

**CLUBS &  
SOCIETIES  
ADMIN  
HANDBOOK  
2017**



Welcome to your Peninsula Clubs Administration Handbook. This is intended as a guide to help and guide you through your year ahead as a club official. If you want to know how to write minutes, conduct your AGM or book a room this is the essential document for you.

Don't put it away and forget about it! Read it when you have some time and especially read the sections that concern you. Knowing the procedures and rules that you need to abide by as a club official will make your year a lot easier and more enjoyable. It also helps the MONSU staff.

Enjoy your year, have fun, do amazing things, and come together at the end of year for the MONSU Appreciation Evening where all your hard work gets celebrated and rewarded – a night to remember!

Clubs are at the very heart of life at Monash and you have a very important role in keeping that heart beating!

If you do have questions and concerns then come and talk to me:

**Elise Redmond**

**Clubs & Activities Coordinator**

[Elise.Redmond@monsupeninsula.org.au](mailto:Elise.Redmond@monsupeninsula.org.au)

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## **Registered Groups, Affiliated Clubs & Incorporated Clubs**

There are three different types of clubs at the Peninsula campus: 'Registered Groups', 'Affiliated Clubs' and 'Incorporated Clubs'.

### **Registered Groups**

All clubs start as registered groups. It is an opportunity for students with a shared interest to test the waters and see if there is enough interest among other students for a club to be successful in the long term. It is also an opportunity for those students to demonstrate that they have the commitment and organisational abilities to manage a club.

Registered Groups must conduct themselves in an appropriate and ethical manner for the good of their members. The group must always uphold the good reputation of MONSU Peninsula and Monash University. To this end, all clubs must adhere to the Rules of Affiliation. A copy of the rules can be obtained from the MONSU Peninsula website.

### **Affiliated Clubs**

Once a Club has been a Registered Group for the remainder of the calendar year in which it applied to the MONSU Peninsula Student Council and has at least 10 members, it can apply to the MONSU Peninsula Student Council to become affiliated. Most of MONSU Peninsula's clubs fall into this category.

Once Clubs and Societies have reached Affiliated Club status, they must continue completing the MONSU Peninsula Affiliation Kit every year afterwards by the prescribed deadline for the particular year. Continued affiliation with MONSU Peninsula is dependent on the club carrying out its operations in accordance with all MONSU Peninsula rules and regulations, and complying with the requirements of an affiliated club.

### **Incorporated Clubs**

Once an Affiliated Club has been successfully active for at least 12 months and has a minimum of 30 members, it can apply to become an Incorporated Club with Consumer Affairs. This enables the club to have its own legal identity. In 2017, there are only 2 Incorporated Clubs within MONSU Peninsula.

# Annual Requirements for Clubs

## Affiliation Kit

The first major submission requirement for your club is the Affiliation Kit. All Affiliated Clubs and Incorporated Clubs must submit a new affiliation kit in semester one each year. The affiliation kit can be used to calculate the MONSU grant (only for affiliated clubs) that is given to each club at the start of each year if there is sufficient funding from the University. It is also used to gather committee contact details and keep the clubs website up to date. It is also an opportunity to formally think about the clubs' goals each year and to budget accordingly. You should make this a priority during the first few weeks of Semester One.

ALL clubs are required to complete and submit this document in a timely manner.

## Annual General Meetings (AGMs)

At the end of every financial year (July 1 to June 30) all clubs must hold an Annual General Meeting. This is not just a great learning experience – for the Incorporated Clubs, it's a **LEGAL REQUIREMENT**. All Incorporated Clubs are *Incorporated Associations* and amongst other legal requirements, it is necessary to hold an AGM each year where the President, Secretary and Treasurer report on the year's activities, membership and financial situation.

### AGM Information - Purpose

The primary reason for holding an AGM is to elect the club committee for the following term of office. Any club member has the right to nominate for any committee position and all nominations must be seconded by another club member. Once nominations close (which should occur at the AGM), the members present at the AGM vote for the nominees.

At the AGM, the outgoing committee members should present a report outlining their clubs position and their activities for their term of office.

### Preparation for the AGM

- Inform MONSU of the date, time and location of the meeting.
- Give a minimum of ten academic days notice before the AGM to all club members.
- Notice should be given to members via posters in the Student Union building and notice boards, the club newsletter, e-mailing list, and any other methods and include the time, date and location of the AGM.
- An agenda should be available to all potential attendees prior to the AGM.

### At the AGM

The outgoing President is usually the chairperson of the AGM until the elections for the new committee commence. At this time, a Returning Officer is elected to chair the meeting and ensure the correct procedures are followed during the election of the committee.

Quorum for a club AGM is ten members of the club (or more if specified in the club constitution).

A copy of the MONSU Peninsula Rules of Affiliation, Club Constitution and Clubs By-Laws must be at the meeting for easy reference.

Only members present at the AGM are eligible to vote.

Ensure the minutes of the AGM are recorded accurately and correctly. These minutes must be submitted as part of your affiliation kit for the following year.

