in writing. If an application is unsuccessful the club or society will also be notified in writing. In this instance, the club or society will continue to work with the Student Engagement team to further discuss the recommendations or requests from the AAC.

2.4 Memorandum of Understanding (MOU)

After the Affiliation Approval Committee (AAC) has reviewed affiliation applications, successfully affiliated clubs and societies are required to sign a Memorandum of Understanding (MOU) with Federation University Australia. The MOU sets out guidelines for the affiliation between the University and clubs and societies. Student Engagement staff will contact club and society committee members to organise the signing of the MOU.

2.5 Re-affiliation requirements

Affiliated FedUni clubs and societies are required to undertake the re-affiliation process in order to remain operational the following year. Re-affiliation information will be distributed to club executives in October and all requirements need to be met by January.

For additional information, please refer to the website federation.edu.au/clubs-and-societies/

2.6 Succession planning and handover

Succession planning is important for the continued success and longevity of clubs and societies. Club and society committee members are encouraged to commence succession planning as soon as they are elected. This may involve:

- Encouraging new and existing members to attend meetings
- Making members aware of leadership roles within club or society, and what is involved
- Promote upcoming elections for committee positions at AGM
- Provide effective handover information and induction for new committee members

Handover occurs when an incoming committee takes over a club or society. The outgoing committee members provide information about their roles and induct the new committee. As Annual General Meetings are generally attended by all outgoing and incoming committee members, this can be an opportunity to discuss handover arrangements, including the transfer of bank accounts. It is recommended that as much information as possible be handed on to a new committee, to ensure the ongoing success and development of the club or society.



3. Club and society committees

3.1 Committee responsibilities

Club and society committees are responsible for managing the club on behalf of the members. These responsibilities include:

- Planning future directions
- Developing policies and procedures
- Carrying out recommendations of members by listening to feedback and raising agenda items
- Regularly communicating with members and responding to feedback
- Developing and managing external relationships (for example keeping in regular contact with the local association)
- Obtaining resources and ensuring that all financial and legal matters are properly managed
- Evaluating the performance of officials, employees, sub-committees and the committee itself
- Succession planning and conducting induction of newly elected committee members
- Ensuring that all members of the committee act as leadership role models
- Making decisions that are in the best interest of the club and not for individual gain.
- Managing any conflict of interest that may arise

3.2 Committee positions

Club and society committees are generally made up of the following positions:

President

- Manages the committee and runs executive meetings
- Manages the annual general meeting (AGM)
- Compiles meeting agendas together with the assistance of the secretary

Vice President

- Completes the duties of the president when the president is unable to fulfil them
- Assists the president on any club related matters

Secretary

- Ensures meetings are effectively organised and minuted
- Prepares the agenda for meetings with president
- Maintains all records and administration
- Communicates minutes to committee

Treasurer

- Prepares and monitors budget
- Keeps a record of all payments made and monies received
- Gives reports of financial records at meetings
- Manages the club or society bank account in addition to being a signatory

Additional committee roles may include:

- Event Coordinator
- Marketing and Promotions Officer
- Volunteer Coordinator
- Campus Representative

More information about club and society committee roles can be requested from Student Engagement.

3.3 Electing a committee

Clubs and societies are required to detail their process for electing committee members in their club or society constitution

- For pre-existing clubs or societies, refer to the existing club or society constitution for information on this process.
- New clubs will need to specify their requirements for appointing a committee when compiling their constitution



4. Club and society funding

4.1 Becoming a Federation University Australia Vendor

Affiliated clubs and societies who have set up their bank account are able to apply to become University vendors. Student Engagement staff will assist clubs and societies to complete two forms, the General Services Fixed Rate Agreement and Statement by a Supplier. These forms are then passed on to the University's Finance department for processing.

Once the club or society is registered in the Finance system, invoices and approved funding applications are able to be processed. A sample invoice can be accessed on the 'club resources' section of the website.

4.2 How to access Club Funding

All affiliated clubs/societies are able to access club funding up to the amount of \$700 within a 12 month period. There are two ways in which affiliated clubs/societies can access this club funding. These are both outlined below:

1. Apply for club funding

Affiliated clubs or societies can apply for extra funding for approved purposes in line with the funding guidelines, up to the amount of \$500.

In order to apply for this funding, they will be required to fill out and submit the Club Funding Form which can be found on our website, or collected from our Student Engagement Office. This form will help to determine if their activity meets specific SSAF and University Guidelines.

Each club/society will be limited to a total of \$500 across the year. This amount does not all have to be spent on one event/activity.

The Coordinator, Student Engagement will review each application, and advise clubs if they have been successful. The amount of additional funding that clubs/societies receive will be at the discretion of our team.

2. Host a BBQ on your Campus

Clubs can book in to host 1 BBQ per year on their campus. They book in their BBQ with the Student Engagement Office who will assist with ensuring all supplies are ordered for the day.

