

ACU Clubs & Societies Handbook 2010

Successful development and
management of Clubs and Societies at
ACU

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December, 2009

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Introduction

At Australian Catholic University, student activities are an important aspect of University life. Clubs and Societies enhance the social life on our six campuses and promote health and well-being of our students and staff. In 2010, Campus Life Coordinators along with Student Association members will support the development of Clubs and Societies on all campuses to increase the number of student activities and events offered throughout the year. Student Association members and Campus Life Coordinators located at each campus, will assist you in establishing and managing your Club or Society.

The following pages outline the process of developing as well as managing a Club or Society at ACU. The ACU Clubs and Societies Handbook 2010 aims to provide individuals and groups with the necessary guidelines and templates to allow students and staff to successfully develop and manage these groups.

Club & Society Management

The effective management of your Club or Society is vital to attracting new members and retaining current members. A well developed Club/Society will minimise issues in the years to follow, so take the time and establish the Club/Society properly the first time round.

Definition of ACU Clubs and Societies

A Club or Society is a group of ACU community members interested in a particular sport, recreational pursuit, topic or issue. The Club or Society's numbers usually comprise of 15 or more members depending on the type of activity. The Club or Society will meet regularly and participate in a number of events or activities that promote the aims and objectives of the Club or Society's constitution. The Club or Society engages in a range of activities throughout the year, which can include the organisation of BBQs, recruitment of members, fundraising activities, balls and annual dinners, training opportunities, manages the finances and represents ACU at all events and competitions. These events will be coordinated in partnership with Campus Life Coordinators and members of the Student Association.

Starting a New Club or Society

To establish a Club you must complete the following steps. To avoid unnecessary work it is suggested that you contact the Student Association (page 10) to make sure a similar Club does not already exist.

1. Recruit members from the ACU community. Provide a list of names, addresses and student numbers. The member list must accompany the Club application.
2. Develop a constitution detailing the Club's aims and objectives (appendix 1 contains a template for the constitution).
3. Conduct a general meeting (appendix 2 & 3). The minutes will reflect a formalisation of a Club's name, constitution endorsement as well as the election of office bearers. The office bearers must be elected to the following positions:
 - President
 - Vice-President
 - Treasurer
 - Secretary

*The meeting must also decide on an appropriate membership fee.

4. Following the inaugural general meeting, convene a meeting of the executive committee (President, Vice-President, Secretary, Treasurer etc.) and complete the

Club application form (appendix 4). This application must be submitted to the Student Association and Campus Life Coordinator.

5. The Student Association in conjunction with a Campus Life Coordinator will review the submission and meet with the executive committee at a mutually convenient time to discuss the Club application form.
6. Upon the written approval of the Club or Society from the Student Association you should create a generic email address and forward details to the Student Association and Campus Life Coordinator.

Please note

Campus Life Coordinators and Student Associations are located on each campus to assist you in the above steps. In completing the above steps, you will have access to a range of funding programs, University resources, staff support, insurance and professional development programs to support the management of your Club.