### **Other Things to Remember about the AGM**

Timing and location of an AGM is important. Members have the right to attend the club AGM, for this reason it is advisable to hold the meeting on campus and at a time when the most members are available. All clubs must hold their AGM in weeks 8 to 11 of Semester 2.

### **Clubs Training**

Committee members in the top 4 executive positions are required to attend training. It is crucial that you attend training, as it will help prepare you for the year ahead. At training, the requirements of your respective positions will be explained and you will be given information about how to meet these requirements and you will also be provided with the resources to assist you.

### **Compulsory training in 2017 will include:**

- Club Officials Training (For exec committee i.e. President, Vice President, Treasurer & Secretary)
  
- Responsible Serving of Alcohol Certificate (subjective to demand): At least one person in each club committee must have this qualification.
  
- Food Safety Handler Level 1 Certificate (subjective to demand): At least one person in each club committee must have this qualification.

If there is enough interest, additional committee and certificate training sessions can be arranged for Semester 2.

# Communication

## **Pigeonholes**

Each Club is provided with a Club Pigeonhole. This is like a letter box where your mail will be delivered and where the Clubs & Activities Coordinator can leave documents or items for you to pick up.

If your club does not have one, please contact the Clubs & Activities Coordinator.

The Peninsula pigeonholes are located on the ground floor of Building U, in the Student Council area next to the MONSU Service Desk.

Check at least once per week, as they may be important documents for you to collect.

## **Clubs Council Meetings**

Clubs Council meetings are a great opportunity to get feedback from the clubs about how they are going and work out how MONSU Peninsula can improve its systems and procedures to better support and develop them. Each meeting will be catered for to encourage student participation and as a form of reward and recognition. There can be up to 2 meetings a semester. Each club must send a few representatives to this meeting.

## Available Resources for Clubs

All clubs and societies have access to a range of different resources and facilities. Check which resources you have access to and see below for more information:

### **MONSU Staff Support**

All clubs have access throughout the year to staff and elected officers for support, guidance and advice. If you are not sure about anything then come and ask!

### **MONSU Peninsula Service Desk**

Offers the following services to clubs:

- **Photocopying - laminating - binding**  
Sheets can be left at the front desk to be picked up when completed. The cost will be charged to your club.
- **Club merchandise sales**  
Desk staff members are happy to sell any merchandise on the clubs behalf i.e. hoodies etc. The money is credited to the clubs account.
- **Selling tickets for functions (including setting up online sales option)**  
Staff members are also happy to sell tickets to students with money credited to the club.
- **Printing, laminating and cutting tickets to size**
- **Keys**  
All locker keys are held at the Service Desk and can be borrowed with your student I.D. and club name.
- **Finance Drop Off Service**  
Clubs can drop off their completed finance forms at the desk for processing.

If you require the Service Desk to provide support regarding functions or merchandise etc., you need to e-mail the Service Desk: [servicedesk@monsupeninsula.org.au](mailto:servicedesk@monsupeninsula.org.au)

### **Required Information:**

1. Name of Function, cost, relevant dates, table size, number of tickets etc. and the club involved.
2. Type of Merchandise, sizes, number of items, cost etc.
3. Any relevant information the student may need to know about what is being sold: i.e. selling hoodies, can one pre-order, how many are for sale, what sizes and colours etc. are available?
4. For photocopying, laminating and binding please advise staff of amount, colour or black and white, size and required completion date.

Clubs can also use the desk as a drop off and pick up point by leaving items for another person to collect. It is important to give the desk staff exact, specific information regarding who will collect and have items clearly marked with collectors name and student ID number.

### **Depositing Funds at the Student Union**

All income received by the club should be deposited at the MONSU Service Desk. Please deposit any monies as soon as possible for security reasons. When depositing funds tell the Service Staff which club the money is for and the type of income i.e. membership fees, function income, trip income, sponsorship etc.

**It is especially important to ensure that membership fees are deposited correctly, as membership fee deposits are checked when grant allocations are being decided.**

**Note:** All cheques received by your club (for example: sponsorship income); need to be written to “**MONSU Peninsula**” - not in your Club’s name. The money will be credited to your account.

### **Additional Resources**

In addition to the documents provided here, there is a large range of information available on the MONSU Peninsula Clubs & Societies website: <http://www.monsupeninsula.org.au/clubs/>

### **MONSU Peninsula Venues & Monash University Venues**

One of the benefits of being a Club is access to MONSU Peninsula and University facilities. And the best part is these venues are usually free!

### **MONSU Peninsula Spaces to Book**

Areas that you can book include:

1. The MONSU Peninsula Student Lounge (with mounted projector and screen)
2. The MONSU Peninsula Meeting Room
3. The MONSU Peninsula BBQ Area (near the Hockey Pitch)

All bookings need to be made at least 7 days in advance via email to [servicedesk@monsupeninsula.org.au](mailto:servicedesk@monsupeninsula.org.au). The email should clearly state the:

- Time period (example: 4pm-5pm)
- Expected number of attendees
- What the room/area will be used for
- Whether food or drinks will be served
- Name and phone number of a contact person

Please await booking confirmation prior to advertising your members of the location of the meeting/event.

