

Student Groups Guidelines

2023

[Subject]

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Student Engagement Office
Student Experience

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1. Introduction – Student Engagement

1.1 Introduction to Student Engagement

The Student Engagement team are committed to engaging students in extracurricular activities, including working closely with and supporting our Student Groups at Federation University.

This manual assists your Student Group in its operation and provide guidance on how to approach the various things you may have questions about.

The information detailed in this document, along with all the templates and resources available, are subject to change. All groups will receive notification of changes or additions to the manual via the Microsoft Teams program.

1.2 Student Engagement Contacts

Student Engagement has several staff available to help your student group in your endeavours.

For general enquiries, you can contact studentengagement@federation.edu.au. For campus specific enquiries, you can contact the team below.

2. Introduction – Student Groups

2.1 Student Groups

University is a wonderful place to try something new or continue developing in something you are passionate about. Student Groups are the perfect platform to get involved in and to get that extra out of your university experience.

Student Groups encompass all of Federation University's student ran bodies. Whether it is a club, society, association, collective or crowd, it will fall under the inclusive Student Groups title. Our groups can also choose to operate at a singular campus, cross-campus, online or a combination.

2.2 Model

Student Groups are split into two categories:

Affiliate	Probationary
Events and activities organised by group, with assistance from Student Engagement	Events and activities organised by group, with assistance from Student Engagement
Professional development opportunities	Professional development opportunities
Access to room and equipment bookings	Access to room and equipment bookings
Can operate a bank account and apply for funds.	Can only apply for funds of up to \$250
Must have an executive committee elected at an IGM/AGM	Executive committee/AGMs not required
Constitution based on provided model template	Group 'rules' based on provided model template
Paid memberships	Unpaid Memberships
A club email with access to room bookings, catering requests and IT requests.	Must contact Student Engagement to facilitate internal bookings.

The category you choose for registering your group depends on how formal or informal you would like your group to be, as well as the level of responsibility you would like the group to take on (with Affiliate groups requiring more governance including managing a bank account, finances, fielding an executive committee and documenting meetings).

Groups are not locked into a particular category and can change categories at the end of an academic year, ready for the next.

2.3 Student Group Rules

1. Club Executives will require the completion of Training Modules
2. All students must abide by the [Student Code of Conduct](#)
3. All student groups must abide by the University's [Social Media Policy](#)
4. Conflicts within student groups must be brought to the Student Engagement Office for resolution.

3. Establishing a Student Group

3.1 Expression of Interest

If there is not currently an existing group that interests you, Federation University supports the formation of student groups to enhance the overall student experience. You can see the list of active Student Groups by visiting the Find a Student Group page on the website.

The first step in establishing a Student Group is to complete the *Expression of Interest* form on the Club Hub website once submitted, your application will be assessed by the Student Engagement Team. You will then be contacted by a Student Engagement Officer with the next steps relevant to your application.

3.2 Training and Compliance

Club Executives will need to demonstrate their understanding of relevant university policy and procedures by the successful completion of online training modules outlined on **12.1 Training**.

4. Roles of the Executive (*Affiliate*)

4.1 Overview

Effective administration of your group is important, as a well ran group contributes to the overall success of your events and activities. A committee is elected annually at the Annual General Meeting (AGM), where the exact composition and responsibilities of the group's committee is established via the group constitution.

4.2 Position Descriptors

It is required that the group committee consists of the following office bearers:

- **President**
Responsible for proper functioning of the club.
- **Vice President**
Act on behalf of the president in situations where they are not able to fulfill their role.
- **Secretary**
Ensures the smooth running of the committee and all records and administration are efficiently organised.
- **Treasurer**
Responsible for the finance of the club.

Any additional positions may be proposed at the group's IGM or AGM.

5. Club Hub

5.1 Student Club Administration page

The Student Groups Resource page is a comprehensive online platform that serves as a centralised hub for all essential documentation and resources pertaining to the governance, compliance requirements, templates, and other relevant materials related to the ongoing activities of student groups. It provides students with easy access to essential information, guidelines, and tools necessary for effectively managing and operating their groups, ensuring adherence to organisational standards, and facilitating events and activities.