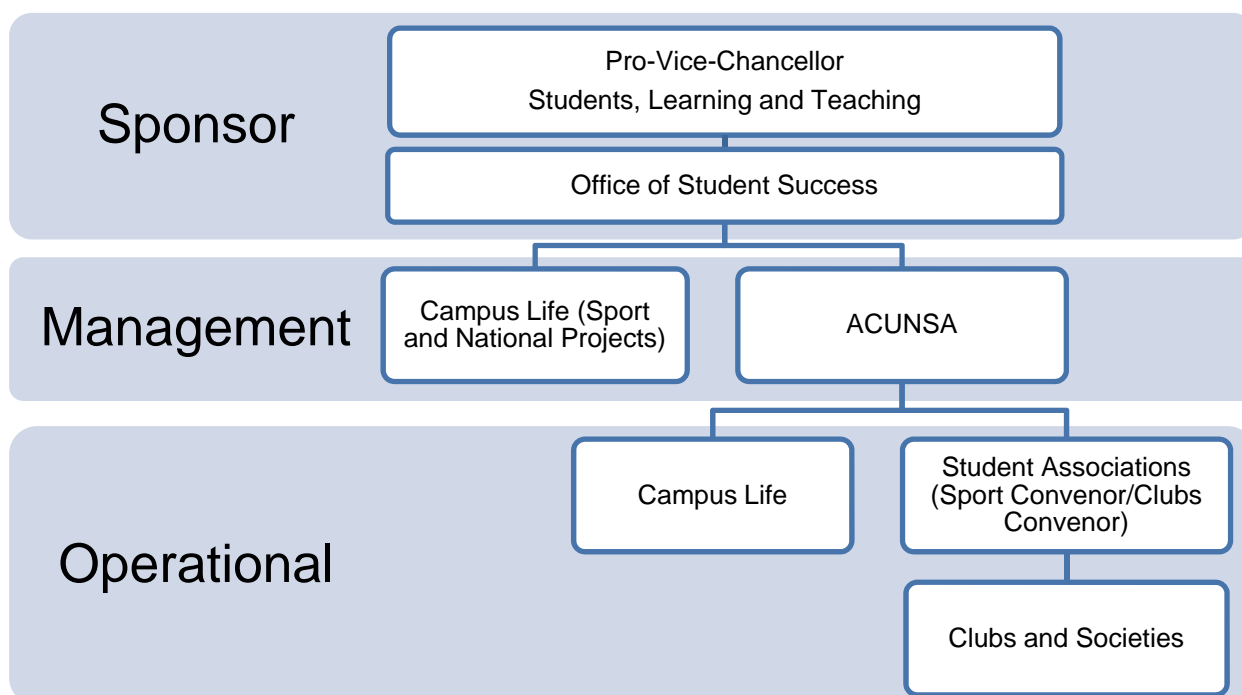
Obligations of Clubs and Societies

As a registered Club or Society of ACU, your Club must meet certain obligations. Each Club or Society is expected to:

1. Operate within the mission of the University and uphold the Student Charter of Australian Catholic University.
2. Provide the Student Association with a copy of the meeting minutes and/or verbal progress reports.
3. Ensure the Student Association has a copy of the current constitution.
4. Send delegates to all Club and Society meetings/forums of the Office of Student Success.
5. Contribute to the development of the ACU community (e.g. Orientation, Club articles, Club and Societies days, up-coming event listing...)
6. Welcome new members and ensure they are included in Club/Society communications.
7. Maintain the Club or Society website by providing updated information on news and events.
8. Respond diligently to calls for Club/Society information.
9. Collaborate with the Student Association in organising events, fundraising activities and purchasing uniforms.
10. Maintain a database of members.
11. Represent ACU with pride and under no circumstance bring the University's name into disrepute.

Management Overview

The management of ACU Clubs and Societies is a collaborative partnership between Campus Life, ACUNSA and the campus Student Associations. The below diagram illustrates the relationship between the areas.



Management Guidelines

The management committee is comprised of executive members and a representative from the Student Association. This committee is responsible for the overall running of the Club. The positions that make up the executive committee must be outlined in the constitution. The following is a guide for Clubs to use when explaining the responsibilities of each role.

President

- To oversee and coordinate the activities and administration of the Club.
- To act as chairperson at all meetings.
- To ensure all obligations, outlined in 'Club obligations' are met.
- Report Club progress to the Student Association's Sport and Recreation Convenor/s.

Vice-President

- To assist the President in the general running of the Club.
- To act as chairperson in the absence of the President.
- To keep records of Club equipment (inventory list).
- To maintain the Club or Society's website.

Secretary

- To keep a register of Club correspondence inwards and outwards.
- To take minutes at all meetings.
- To keep an updated list of Club membership.
- Notify all members of proposed changes to constitution, meeting times and events.