Please make sure that you leave the room/area clean, neat and with the same furniture configuration as when you arrived. Any costs associated with damage to the room will be charged to the club.

### **Is there an 'after hours' charge?**

Don't worry, there are no additional costs involved with booking MONSU Peninsula spaces after hours.

### **What about security?**

When you make your booking with the Service Desk, they will contact security with the details of your meeting/event to arrange for opening/closing up of the indoor venues.

### **Monash University Venues**

Tutorial rooms, lecture theatres and the BBQ area near the Library may be used for free when booked for club use. Clubs may book Monash spaces by contacting the Clubs & Activities Coordinator, Elise Redmond, at [Elise.Redmond@monsupeninsula.org.au](mailto:Elise.Redmond@monsupeninsula.org.au).

### **Audio-visual Equipment for Monash Spaces**

If you require access to any audio-visual equipment, please contact the Teaching Facilities Support Unit, (Ph: 990 32594), at least **two days in advance** of your booking, to arrange access and cost of the equipment. Audio-visual equipment **MUST NOT** be moved in any way, disconnected or tampered with.

### **MONSU Peninsula Equipment**

Equipment available from MONSU includes:

- Trestle tables/plastic chairs
- Marquee/market stall umbrellas
- Audio-visual equipment including projector
- BBQ Utensils/Platters

#### **Trestle Tables/Plastic Chairs**

There are a number of plastic trestle tables and plastic chairs available for hire from MONSU. These tables can be borrowed from the Service Desk (with prior notice) and moved to the BBQ area if needed. Please do not remove Café tables and chairs.

#### **Marquee/Market Stall Umbrellas**

The marquee and umbrellas need to be booked in advance from the MONSU Peninsula Service Desk. Please note that this is subjective to availability.

#### **Audio-visual Equipment**

Audio-visual equipment can be hired from the MONSU Peninsula Service Desk. As AV equipment is limited, please ask the Service Desk staff as to what equipment is available at the time of hiring. Hire is free if it is for on-campus use.

#### **BBQ Utensils/Platters**

If you are booking the MONSU Peninsula BBQ Area, the Service Desk staff will provide you with cooking and serving utensils as well as platters to put the food on. Please note though that you will have to organise your own disposable gloves, oil, napkins, plates and food. Once you are finished with the BBQ, please ensure that you clean it and return it to its original state.

All bookings need to be made at least 7 days in advance via email to [servicedesk@monsupeninsula.org.au](mailto:servicedesk@monsupeninsula.org.au). The email should clearly state the:

- Reason for hire
- Time period (example: 4pm-5pm)
- Name and phone number of a contact person

### **Additional Resources**

Other free resources available to clubs are:

- ***Outdoor Inflatable Movie Screen*** – please contact Service Desk for more info
- Club Pigeon Hole
- Clubs Space
- Club Locker(s)
- Access to computer
- Access to copier/fax/printer/post services

# Event Management

## Club Function Fact Sheet

The MONSU Clubs & Activities Coordinator must approve any event that will require the following in advance. A Club Function Fact Sheet must be submitted to the MONSU Clubs & Activities Coordinator **at least two weeks in advance**. Please find a copy of the Function Fact Sheet online at the MONSU Peninsula Clubs Website.

- Use of a BBQ
- Electricity supply
- Use of a common lawn area
- Service of food, drink or alcohol
- Special guests
- External suppliers (equipment, catering etc) or deliveries
- Music
- After hours building or facility access
- Decorations
- Sale of goods
- Provision of food or drink

## Procedure for Organising a Function

*Please note that you do not need to use this process for basic committee meetings or club group meetings that take place off campus or in tutorial rooms and theatres during normal university operating hours. All on campus room bookings should be made via the Clubs & Activities Coordinator using the Monash University Venues Room Booking Form.*

1. As a committee, decide on the event details well in advance. Do not advertise your event until the procedure outlined here has been completed.
2. Fill out the MONSU Club Function Fact Sheet and submit it **at least two weeks** prior to your event being held. Failure to comply may result in your application being denied.
3. Submit the Function Fact Sheet to the MONSU Clubs & Activities Coordinator via the online link.
4. Make an appointment with the MONSU Clubs & Activities Coordinator to review this form and conduct a Risk Assessment if necessary. You will also be provided with any further information that is deemed appropriate for your function.
5. Take any actions required by the MONSU Clubs & Activities Coordinator or change your event plan if requested.
6. Keep a copy of the Function Fact Sheet at the event.
7. Do not change the event plan after it has been approved. You must consult the MONSU Clubs & Activities Coordinator before making any changes to your event plan.

It is also recommended that you refer to the MONSU Peninsula Events Management Guide. It is a useful resource covering issues that should be considered by anyone planning a club activity, however small. It can be downloaded from the MONSU Peninsula Clubs website.