You will have access too:

- Model Constitution
- Student Code of Conduct
- Student Manual
- AGM and Board meeting toolkits
- Club membership templates
- Engagement Plan template
- Canva brand templates

5.2 Events and Activities page

The Student Events and Activities page is a comprehensive online resource that student groups can access all relevant documentation needed to create, market, budget, and facilitate successful events in accordance with university policies and risk management guidelines. It provides a wealth of information, templates, and resources that enable groups to plan, execute, and manage events while ensuring compliance with university regulations, mitigating risks, and maximising the impact and success of their activities.

You will have access too:

- Event Risk and Management HIRAC template
- Room hires and timetabling booking form
- Event Request form
- Calendar of Events
- Equipment Hire

5.3 Funding & Finance page

The Funding and Finance page provides Student Groups with access to all resources relevant to the financial wellbeing of club governance. This will include

- EOI Funding applications (Open twice annually)
- Bendigo Banking information kits
- Sponsorship information
- Budget Template
- Funding information

5.4 Regulation Page

The Regulation Page provides an online destination that compiles all information that is required for Student Groups to become and remain compliant.

- Membership Requirements
- Engagement Plan Requirements
- Management Requirements
- Legal obligations

6. Registration Requirements

6.1 Probation Requirements

Complete Online Training:

- Student Code of Conduct
- Sexual assault training
- Safe drinking module
- ChildSafe
- Event Procedure
- Compliance Requirement
- Application for Affiliation benefits online seminar

Upon completion of these requirements, you will receive a Certificate of Probation to confirm your groups association with the University, which will be uploaded the Student Groups webpage. This certifies that you are a Probationary student group and can commence operations.

Note: One member of the club must successfully complete the above requirements for a club to receive a Certificate of Probation.

6.2 Affiliation Requirements

- Advertise (at least 2 weeks in advance) Annual General Meeting
- Hold AGM (See Student Groups Regulation page)
- Update Constitution (See Student Club Hub page)
- Submit Application for Affiliation online

Submit the following during Application for Affiliation:

- AGM (see template)
- Membership list (see template)
- Engagement Plan

Complete *Road to Affiliation* Online Training:

- Student Code of Conduct
- Childsafe
- Event Procedure
- Compliance Requirements

Upon completion of these requirements, you will receive a Certificate of Affiliation to confirm your groups affiliation with the University. This certifies that you are an affiliated student group and can commence operations.

Note: Each member of the executive board will be required to complete the above requirements for a club to receive a Certificate of Affiliation.

6.3 Benefits

- Access to apply for group funding (refer to section 8. Finance)
- Club email that allows groups to make internal bookings, room hires & catering
- Free A3, A4 and A5 colour printing and laminating
- Subsidised A2 and A1 colour printing through FedPrint
- Cover by University Public Liability Insurance for approved excursions, events, and activities
- Access to University legal department services
- Ability to hire Student Engagement equipment
- Ongoing staff support and mentoring in the management and operation of your group
- Ability to hire University vehicles for approved excursions
- Access to leadership training and professional development opportunities
- Permission to display approved posters on campus noticeboards

- Ability to apply for funding

7. Membership

7.1 Membership List

Whether your Student Group establishes a membership fee or not, you are required to maintain a membership list. Of this list, student membership must be a minimum of 25% less than non-student membership. Members first and last name must be recorded as well as an email contact.

A template is available on the Student Club Hub > Club Administration page as outlined in 5.1. You are required to keep an accurate membership list at all times and submit the list to studentengagement@federation.edu.au June 1st or when requested by the Student Engagement team.

7.2 Members

Members must re-join their club each year.

Federation University Students must join a club using their student email.

7.3 Privacy of Members

All Student Groups must keep their lists confidential. and only collect the following information; first and last name, email, student number.

8. Finance

8.1 Affiliate Process

Registered Affiliate groups have the opportunity to be operate financially, independently. The Treasurer is responsible for the financial well-being of the group.

8.1.1 Creating and maintaining a bank account

Whilst the executive committee can decide on what bank they choose to open the group's account, it is also required that all bank accounts have:

- The account name be the same as the Group's (or an appropriate alternative)
- Listed at least two signatories on the account

Only Affiliate groups are permitted to open a bank account. See 5.3 Funding & Finance page.