Treasurer

- To keep and maintain all Club financial records (e.g. receipts, invoices...).
- To prepare budget applications to the Office of Student Success.
- Ensure invoices are sent to the Office of Student Success in a timely manner.
- Report progress to Student Association Treasurer.

Other Positions

- Other committee positions may be created where required (e.g. Public Relations, Club Captain, Fundraising Officer, University Liaison Officer...)

Finance

All Clubs and Societies' accounts will be maintained by the Student Association through ACU's Finance Directorate. All transactions will be recorded within the ACU finance ledger and available to Clubs and Societies upon request. The University financial year is from January to December and financial budgets will reflect this. Clubs and Societies are expected to maintain a profitable or break-even budget throughout the year. Clubs which fall into deficit will be closed. It is expected that the Treasurer report on the budget position at each meeting and communicate frequently with the Student Association representative as to the budget position.

There is a number of ways in which your Club can purchase what it requires. At the risk of being held personally responsible for expenses please be aware of the following:

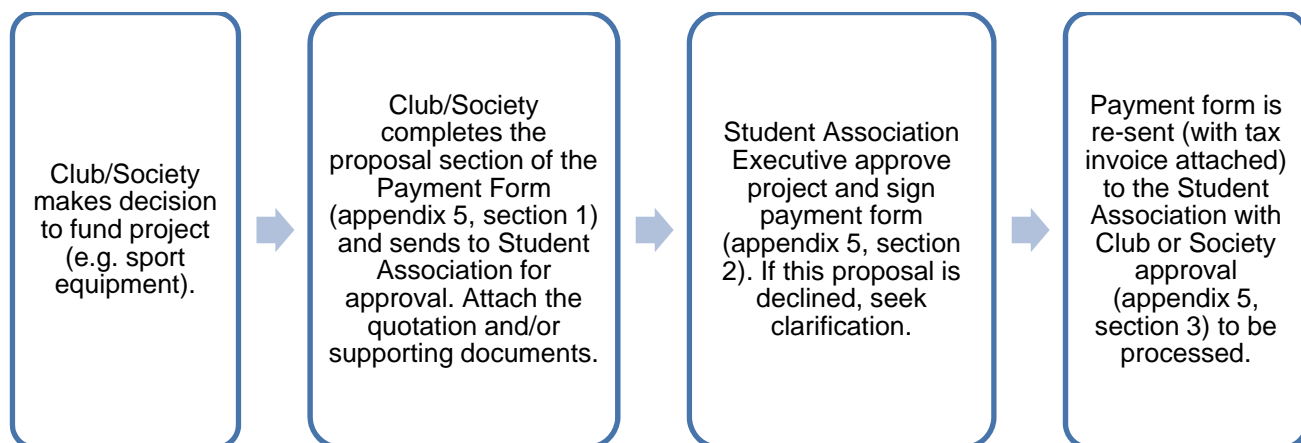
- All expenses **must** be approved by the Club or Society's executive committee.
- To pay invoices the Club or Society Treasurer must complete a **Payment Form** (appendix 5) to be submitted with signatures to the nominated Student Association representative for payment. **Important: An official tax invoice with letterhead, ABN and GST amounts must be attached to Payment Form.**
- If you intend ordering equipment you **must** also complete a Payment Form **before** you place the order.
- The Student Association's Treasurer will monitor the Club/Society project code.

Funding received from the Student Association towards financing a sports Club **cannot** be used to subsidise student participation in events, purchasing alcohol, entertainment or other activities that do not directly relate to the long term viability of the Club.

Towards the end of the calendar year, continuing Clubs are expected to forward a **Club Report** (appendix 6) to the Student Association and Campus Life Coordinator by 1 December.

The below diagram illustrates the application process for tax invoices to be paid.

The Student Association may refuse to fund a project at any stage in this process. We encourage the Club or Society to communicate openly with the Student Association Liaison.