### **Selecting a Date for Your Function or Event**

The date you select for your event will effect how successful it is. When planning your event, please make sure you:

1. Do not clash with another activity on the same day. Check the MONSU Peninsula events calendar via the website and talk to the Clubs & Activities Coordinator to check that there are no other events that day, or similar functions that fortnight.
2. If you want to hold an event that will link in with the MONSU Peninsula Activities events or theme weeks (for example: stress less, one world week, orientation week or student survival week) please consult with the MONSU Clubs & Activities Coordinator and Peninsula Student Council so that you can all work together as a team.
3. Remember to take into consideration the academic cycle. Big events are best early in semester and small, easy to execute activities are better late in semester. Note that many students leave Melbourne immediately after their last exam and many international students do not return until the 2<sup>nd</sup> week of semester.

### **Sponsors on Campus**

Often club sponsors will request a presence on campus. If this is the case you are required to send the details of their presence to the MONSU Clubs & Activities Coordinator. Please provide information on the following:

- A copy of any written agreements BEFORE they are signed by both parties
- The date, time and place of their visit
- What they will be doing on campus
- What goods or services they will provide to students or the club

If a company does approach you, please notify the Clubs & Activities Coordinator. The Clubs & Activities Coordinator can assist you to negotiate a deal whereby the company can have access to the campus in line with MONSU and university policy.

### **Fees Charged to Companies by the University**

If an external organisation wishes to use university facilities they are also charged a fee by Monash University Venues, depending on the size of the room or space.

If a company or organisation provides a free service or activity to club members, MUV will often agree to let the external organisation enter the campus under the following condition: The club must charge the organisation 100% of the fee that the university would charge them, but will only be required to pay MUV 50% of that fee. The club can therefore keep half of the money that the company or organisation

would normally pay to have a presence on campus. Such an arrangement can be negotiated with MUV via the Clubs & Activities Coordinator.

### **Marquees, Pegs or Stakes in the Common Lawns**

The lawn areas on campus have an irrigation watering system buried not far below the surface of the ground. For this reason it is forbidden to put anything in the ground. If you are going to erect a marquee or any other structure that needs to be tied down you must use a system of weights that will not puncture the surface of the lawn. For further information or assistance, please contact the MONSU Clubs & Activities Coordinator.

### **Written Agreements for Events**

When organising an event, you need to ensure that you have some sort of safeguard in the event that a venue or sponsor may want to change the terms of the agreement that you have made. The best way to do this is to create a contract or written agreement. A written agreement is a document that details all the terms you have negotiated and is signed by both parties. Any document that details and agreement between two organisations and is signed by both parties is legally binding. Remember to reiterate this in the disclaimer at the bottom of the agreement. *This step is essential.*

While you may have agreed on set drink prices, some venues will try and use an excuse to increase the price on the day of the event or even spring other surprise costs on your club. For example, if your club runs a booze cruise for 200 people and the company you are going through decides that they can only take 150 people, you would be dealing with 50 very disappointed attendees. However, if you have a written agreement in place, you can use that as a way of getting a refund for the cost of the boat. While you will still have 50 disappointed attendees, you will be able to refund them for the booze cruise without incurring your club additional costs. A written agreement discourages a venue from doing this in case of legal ramifications.

### **Branding and Logos**

Acknowledge the support of MONSU Peninsula on all written material, such as posters, club newsletters and publications, by including the MONSU Peninsula logo. The logo is available online via the MONSU Peninsula website.



# Club Executive Roles and Responsibilities

## **President**

The President will be required to dedicate a lot of time, and undertake many tasks during their term of office. The President's role within a club can be split into two main categories, chairperson and manager. The following outlines the President's major tasks:

- Chairperson at meetings
- Oversee and coordinate the activities and administration of the club
- Ensure the committee perform set duties
- Ensure that all tasks necessary for running the club are performed or delegated
- Have a thorough knowledge of the Club Rules of Association (Constitution), Incorporation requirements and the various club requirements
- Plan and coordinate the years activities, following consultation with other committee members
- Be familiar with budgeting

## **Responsibilities of the President:**

- Be well informed about all club activities
- Have a good working knowledge of the clubs' Rules of Association, Rules of Affiliation, and the duties of all office bearers and sub-committees
- Manage and chair committee meetings
- Manage the Annual General Meeting (AGM)
- Represent the club on your Campus (will involve attending Presidents meetings and may involve going to functions or campus meetings)
- Be a supportive leader of all members
- Ensure that the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Make sure that the club meets all of its legal obligations

## **Chairperson**

For a meeting to be conducted in an effective and efficient manner, a chairperson must always be appointed. This person is generally the most senior position on the committee, i.e. the President, but this isn't always the case. In most cases, however, it is best to appoint someone who has a great deal of experience. The responsibilities of the chairperson are:

- To start the meeting at the specified time, unless quorum (50% +1) has not been reached.
- To put forward a motion that the minutes of the previous meeting(s) be approved and if approved, to sign them as chairperson.
- Announce agenda items and other business in turn.
- In debate or discussion, to maintain an impartial presence, ensure relevance of points being made, confine speakers to time limits if required and to preserve order at the meeting.
- To decide on the wording of motions.