8.1.2 Requirements

Requirements for opening an account or changing bank signatories may vary, depending on which bank you choose. As a general guide, it is recommended you organise the following:

- Contact details and photo ID of each signatory
- Minutes from your Inaugural/Annual General Meeting
- Meeting with the bank and outgoing and incoming signatories
- Copy of your group's Constitution

8.1.3 Applying for Funding (Affiliated Groups)

Affiliate groups will be able to apply for funding during designated application times. This can be found online on the Funding Application webpage as outlined in 5.3

You can submit a request by completing the Student Group Funding Request on the Club Hub webpage.

You are encouraged to provide as much detail as possible throughout your application. Once submitted, the application will be assessed by the Funding Committee, in which you will be informed of the outcome in a timely manner via contact details listed.

8.1.4 Becoming a Vendor of Federation University Australia

All Affiliate student groups will be required to become an official vendor of the university, to receive funding.

To register, you will need to complete:

- Vendor Application Form
- ATO Statement by Supplier

Templates for these are available on the Student Group Funding page.

Once registered in the university's finance system, you will be paid directly into your nominated account by Student Engagement for any approved amount from your group's funding application.

8.1.5 Invoicing the University

To receive funds from any funding application, the group is required to invoice Student Engagement for the total approved amount, as communicated by the financial committee. It is important that the invoice is completed thoroughly and includes:

- The words TAX INVOICE on the letterhead
- Invoice number
- Address of both the biller and receiver
- Total amount
- Date the invoice was created
- If GST is included or excluded

8.1.6 Dissolution

If a student group decides they wish to close and cease operations, all remaining funds shall be transferred to another Federation University Affiliate group, whose objectives align with those of the original group.

8.1.7 Square Reader

To eliminate any need to handle cash, all Affiliate groups must purchase a square reader for contactless and chip cards and invoice Student Engagement for reimbursement. Each group is eligible for one unit. The device must be kept in a lockable location – If the club do not have access to a secured location, they can be stored in the asset cabinet at U110 Student Engagement office. Student Engagement will supply an ID sticker for the device, and it must be recorded on the asset register.

8.2 Probationary Process

Probationary Student Groups will be able to apply for funding during designated application times. This can be found online on the Funding Application webpage as outlined in 5.3

Probationary groups can request goods and services to be purchased on behalf of the group, by Student Engagement. You can submit a request by completing the Student Group Funding Request

Once submitted, the application will be assessed by the Funding Committee, in which you will be informed of the outcome in a timely manner via contact details listed in the form.

8.3 Event Funding Request

Students Groups will have the ability to apply for funding at designated times. The purpose of funding is to assist groups financially to successfully implement their Engagement Plan. (See **11.2 Engagement Plan**).

Groups will be eligible to submit an EOI request for funding during the two Funding Application windows (Semester 1, Semester 2). The funding pool will be determined by the number of compliant Associate Groups.

- Clubs will be required to submit/resubmit their Engagement Plan and Members List during the allocated funding period (see Club Hub)
- You may apply for a total amount; however, it is not guaranteed that you will receive that amount in full
- Funding will not be paid directly to the Student Groups bank account, rather the supplier
- Event funding will only be granted for events ran during the current year

8.4 Funding Assessment

Funding assessment will be conducted in the two weeks after the funding EOI closes. A funding committee consisting of two Student Engagement Staff members and a Senate representative will meet and assess all the application.

Funding applications will be assessed on multiple aspects, including the Engagement Plan, membership numbers, prior events, and attendance.

All groups will be notified of the outcome of their application after this two-week period and given feedback.

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9. Marketing & Communications

9.1 Posters & Flyers

All posters/flyers require Student Engagement approval before being displayed. You can submit any promotional material to a Student Engagement Officer, who will ensure it meets relevant branding guidelines.

Upon request, Student Engagement can supply printing and laminating at zero cost for your Affiliate Student groups, up to an A3 size.

When displaying your promotional material, it is important to ensure:

- Material is only displayed on official University noticeboards (not on walls, doors, windows, under windscreen wipers etc.)
- You do not place your material over existing posters/flyers
- Only approved work is displayed

Please refer to the Student Resources page for templates. If you would like assistance or advice when creating promotional material, please contact studentengagement@federation.edu.au or Student Engagement Officer.