The Student Association may refuse to fund a project at any stage in this process. We encourage the Club or Society to communicate openly with the Student Association. Please ensure that the Club or Society provides all required documentation as failure to provide this may result in the proposal being declined.

Equipment

Student Associations will support Clubs and Societies in establishing and developing their Club or Society. This may involve printing of meeting papers, photocopying invoices/receipts, sending/receiving mail or booking a meeting room. It is expected that Clubs and Societies work with the Student Association to arrange mutually agreed ways of working.

Membership

The eligibility of membership will respond to the Club/Society constitutions, whereby Clubs/Societies will identify membership requirements and levels of membership. The eligibility **must include** all members of the ACU community. The Club must be inclusive and make all efforts to accommodate new members. In 2010, Student Association members may receive a discount to join a Club or Society. New members must register through The Campus Life website which is setup for financial transactions via credit card. Clubs will be able to indicate what information is required for new applications and specify the advantages

of becoming a member. Notification of online payment/registration will be sent to the new member as well as the Club's secretary and Treasurer to update records.

Marketing

The University's logo and Club or Society logo (where applicable) should be clearly visible on the publication/uniform/Club or Society shirt. If it is a sporting Club, the Australian University Sport logo must be visible. The clothing/publication should also represent the University's colours and identity. All artwork/design will need to be approved by the Campus Life Coordinator.

Clubs and Societies will be given the opportunity to manage a website. All of the events and news items are expected to be shown on the website to attract new members and promote the achievements of the Club or Society.

Events

Student Associations and Campus Life Coordinators are always interested in new events and assisting Clubs and Societies in organising these. If your Club or Society is planning an event please collaborate with the Student Association in the first instance and then with the Campus Life Coordinator.

Insurance and Legal

The University's insurer will endorse and provide cover for all activities organised by the Club or Society. It is expected that Clubs provide the Campus Life Coordinator with a list of planned events well in advance of the activities. A description of the activity may be required by the Campus Life Coordinator to confirm the University's endorsement.

Contacts

Brisbane			
Eric Robinson	Campus Life Coordinator	(07) 3623 7250	eric.robinson@acu.edu.au
Student Association	McASA	(07) 3623 7205	mcasa.president@acu.edu.au

North Sydney			
Anne Foubister	Campus Life Coordinator	(07) 9739 2876	anne.foubister@acu.edu.au
Student Association	MAKSA	(02) 9739 2557	maksa.president@acu.edu.au

Strathfield			
Lisa Boys	Campus Life Coordinator	(02) 9701 4366	lisa.boys@acu.edu.au
Student Association	SCSA	(02) 9701 4265	scsa.president@acu.edu.au

Canberra			
Esther Ross	Campus Life Officer	(02) 6230 1150	esther.ross@acu.edu.au
Student Association	SSA	(02) 6230 6461	ssa.president@acu.edu.au

Ballarat			
Katie Dwyer	Campus Life Officer	(03) 5336 5333	katherine.dwyer@acu.edu.au
Student Association	ASA	(03) 5334 4627	asa.president@acu.edu.au

Melbourne			
James Wood	Campus Life Officer	(03) 9953 3367	James.wood@acu.edu.au
Student Association	MCSA	(03) 9953 3559	mcsa.president@acu.edu.au

Sport & Recreation Clubs			
Mark Young	Campus Life Coordinator	(07) 3623 7479	Mark.Young@acu.edu.au

Appendix 1 – Constitution Template

ACU Bushwalking Club

CONSTITUTION:

1. NAME

- (a) The Club shall be called the "ACU Bushwalking Club", hereinafter called the "Club".

2. OBJECTS

- (a) The objective of the Club shall be to encourage, foster, develop and govern bushwalking and similar outdoor activities that have a minimal impact upon the environment, and to promote interest in the preservation of flora, fauna and natural scenery by members of the Club.
- (b) Become affiliated with the University
- (c) Operate for the benefit of students in a financially sustainable manner.