- To announce method of voting, i.e. a secret ballot and to announce the results of all votes.
- To make a casting vote if required.
- To explain matters to those in doubt.
- To announce the time, date and location of the next meeting.
- To close the meeting.

### **Vice President**

- Act as deputy chairperson at all meetings and chair meetings when the President is unavailable
- Ensure the club's activities are in line with the Club Constitution, Club and Society By-laws and Monash University Student Union Inc. Rules of Association
- Ensure that the club completes a Function Fact Sheet before holding an event
- Fulfill other duties as the committee may delegate
- Assist the President with all of their responsibilities as outlined in the previous section

### **Treasurer**

The treasurer is the chief financial officer for the club. The treasurer is directly responsible to the President of the club and, indirectly, to its members.

#### **Responsibilities of the Treasurer**

- Ensure that accurate accounts and records exist regarding all of the organisation's financial transactions, including up-to-date records of all income and expenditure.
- Coordinate and be primarily responsible for the preparation of an annual budget, and budgets for individual events. This information must be circulated to all members of the club committee.
- Immediately deposit all monies received into the clubs MONSU account.
- Make all approved payments and send out invoices promptly.
- Be the primary signatory on all finance forms submitted to MONSU. The only exception is when you are claiming a reimbursement for yourself.
- Prepare and present on a regular basis financial statement to the committee at meetings (at least once a month).
- Make sure people claim their reimbursements promptly so that it's easy to keep a track of the effective balance of your account. If you don't, you run the risk of losing track of how much people are owed, and may find that at the end of the year expenditure has exceeded both your expectations and your available funds.
- Prepare and annual financial report to present at the club's AGM.
- Keep photocopies of all forms and receipts submitted to finance.

#### **Things to Monitor**

- Make sure that the club does not keep monies in an external bank account.
- Try to prevent your club members paying for goods in cash. Use cheques and EFT payments instead.

### **Ethical Responsibilities of the Club Treasurer:**

- Do not lend club money to anyone – ever.
- Do not use club funds for personal gain.
- Do not let the club fall into debt. Minimize financial risks, read the fine print in contracts regarding the clubs financial obligations if things go wrong (such as agreements for venue hire and sponsorship agreements). Do not let expenditure exceed income.
- Always obtain an invoice and receipt as evidence of expenditure. Receipts must have the ABN of the supplier or a reimbursement will not be processed by finance.

### **Secretary**

The secretary is the chief administration officer of the club. The secretary provides the coordinating link between members, the management committee and outside agencies.

### **Responsibilities of the Secretary**

The Secretary is a vital part of all meetings and is responsible for administration. This includes:

- Agendas and minutes for meetings
- Book meeting room
- Giving ALL committee members due notice before meetings, confirming details such as time, date, place agenda and type of meeting (ordinary or special general meeting, executive, general meeting, annual general meeting etc.)
- Taking care of all club correspondence
- Writing reports, and compiling the reports of other executive members for the AGM Pack.
- Keeping accurate and up to date records, such as the Register of Members, membership application forms, a calendar for recording the dates of meetings, activities and deadlines.
- The secretary must have a thorough understanding of the club's constitution, the Rules of Affiliation and any other legal obligations. You should have a copy of the club Rules of Association (also known as the constitution) at every meeting.

# MONSU Finance Procedures

## **MONSU Account**

Every club affiliated with MONSU Peninsula is required to operate a bank account through the MONSU financial system. Clubs are NOT allowed to operate their own bank accounts and should avoid purchasing goods with cash.

## **Putting Forward Motions for Financial Transactions**

The club committee at a committee meeting must approve all financial transactions. It is the job of the club secretary to prepare meeting agendas and distribute them to the committee prior to the meeting. The secretary needs people to submit to them all motions to be decided upon at the meeting, so they can be included in the agenda.

*It is the responsibility of the Treasurer to prepare and submit to the secretary all motions related to financial transactions at least 3 days before a scheduled meeting. The treasurer must also give the secretary copies of any related documents, such as invoices and budgets, so they can be attached to the agenda as “Papers Provided for Information”.*

It is the responsibility of the secretary to regularly check the club pigeonhole and make sure that the treasurer receives (or are aware of) any correspondence related to club finances, such as invoices. Check the pigeonhole each week to make sure that invoices do not become overdue.

See also the section on “The Format of Recording a Reimbursement”.

## **Format of Account Codes**

Every finance form you fill in requires an account code. Please refer to the Accounts List and Club Codes List, which can be obtained from the MONSU Peninsula Clubs website or from the back of this handbook.