9.2 FedUni Current Students Facebook Page

If you wish for your group, an event or announcement to be shared via the [FedUni Current Students Facebook](#) page, please contact studentengagement@federation.edu.au or Student Engagement Officer. As posts are scheduled in advance, please ensure you provide at least two weeks' notice for all requests.

10. Policies & Procedures

- 10.1 Alcohol and Other Drugs Procedure
- 10.2 Equal Opportunity and Valuing Diversity
- 10.4 FedPride Strategy
- 10.5 Conflict of Interest
- 10.6 Hazard Identification, Risk Assessment and Control
- 10.7 Student Excursions
- 10.8 Copyright Procedure
- 10.9 Information Privacy
- 10.10 Security

11. Events & Engagements

11.1 Overall Process

Events and activities play a pivotal part in the enhancement of the student experience and Student Engagement strives to support all Student Groups in their event endeavours.

11.2 Engagement Plan.

Each Club will be required to submit an Engagement Plan each year to be eligible for funding. Clubs are required to include a minimum of four events for the year each year during as a condition of their establishment, and if established as a part of their Retention plan. The Engagement Plan will include event date, location, and times. The purpose of an engagement plan is to inform Student Engagement Office (SEO) of your intention to engage students with events and activities. This information will help SEO in allocating funds, assisting in bookings, hires and other planning involved in running compliant events. All events will be required to be approved by SEO to ensure you are covered by our insurances.

11.3 Event Request

Once you have had your Engagement Plan approved by SEO you may proceed to the next steps. If your event is not included, you will need to submit your Engagement Plan online on the *Events and Activities*, page.

11.4 On Campus/Off Campus Venue

For any event/activity occurring on campus, an Event Management Form will need to be completed and submitted to Student Engagement.

See appendices for a completed Event Management Form

Depending on the risks associated with the proposed event/activity, you may need to complete a Hazard Identification Risk Assessment Control (HIRAC) form. In the event a HIRAC is required, a Student Engagement Officer will inform you upon assessment of your Engagement Plan.

Risk management is extremely important for any event or activity. When completing a HIRAC, some things you may need to consider include:

- Presence of alcohol
- Security
- Location
- First aid
- Weather
- Food handling
- Participant's ability
- Transport

11.5 Off Campus Trip/Excursion

All Student Groups wanting to conduct an excursion or trip off campus, will need to fulfil the requirements as outline in the Student Excursions Procedure.

The following forms will be required in the event request process:

- Application to Conduct an Excursion (*at least 10 working days' notice*)
- HIRAC
- CovidSafe HIRAC*
- List of Excursion Participants (*submitted prior to excursion commencing*)
- Student Excursion Health Report and Consent Form Over 18 Years (*next business day*)
- Student Excursion Health Report and Consent Form Under 18 Years*

**May not be required in some circumstances.*

All forms containing medical conditions, medication requirements, participant details and emergency contact details must be securely kept in the lead up and throughout the excursion by the approved excursion organiser and then handed over to the Student Engagement Officer for archival.

11.6. Room Bookings

Upon completion of the online module training, you will be given access to a club email. This email will be used as a login to complete room bookings. All room bookings must reflect your Engagement Plan. All bookings outside of this will be rejected.

You can find a list of room resources for all our campuses on the [Federation University Website](#).

11.7. Equipment Bookings

Student Engagement have several equipment available across all campuses for all Student Groups to borrow such as speakers, trestle tables, BBQ utensils and more. To find out more about the equipment you can access at your campus, talk to your relevant Student Engagement Officer.

12. Training and Development

12.1 Moodle

All student leaders at the University will have the opportunity to further develop their skill set with modules in Moodle. Modules will continue to be developed and added to the shell, so ensure you regularly check in to see when new opportunities are available.

12.2 Group Compliance Training

To remain compliant affiliated group executives will need to complete the Group Training module on Moodle each year. While at least one group leader will need to complete the training modules for Probationary groups.

14.3 Federation Advantage

Federation Advantage is a program that recognises students for all the extra activities undertaken during study. As a group leader or executive, you are eligible to undertake the 'Club Executive Member' component of the Innovators pathway.

To find out more, you can visit the Federation Advantage [webpage](#).