

Clubs and Societies Guidelines

2018

Prepared by:

Student Engagement Office

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.

2. Want to establish a new club or society?

Underlying principles

- The Student Engagement Office believes strongly in the importance of student driven culture on FedUni campuses with clubs & societies being vital to this.
- The Student Engagement Office will only support the affiliation of a new club/society that does not replicate an existing FedUni club on that campus (e.g. if there is already a soccer club on the Mt Helen Campus there could not be a second affiliated soccer club on that campus). To compare your idea to existing clubs and societies go to our website.

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, ongoing advice and mentoring in the management of your club and funding for your club or society. You can find out more about establishing a new club or society on the website.

More information on clubs and societies:

W: federation.edu.au/clubs

E: studentengagement@federation.edu.au

P: 03 5327 6051

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3. Club and society affiliation

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 \$1000 of funding to support your club or society per academic year
- 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
- 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

Affiliation process

Step 1 – Expression of Interest

The first step in creating a club or society at FedUni is completing an Expression of Interest

Form. Once you have completed this send it through to studentengagement@federation.edu.au or pop into the Student Engagement Office on your campus. A Student Engagement Office will have a look at your idea, making sure there isn't already another similar club on your campus and also ensuring the aims of the club fit in with our Guiding Principles. Once the Student Engagement Office is happy with your idea you can move on to the next step!

Step 2 – Recruitment Drive

You will need at least 8 students who are interested in forming this club or society with you. Speak to a Student Engagement Officer on your campus who will be able to help you with Facebook posts, creating posters etc.

Step 3 – Club/ Society Constitution

While you are recruiting students you can be working on developing your constitution using the template provided. All clubs and societies must use this template and the sections that can be altered by the club or society have been indicated in the document. Once you are happy with the constitution send it through to the Student Engagement Office and we will check it over. Once we have checked it over and are happy with it, it will need to be agreed to by members at your Initial General Meeting (IGM).

Step 4 – Hold your Initial General Meeting (IGM)

Once the constitution has been approved by the Student Engagement Office you can call your IGM. It's important that you email the constitution and agenda out to potential members at least a week before your IGM so everyone has the chance to look over them. For more information about holding meetings go to our resources section on our website.

Step 5 – Submit your Club/Society Affiliation Request Form

After the IGM you will have all the information you need to complete the Club/Society Affiliation Request Form and the required attachments. The form includes the following:

- Club or Society Name – Please discuss the name of your club or society with a Student Engagement Officer before settling on a name. The name must include with “FedUni” or “Federation University Australia”. We will also make sure there isn't another club or society in the Uni that already has your chosen name. This will be your club's official name but a shorter name or acronym can be used for day to day use.
- Contact details of committee members.
- Signatories for club/society bank account – these are the executive members who jointly have access to your bank account in order to deposit and withdraw money. We require a minimum of 2 executives to be signatories; that is the Treasurer and 1 other. Please note you will be opening your bank account after you have become affiliated.
- List of Club Members.
- A checklist of required attachments.
- An affiliation declaration.

If you have any questions about this don't forget to ask! The Student Engagement Office will look over your paperwork and notify you by email if your club/society has successfully affiliated or if we required any other information.

Step 6 – Open your Bank Account

Once you are affiliated you will need to open a club/society bank account. This is important as the Student Engagement Office will not be able to approve or pay out any funding until this has been completed.

Step 7 – Complete Funding Forms

Once you have you have bank account there are two further forms that are required in order to process club/society funding. These are the General Services Fixed Rate Agreement and Statement by a Supplier. These forms are available upon request from the Student Engagement Office.

Re-affiliation process

Affiliated FedUni clubs and societies are required to undertake the re-affiliation process in order to remain operational the following year.

Step 1 – End of Year Review

At the end of each year the clubs and societies are asked to have an End of Year Review with a staff member from the Student Engagement Office. At this meeting we will go through the following:

- Club health check

- Asset Register
- Financial Report
- Succession Planning

The Student Engagement Office will be in touch in Semester 2 to schedule these reviews.

Step 2 – Hold your Annual General Meeting (AGM)

This is a very important step in the re-affiliation process. Please see our AGM Guide which can be found on the website along with a range of resources such as agendas and minute templates.

Step 3 – Submit your Club/Society Re-affiliation Request Form

After the AGM you will have all the information you need to complete the Club/Society Affiliation Request Form and the required attachments. The form includes the following:

- Club or Society Name
- Contact details of committee members.
- Signatories for club/society bank account – these are the executive members who jointly have access to your bank account in order to deposit and withdraw money. We require a minimum of 2 executives to be signatories; that is the Treasurer and 1 other.
- List of Club Members.
- A checklist of required attachments.
- An affiliation declaration.

If you have any questions about this don't forget to ask! The Student Engagement Office will look over your paperwork and notify you by email when your club/society has successfully re-affiliated or if we require any other information.

Re-affiliation information will be distributed to club executives in October and all requirements need to be met by February.

4. Club and society committees

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
- Obtaining resources and ensuring that all financial and legal matters are properly managed
- Succession planning and conducting induction of newly elected committee members
- Making decisions that are in the best interest of the club and not for individual gain.
- Managing any conflict of interest that may arise

Committee positions

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

To be elected at AGM:

- President
- Vice President
- Secretary
- Treasurer

Additional committee roles may include:

- Event Coordinator
- Marketing and Promotions Officer
- Volunteer Coordinator

Position descriptions for club and society committee roles can be found on the website.