The format for entering the account code on MONSU Peninsula forms will follow this format:

Income (or) Expense Code - Club Code

For example, if the Arts Society wanted to purchase stationery, you would fill in a Club Finance Requisition form with the code:

6-4640 (expense code for stationery) – C9375 (Club Code)

## **Depositing Funds at the Student Union**

All income received by the club should be deposited at the MONSU Service Desk. Please deposit any money as soon as possible for security reasons. When depositing funds tell the Service Desk staff which club the money is for and the type of income i.e. membership fees, function income, trip income, sponsorship etc. It is especially important to ensure that membership fees are deposited correctly, as membership fee deposits are checked when grant allocations are being decided.

**NOTE:** All cheques received by your club (for example, sponsorship income); need to be addressed to "MONSU Peninsula Inc." – not to your club's name. The money will be credited to your account.

### **Withdrawal of Club Funds from the MONSU Account**

Club funds are taken out of the club account in three ways:

1. A cheque or Electronic Funds Transfer (EFT) is processed to pay an invoice/supplier.
2. A cheque or Electronic Funds Transfer (EFT) is processed to reimburse a club member (if it is for an amount over \$50) for club expenses that they have incurred.
3. Petty Cash can be given to club members to reimburse them for expenses incurred that are under \$50.

Cheques are processed on a weekly basis, during semester and throughout semester breaks. A Club Finance Requisition Form needs to be completed in order to get a cheque issued, and these must be submitted by **12noon on Wednesdays**.

Weekly cheques are ready for collection from the MONSU Peninsula Service Desk after 1pm on Thursdays.

### **How to Pay an Invoice**

When you have an invoice from a supplier and you need to send them a cheque (or you can pay via EFT transfer), use the following procedure:

1. If it has not already been done, at a committee meeting raise a motion indicating the expense incurred and have a motion passed that payment be made from the clubs' account.
2. Fill in a CLUB PAYMENT form, sign it and get another club signatory to sign.
3. Attach the copy of the meeting minutes and the original invoice and give it to the Clubs & Activities Coordinator to approve.
4. When satisfied, the Clubs & Activities Coordinator will sign the forms. You are to take photocopies of all the forms (for your club records). The originals are kept in the Finance Office.
5. Cheques/ EFT Transactions are processed weekly. Club payment forms need to be submitted by 12 noon on Wednesdays for them to be processed that week.

**NOTE:** All invoices for your club expenditure (for example, venue hire, merchandise); need to be addressed to "MONSU Peninsula Inc." – not to your club's name. The money will be credited to your account.

## **Reimbursements**

Sometimes it is more convenient for club members to purchase small items for the club and be reimbursed afterwards. When you take out money out of your own pocket on behalf of the club you can get your money reimbursed.

Ideally, before club members purchase items on behalf of the club, a motion should be passed in advance indicating what is to be purchased, what the maximum spending limit is and who is to spend it. This is to avoid confusion about who is going to buy each item.

It is important that the committee at least discuss purchases before they are made to make sure that committee members do not spend more than is required or more than the clubs has funds to cover. Make sure that everyone understands that expenditure needs to be approved by you before any purchases are made. This way you can make sure that expenditure does not exceed available funds.

All reimbursements must be approved at a committee meeting after the purchase has been made.

Note: Make sure everyone understands that they must keep all receipts in order to claim a reimbursement. Receipts must have an itemised list of the items purchased and the ABN of the supplier. The ORIGINAL receipt must be supplied to finance.

When you submit agenda items to the club secretary regarding reimbursements, the motion needs to specify:

- Who spent the money
- Exactly how much was spent
- What the money was spent on.

## **How to Get a Reimbursement**

If the amount is less than \$50, you can get cash for your reimbursement. If the amount is more than \$50.00, you will get your reimbursement via EFT transfer to your bank account or by cheques, using the following procedure:

1. At a committee meeting put forward a motion that you (or someone else) be reimbursed for goods or services that were purchased for the club. You must specify who paid for the item, how much it cost and exactly what the item/service was. Original receipts that show the company's ABN must be provided as evidence of the purchase. This motion will be recorded in the minutes by the club secretary.
2. If the motion is passed you will need to complete a CLUB PAYMENT form.
3. Fill out the details required, sign it and get another club signatory to sign. If the expense is incurred by you (the club's treasurer), you cannot sign the form. In that case, the president and vice president can both sign the form. Leave the 'Authorised by:' section blank for the Clubs & Activities Coordinator to sign.

4. Attach the original receipt and a copy of the meeting minutes to the form and give it to the Clubs & Activities Coordinator to review.
5. Approval of forms: If satisfied that everything is filled in correctly, the Clubs & Activities Coordinator will sign the forms.
6. **For Reimbursements UNDER \$50.00:** After receiving your cash reimbursement, you are then required to sign the receipt of cash by claimant at the very bottom of the form.
7. **For Reimbursements OVER \$50.00:** As EFT payments are preferred, please fill out your account details in the Payment Method section of the form and your reimbursement will be deposited into your bank account. If not, you can collect your reimbursement cheque at the MONSU Peninsula Service Desk on Thursday after 1pm, or it may be placed in the club pigeonhole.