3. MEMBERSHIP

- (a) The Club shall consist of Members and Associate Members.
- (b) Membership shall be open to all persons who are current members of the Australian Catholic University (student, general and academic staff).
- (c) Associate Membership shall be open to:
 - i. Graduates of the Australian Catholic University.
 - ii. Partners of Members who are not themselves eligible for Membership.
 - iii. Such other persons as the Club Executive may allow in consultation with the Campus Life Coordinator.
- (d) Members shall be entitled to all the rights, privileges, and duties which shall, from time to time, be determined by this Constitution.
- (e) Associate Members shall be entitled to all the rights, privileges and duties of Members, except that of holding office.

4. SUBSCRIPTIONS

- (a) The annual subscription for Members shall be \$5.00 (five dollars). Associate Members shall pay \$10.00 (ten dollars) annual subscription. Membership from the previous year shall expire at the end of the first General Meeting of the new University year.

5. MANAGEMENT

- (a) Manage the affairs of the Club in accordance with this constitution and subject to the decisions of a general meeting.
- (b) Executive Committee: The management and administration of the Club shall be exercised by an Executive Committee elected at each Annual General Meeting

for a term of one year. The Executive Committee shall be comprised of a: President, Vice-President, Secretary, Treasurer and two general committee members.

(c) Elections: At each Annual General Meeting the Executive Committee, shall resign and an election shall be held to fill the positions listed in rule 5 (a). The new Committee shall take office on the completion of the AGM. Nominations in writing for all positions provided for in rule 5 (a) shall be in the hands of the secretary, at least 7 days before the AGM. Each nomination shall be signed by the nominator, seconder, and nominee, all of whom shall be financial members of the Club. A list of nominations for each position shall be posted on the Club notice board six days before the AGM. Verbal nominations may be received for the AGM to fill any vacancy for which the secretary has received no written nomination.

(d) Duties:

- i. President: Shall chair Executive Committee and such other Club meetings. Represent the Club at official functions and meetings. The President shall see that the duties of the EC (Executive Committee) are done. The President shall determine the validity of any complaint by a member and if necessary call an EC meeting to discuss the complaint. The president will write the annual report before the end of the elected term.
- ii. Vice-President: Shall assist the President in any duties requested, and to act on behalf of the President in the event of the President being unavailable. The Vice-President will be responsible for Club publications, equipment inventory list and Club clothing.
- iii. Secretary: Shall keep records of all Club proceedings, conduct all Club correspondence, give notice of all Club meetings and perform such other duties as the EC shall determine. The secretary shall supply a copy of this constitution to any member upon a reasonable request.
- iv. Treasurer: Shall handle and keep a record of Club finances and present a financial report at the AGM and at other Club meetings as requested by the EC.
- v. The President and Secretary shall be the only Club members to sign or authorise any media release in the Club's name.
- vi. The President, Vice-President and Treasurer shall be the only Club members to approve Club spending. The spending of amounts over \$100 must be formally approved on the EC and sent to the Campus Life Coordinator for final approval.
- vii. The E.C. shall fill any casual vacancy arising on the E.C. and such appointment shall be submitted for confirmation at the next General Meeting of the Club.
- viii. The E.C. shall have the power to appoint such sub-committees for any purpose as it shall decide from time-to-time. The President shall be ex-officio a member of all such sub-committees.
- ix. The E.C. shall appoint delegates, as required, to the various Conservation bodies and other organizations of which the Club is a member body.
- x. The E.C. shall have the power to make Club by-laws.

- xi. It is the responsibility of each executive member to organise at least one event/competition/promotional event during the academic year (February – October).