In addition to being supplied with all of the food and BBQ supplies, clubs will also receive \$200 in club funding.

Other grants and funding:

External and internal grants for clubs may be available from time to time and clubs will be able to apply for these funding opportunities through our Student Engagement area. We will communicate these grants as they become available to club/society executives.

Clubs working at events

Clubs will not receive funding for undertaking work, this includes activities such as setting up for or helping to coordinate events. Student Engagement staff appreciate any voluntary assistance offered by club members.

This is non-negotiable.

Sponsorship and fundraising

Clubs and societies seeking external sponsorship and fundraising opportunities must first consult the Student Engagement team. Information that will need to be provided to staff includes:

- Sponsorship proposals
- Terms of prospective sponsorship

FedUni will always remain the main naming rights sponsor for any affiliated club or society and retain primary logo placement on uniforms.

Marketing and communications

Clubs and societies are encouraged to establish their own Facebook groups to communicate information to their members. In accordance with affiliation requirements, the name of the club or society must meet the University Branding guidelines (FedUni or Federation University Australia). Student Engagement staff will be part of these Facebook groups.

Clubs and societies are also able to request to advertise/promote events etc. through Student Engagement Facebook pages and digital media. An estimate of five (5) posts per club per year on these digital media platforms applies. Clubs are also eligible to access one (1) \$7 boost to a chosen post each year paid for by Student Engagement outside of club funding. Any extra boosted post requests must be paid for by the club or society..

Clubs and societies may wish to create posters, flyers and other documents to promote themselves, upcoming events etc. All documents need to be approved by Student Engagement staff prior to printing and distribution. Printing can be arranged by the Student Engagement Officer looking after your club or society.

Insurance

Affiliated clubs and societies are covered by University Public Liability Insurance for approved trips, events and activities. Should an injury or incident occur at a club or society event or activity, an incident report will need to be completed and forwarded to Student Engagement.



5. Club and society events

5.1 Event requests

All clubs and societies are required to provide the Student Engagement team with a detailed summary of their proposed events (for the upcoming 12 month period) in order to meet affiliation and re-affiliation requirements. Prior to running events, clubs and societies need to discuss and seek approval to run their proposed event with Student Engagement by completing a club or society event request form, at least one month prior available on the website: federation.edu.au/clubs-and-societies/

5.2 Risk Management

All clubs and societies running events will be required to complete and submit a Hazard Identification, Risk Assessment and Control (HIRAC) report to Student Engagement, at least one month prior to the event.

The following items should be considered in terms of safety and risk:

- Alcohol
- Security
- Location Type of event
- First Aid
- Food Handling
- Weather
- Financial risk (ticket sales and budget)
- Reputation risk
- Fire ratings (Code Red day = cancellation)

5.3 Event checklist

In addition to the information provided to Student Engagement when requesting to run an event, clubs and societies will also need to consider the following:

- Catering
- Equipment
- Security
- Recruiting volunteers
- Rostering
- Printing of posters and programs
- Raffles and prizes
- Awards
- Running sheets

5.4 Alcohol at events

Clubs and societies intending to run events involving alcohol must hold these events at a licensed venue. This applies to events on campus, or at external venues. Events must meet the requirements of Federation University Australia's Alcohol and other Drugs Procedure, which can be accessed on the website:

http://policy.federation.edu.au/corporate_governance/risk_health_and_safety/security/ch03.php

6. Policies and procedures

Clubs and societies are required to adhere to, and abide by Federation University Australia policies and procedures.

6.1 Alcohol and Other Drugs Procedure

This procedure mandates actions and assigns responsibilities for the proper management of alcohol and drugs in University activities and on University premises to support the implementation of the Health and Safety Policy and Security Policy.

http://policy.federation.edu.au/corporate_governance/risk_health_and_safety/security/ch03.php

6.2 Equal Opportunity and Valuing Diversity Policy

This Policy applies to all students and prospective students, staff and prospective staff, and other individuals associated with the University in all situations or activities related to their roles at the University.

http://policy.federation.edu.au/corporate_governance/equity/equal_opportunity/ch01.php

6.3 Social Media Policy

This policy applies to the use of social media by staff, students, contractors, partners, international agents and members of University groups and committees:

http://policy.federation.edu.au/community_engagement_and_development/media/socialmedia/ch01.php

6.4 FedPride Strategy

The FedPride Strategy aims to create an inclusive environment for FedUni's Lesbian, Gay, Bisexual, Transgender, Intersex and Queer students and staff.

https://federation.edu.au/__data/assets/pdf_file/0006/278709/FedPride-Strategy-Version-16_May-2016.pdf

6.5 Conflict of Interest Policy

This policy applies to all members of the University community who may be in a position to inappropriately influence decisions according to their own interests or beliefs.

http://policy.federation.edu.au/corporate_governance/complaints/conflict_of_interest/ch01.php