### **Sponsorship Income**

Club income comes from two main sources: sponsors and MONSU grants. Often sponsorship comes in the form of a discount to members or merchandise, however sometimes companies part with some of their money.

**NOTE:** All cheques received by your club (for example, sponsorship income), need to be written to "MONSU Peninsula Inc." – not to your club's name. The money will be credited to your account.

The CLUB INVOICE REQUEST form is used to generate an invoice when a club is intending to receive income.

### **When a Sponsor is Giving your Club Money**

*Always review sponsorship agreements to make sure they are financially sound and will not cause the club financial loss if the agreement is broken. Please consult the Clubs & Activities Coordinator prior to signing any documents as they may be legally binding. Use the following procedure:*

1. Get a CLUB INVOICE REQUEST form.
2. Fill out the detail of the company: name, address, phone and fax number.
3. Choose whether you want the invoice to be mailed, faxed, emailed, or returned to you.
4. GST code: Ask the company whether they pay GST or not. Please remember that clubs do not pay or receive any GST. Mention this to the company and if the company still wants to pay GST, put tax code: 1. Otherwise, put tax code: 2.
5. Enter the description (i.e. sponsorship), account code, and the amount.
6. Fill out your name, sign the form, and put your contact number.

7. Give the form to the Clubs & Activities Coordinator for approval, make a photocopy for your records and then submit the form to the MONSU Peninsula Finance Office.
  
8. Leave a copy of the form in the Clubs & Activities Coordinator's pigeonhole.

### **Income for Services Rendered**

If your club provides a good or service for which you will be paid, you use the same procedure as you would for a sponsor. The only difference is that you would indicate the good or service provided.

### **Cash Floats**

If the club is holding a function where money is being collected at the door or tickets need to be sold in advance, a float will be required to provide change to customers. A Cash Float of up to \$50 can be obtained from MONSU if advance warning is given. If the club requires a float please complete and return the CASH FLOAT REQUEST Form and give to Finance at least one week prior to requiring the float. The float (\$50) needs to be returned by the end of business that day, or first thing in the morning of the following day.

### **Record Keeping**

The club Treasurer should always have financial records sufficiently accurate and up to date so that if someone if your club asks you what the account balance is, you can tell them without having to ask MONSU Finance.

### **Monthly Statements**

Profit & loss statements will be generated on a monthly basis and placed in your club pigeonhole. These statements will enable your club to keep track of its income and expenditure. These statements will also include any administration costs that your club may incur from the Service Desk.

### **Australian Business Number (ABN)**

Every Incorporated Club can apply to have their own ABN. This is an 11-digit number, which identifies each club for tax purposes. When dealing with suppliers and sponsors, clubs will often be required to quote their ABN so you should have this number available.

### **Audits**

An audit of your finances is conducted at the beginning of each year for the previous calendar year by chartered accountants. The Department of Consumer Affairs Victoria (CAV) requires that an independent audit be carried out each year for all Associations who have an annual turnover of \$200,000 or more. At this point none of the affiliated clubs meet this level; however it is possible for CAV to audit any Association with an ABN, up to 7 years into the past. **THEREFORE:** It is very important that your financial records be impeccable and handed down to the new treasurer each year.

## Club Meetings

Any successful club should hold meetings on a regular or semi-regular basis. This provides an opportunity for committee members to touch base with one another and focus on which direction they are taking the club in. It also demonstrates that you are an active and serious club.

**Note: See the Appendix for examples of how to write minutes and put together an agenda.**

### Preparing For a Meeting

1. Prepare and distribute a notice of meetings (include date, time, location) to committee members.
2. Prepare and distribute agenda following consultation with other committee members.
3. Check minutes of the last meeting and ensure all committee members have the opportunity to read them prior to their proposed acceptance.
4. Book the meeting room if required.
5. Advertise the meeting to club members, if applicable, i.e. the AGM or a General Meeting.

### At Meetings

1. Bring the meeting minute book, constitution, all correspondence and other relevant documents.
2. Take minutes at the meeting. Include who was present and all motions, i.e. a motion to approve club funds on a function. Include who moved the motion (normally the person reporting on it), who seconded it (anyone) and the result of the vote. Always record motions as accurately and specifically as possible, especially where reimbursements for committee members and items of expenditure are concerned.

### Between Meetings

1. Ensure minutes of the meeting are typed and circulated to all committee members. This is extremely important as the minutes represent the official record of the meeting and are essential for future reference.
2. Attend to any correspondence.
3. Maintain a database of club members.
4. Maintain a contact list of all sponsors and club contacts.
5. Maintain a calendar of events

### **Informing Your Members about a Meeting**

In the lead-up to any meeting, the club Secretary must issue a notice of meeting, including the date, time and location of the meeting. This notice must be distributed to all people who are eligible attend the meeting. The notice of meeting can be distributed:

- Via the e-mail database of all your club members
- Displayed on posters throughout the University and MONSU building
- Announced at an earlier meeting

### **Writing Minutes**

Minutes are a written record of everything that has been raised in a meeting. Therefore, it is essential that minutes be done correctly and accurately, as minutes are often referred to where matters of financial reimbursement and expenditure are concerned.