6. MEETINGS

- (a) General Meetings shall be held once a month during teaching weeks. The time and place of each meeting shall be determined by the E.C. One week notice of each G.M. shall be posted on the Club notice board by the Secretary. The quorum at all G.M's shall be 25% of the Club's financial members. Every financial Member present shall be entitled to one vote upon every voting matter. Only financial Members shall be allowed to vote and no proxy votes shall be accepted for any purpose. The E.C. must outline the meeting times and dates for the academic year at the first E.C. meeting and advise members accordingly.
- (b) Annual general meetings shall be held in October at a time and place to be determined by the E.C. Ten days notice of the A.G.M. shall be communicated to members by the secretary.
- (c) Executive committee meetings shall be held monthly during term time and at other times as business may necessitate and shall be called by the Secretary who shall post at least one day notice on the Club notice board stating the time, place and object of such meeting. Four E.C members shall form a quorum at such meetings.

7. TERMINATION OF A MEMBER

- (a) A member of the Club will cease to be a member if he/she ceases to be a financial member.
- (b) A member of the Club will cease to be a member if found guilty of conduct detrimental to the interests of the Club or University. The Pro-Vice-Chancellor, Students, Learning and Teaching will determine whether a member should be excluded on approval from the EC.
- (c) A member of the Club will cease to be a member by lodging with the secretary written notice of resignation.

8. FINANCE

- (a) The Club must hold their finances at ACU finance. The Treasurer shall keep a financial budget of all income and expenditure. The President or Treasurer may request a list of transactions to balance the Clubs records.
- (b) All goods/services ordered must be approved by the Campus Life Coordinator. A minimum of three quotes on any future expense is expected before final approval by the Campus Life Coordinator.

9. RISK MANAGEMENT

- (a) The Club must contribute to risk management policies and devise strategies to identify, assess, control and monitor these risks for all activities.

10. AMENDMENT OF CONSTITUTION

- (a) These rules may be added to, repealed, or amended to, by resolution at any General, Annual General meeting provided that no such resolution shall be

deemed to have been passed unless it be carried by a majority of at least two thirds (2/3) of the Members at such a meeting. One week notice of any proposed amendment shall be communicated by the secretary. Any proposed amendment must be submitted in writing to the Campus Life Coordinator five days prior to a meeting.

11. REGISTRATION WITH THE OFFICE OF STUDENT SUCCESS

- (a) Upon written approval, the Club/Society is registered with The Office of Student Success and eligible for University funding to support its activities.
- (b) The Club is registered with the University for purposes of access to external funding schemes and programs.

12. CLOSE

- (a) The Club may be recommended for disaffiliation to the University upon low membership numbers.
- (b) The Club may be recommended for disaffiliation to the University for behaviour/actions/activities that breach the student/staff code of conduct, Club obligations or participate in illegal activities.
 - a. Upon disaffiliation, all funds and properties of the Clubs will revert to the University.
 - b. The Pro-Vice-Chancellor, Students, Learning and Teaching retains the right to close a Club which does not comply with its obligations.

Appendix 2 – Inaugural General Meeting Template

ACU Lawn Bowls Club

Inaugural General Meeting

To be held at 5:00pm on Wednesday, 7 July 2010 in room IB.04

Agenda

1. Presidents Opening Remarks
2. Apologies/Attendance
3. Election of Office Bearers
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Two Executive Committee Members
4. ACU Lawn Bowls Constitution (motions to amend/approve with quorum of members)
5. New Business item (a)
6. New Business item (b)
7. New Business item (c)
8. New Business item (d)
9. General Business (other issues)
10. Next Meeting to be held 5:00pm on Wednesday 14 August 2010 in room IB.03

Appendix 3 – General Meeting Template

ACU Netball Club

General Meeting

To be held at 5:00pm on Wednesday, 7 July 2010 in room IB.04

Agenda

1. Welcome
2. Apologies/Attendance
3. Minutes of Previous Meeting Held on 12 June, 2010
4. Business Arising from the Minutes
5. Reports
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary (if applicable)
6. New Business item (a)
7. New Business item (b)
8. New Business item (c)
9. New Business item (d)
10. General Business (other issues)
11. Next Meeting to be held 5:00pm on Wednesday 14 August 2010 in room IB.03

Appendix 4 – Club Application

Your application to establish a registered Club with ACU Sport and Recreation should include the following items:

- A **cover page** stating the name of your Club and executive positions

ACU Gridiron Club

Strathfield Campus

President: David Smith

Vice-President: Tom Jones

Secretary: Carl Young

Treasurer: Brian Thomas

Club Email: acugridiron@hotmail.com

Club contact: [mobile number]

- An **introduction** including the goals, objectives and events/competitions in which the Club will partake.