Electing a committee

Committees are elected at an Annual General Meeting (AGM) and serve a term of 12 months or until the next AGM. The Executive Committee is required to appoint a Returning Officer who facilitates the election of a committee. The Student Engagement Officer on your campus is available to act as Returning Officer. For more information about electing a committee see the information about AGMs on the Clubs & Societies website.

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 the 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. With this in mind we suggest holding AGM's at the end of the year where possible to cater for graduating students not returning the following year.

5. Club and society funding

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
- 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, approved invoices are able to be processed. A sample invoice can be accessed on the 'club resources' section of the website.

How to access Club Funding

There are a variety of ways affiliated clubs/societies can access funding at FedUni:

Affiliation

FedUni affiliated clubs/societies will re-affiliate at the end of each academic year ready for the following year. At the beginning of the year all affiliated clubs/societies have until the mid-semester break to invoice the Student Engagement Office for **\$300**. Any new FedUni clubs/societies that affiliate during the year can also invoice the Student Engagement Office.

BBQ

Clubs/societies are encouraged to run a student BBQ on their campus. All food is paid for by the Student Engagement Office with the club/society being able to invoice us for the additional **\$200** incentive after the BBQ has been run.

Key Event

At the beginning of the year each club/society will nominate a key event they will run during the year. The club/society will receive **\$200** in funding to assist in running this event.

End of Year Review

The Student Engagement Office would like to meet with each club/society executive towards the end of the year in order to discuss how the club is running and their plans for the future. Once a club/society has participated in this meeting they are eligible to invoice the Student Engagement Office for **\$200**.

Complete Professional Development

A range of training opportunities will be available for FedUni affiliated clubs/societies. Clubs/Societies who participate in 2 of the available training opportunities can invoice the Student Engagement Office for a further **\$100**. For a full list of training opportunities please see the Training section of the Clubs and Societies website.

Funding requirements

There are a number of requirements attached to club/society funding:

Twice Yearly Audit

The Student Engagement Office would like to assist clubs in ensuring their long term financial viability and so ask that clubs & societies submit their bank statements to the Student Engagement Office twice a year; at the end of Semester 1 and at the End of Year Review in Semester 2.

SSAF Guidelines

Any club/society funding that comes from the Student Engagement Office must be used in accordance with the SSAF Guidelines as detailed below:

- providing food or drink to students on a campus of the higher education provider
- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students
- promoting the health or welfare of students
- supporting debating by students
- supporting an artistic activity by students
- supporting the production and dissemination to students of media whose content is provided by students
- helping students develop skills for study, by means other than undertaking * courses of study in which they are enrolled
- advocating students' interests in matters arising under the higher education provider's rules (however described)

Other means of funding

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.

6. Marketing and communications

Clubs and societies are encouraged to discuss with the Student Engagement Office the creation of their own Facebook groups to communicate information to their members. The Student Engagement Office are required to submit a marketing request form for each new group. 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.

Use of social media

Clubs and societies, including their Executives and members are expected to use social media responsibly and respectfully. Individuals will be solely responsible for all posts that they make on social media.

When using social media, the following principles apply:

- Be aware of the effect your actions may have on your image, as well as that of your Club/Society and FedUni.
- Examples of unacceptable social media conduct include posting content that is: defamatory, pornographic in nature, harassing, libellous or that can create a hostile environment.
- Do not publish information that could be considered private or confidential.
- If any social media content that attracts the attention of the media, please contact the Student Engagement Office.
- Ensure permission has been received before posting images of Club/Society members.
- Be mindful of the issues and laws around copyrighted material, trademarks and other intellectual property.

Clubs and societies are also able to request to advertise/promote events etc. through Student Engagement Facebook pages and digital media. Each club/society will also be able to nominate a “key event” they will be running during the year and the Student Engagement Office will pay to boost this post.

Other forms of marketing

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.

7. 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.

8. Club and society events

Event requests

All clubs and societies are encouraged to provide the Student Engagement team with a summary of their proposed events for the upcoming academic year. 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 two weeks prior. This form is available on the website.

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 two weeks 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)

Events & Activities Workbook

A Clubs & Societies Event & Activities Workbook has been developed for clubs/societies to use when organizing their events or activities. This can be found on the website under resources.

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. For large events where alcohol is to be served, additional requirements around security and cleaning may need to be met and paid for by the club/society. 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

Promoting an event with alcohol

- Do not over-emphasize the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol (e.g. 'happy hour' promotions) in advertisements for functions, whether on or off campus.
- Make at least equal reference to the availability of non-alcoholic drinks.
- Do not use alcohol as an inducement to participate in an activity (e.g. as a prize).
- Do not include any activity that encourages the excessive consumption of alcohol (e.g. a drinking contest).

Running a BBQ

Running a BBQ on your campus is a fantastic way of engaging with your fellow students and promoting your club/society. Everyone loves free food!

A Student Engagement Officer on your campus will order and purchase the food needed for your BBQ however the club is responsible for the following:

- Making sure there are enough members to run the BBQ (six members is a good number)

- Cooking and serving the food
- Cleaning the BBQs and all other equipment used
- Ensuring all equipment is returned to the Student Engagement Office

9. End of year review

The End of Year Review is an informal catch up between the members of a club/society executive and a Student Engagement Office on your campus. During the review we will discuss a number of matters including:

- How the club/society has run during the year
- Succession planning
- Future directions for the club/society
- A review of club/society finances

10. Additional resources

There is a range of resources available on the Clubs & Societies website. These resources are continually being updated and added to throughout the year.

11. Policies and procedures

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

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

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

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

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