The ACU Taekwondo Club will increase its membership to fifty (25) students/staff by semester one, 2010 and thirty-five (35) students/staff by end semester two, 2010...

The ACU Taekwondo Club will coordinate participation in regional events and also ACU competitions between other ACU campuses...

- A **strategy for future recruitment of members.**

The National Debating Club will recruit new members by:

- Hosting promotional events including a stall at Orientation...
- Presenting the Club to students and staff at lectures...
- Sending newsletters to students...

- An **events calendar**: make contact with sporting bodies and organisations that will assist you develop programs/events. Campus Life Coordinators may also assist you in this process.
- **Requirements** of the Club
 - Facilities?
 - Equipment?
 - Clothing?
- Proposed **expenses** for facilities, events, competitions, equipment etc
- **Fundraising** activities including possible sponsorship of Club
- List of **members**

Member No.	First Name	Surname	Student No.	Course	Completion Year	Address	Contact No.
001							
002							
003							
004							

Appendix 5 – Payment Form

Section 1 - Proposal (attach 3 quotations)

Date:

Club Contact:

Contact Number:

Cost:

Preferred Company:

Description of good/service:

Section 2 - Approval

Date:

SA President:

Signed:

SA Treasurer:

Signed:

Comments:

Section 3 - Payment (attach tax invoice)

Date:

Club or Society President:

Signed:

Club or Society Treasurer:

Signed:

Appendix 6 – Club Report

The Club is expected to complete the following Club report by **1 December** to maintain their registration to ACU.

Club Name

Executive Summary

Provide a short statement that highlights the achievements of your Club including participation in events and membership numbers. Include a summary of funding requirements of your Club in comparison to previous year spending.

Annual Report

This plays an important role in the development of a Club as well as acknowledging the achievements of members. The report should include the following:

- *President report – Appraisal of the Club and activities.*
- *Treasurer report – Financial report including major expenses.*
- *Acknowledgement of outstanding achievements from players, coaches, teams, Club executive and members.*
- *Summary of events for the year.*
- *Recommendations and goals for the following year and beyond*
- *Conclusion – Finance, membership, activities, Club Management*

Membership List

Provide member names and student numbers as per example in appendix 4 (membership table).

Inventory List

Vice-President to provide a detailed inventory list of all items belonging to the Club. This should indicate what items have been purchased during the year and what items have been updated or discarded because they were no longer useful.

Financial Budget

The Treasurer will provide a detailed summary (e.g. excel spreadsheet) of all income and expenses for the calendar year. In a separate document, the Treasurer will propose the income and expenses of the following year after consultation with a Sport and Recreation Officer. Example below:

Club Budget (EXAMPLE)					
1/1/2009 - 1/12/2009					
	Item	Sub Item	Proposed	Actual	Comments
Income					
	Membership Fees				
		Students	200	220	\$20/Student
		Staff	100	120	\$30/Staff
	Competition Registration		1200	800	
	Fundraising		200	0	
	Sponsorship		500	300	
	Sport/Recreation Grants		2000	1500	
Total Income			4200	2940	
Expenses					
	Facility Hire		600	300	
	Competition Registration		1200	800	
	Marketing		600	750	
	Uniforms		300	420	
	Equipment		1200	560	
Total Income			3900	2830	
Total Profit/Loss			300	110	

Objectives

With the Campus Life Coordinator, the Club will evaluate their progress for the previous year and identify new goals and objectives for the following year. These objectives will be strongly linked to Club's submission for funding.