Minutes are supposed to be detailed enough so that someone who missed the meeting can read them and know exactly what information was discussed. Therefore, you need to record the details of what was reported, not just the fact that something was reported.

### **The Format for Recording a Motion to Reimburse**

When recording decisions about money or reimbursements, you cannot put forward a motion such as: "That everyone is to be reimbursed for the money they have personally spent for O week".

### **The Process For Approving And Recording A Reimbursement:**

1. The person who paid the expense presents the receipt at the meeting and this is noted in the minutes.
2. A motion is put forward that the particular person (e.g. Elise) is reimbursed an amount (e.g. \$194.94) for the particular items she purchased (e.g. stationary, decorations and catering).
3. The motion is recorded in precise detail as follows:

*MOTION 2. 1/08: That Elise Redmond is reimbursed \$194.94, for the following expenses:*

- *\$11.90 for stationary*
- *\$29.58 for decorations*
- *\$153.46 for catering*

*Moved: N. Lee*

*Seconded: D. Kang*

*CARRIED*

4. The treasurer should bring copies of all finance related forms with them at each meeting, so that the relevant paperwork can be filled out and signed by executive committee meetings without delay.

Often it is appropriate to record the discussion related to a reimbursement. For example:

*"Elise reported that the Boat cruise will depart from and return to 'x' location, at 'x' time. The bond will be \$x and the total cost will be \$x. The balance must be paid by x date. The capacity of the boat is 300 people, so we should aim to sell that many tickets. Elise recommended that tickets be priced at \$40 for members and \$50 for non-members. The committee (or specific people) need to arrive at xpm, at x meeting place. The boat will depart at 7.30pm and return at midnight."*

As a consequence of this report someone might put forward a motion that the tickets be priced at \$40 for members and \$50 for non-members. Alternatively, others might raise objections and the main point of these objections would be noted in the minutes. For example, after the above paragraph the following discussion may be recorded like this:

*Sarah said she was concerned that the boat trip might not sell 300 tickets and that the club was at risk of making a loss on the event. She suggested raising the ticket price so that they would break even if they sold fewer tickets.*

*Tom felt that raising the price would result in less ticket sales, so there might be no advantage in increasing the price.*

*Ahmed suggested that members be given a smaller discount. For example, members could buy tickets for \$45 and non-members for \$50.*

*Lee thought that it was most important to give discounts to members, and that if the ticket price should rise for anyone it should be non-members.*

*Peter, Max and Lilly agreed with Sarah.*

*The discussion resulted in the following motion being put forward.*

*MOTION 3.1/08: That club members be charged \$45 for tickets and non-members be charged \$55.*

*Moved: S. Trinh*

*Seconded: P. Rogers*

*CARRIED*

For further information, please refer to the example of minutes that is included in the appendix.

### **Quorum**

To have quorum (core-um) in a meeting means that you have the minimum attendance to commence the meeting. Quorum is generally defined as 50% plus one of your total voting members. This means that you cannot commence a meeting until you have the majority of voting members. For example, if there are six people eligible

to vote in a meeting, then quorum has been reached once four people arrive. A meeting cannot commence without quorum.

### **Responsibilities of the Chairperson**

For a meeting to be conducted in an effective and efficient manner, a chairperson must always be appointed. This person is generally the President. Please refer to the information regarding the responsibilities of the chairperson in the section about the club President.

### **Types of Meetings**

There are several types of meetings. Some of these are:

- **Committee Meeting**

This is a meeting for the committee members of the club, i.e. President, Vice President, Secretary, Treasurer, etc. A committee meeting may be held for the purposes of approving expense reimbursements, approving funds for an upcoming event or general decisions to be made that affect the club as a whole.

- **General Meeting**

The General Meeting is a meeting open to either all club volunteers or all members of the club. This meeting is held for the purpose of communicating things to the club that everyone will need to know. This meeting could be held in the lead up to a large club event for the purpose of finding volunteers and explaining the event to everyone, etc.

- **Annual General Meeting (AGM)**

The AGM is a meeting that must be held by all affiliated clubs once a year. The primary purpose is to elect the new club committee for the following year. This meeting must be open to all club members for legal reasons. See page 3 for further information on AGMs.

## Meeting Agenda Explanation

### **The Elvis Presley Appreciation Society**

#### **Meeting 4/06**

*("4/06" indicates meeting number 4 in 2006)*

**Meeting Room 106, Building X, Monash University Clayton Campus**

**March 16, 2006 at 6pm**

#### **1. Preamble**

Those present: *(full names of those who are expected to attend)*

Apologies: *(Full names of those who have notified that they cannot attend)*

Proxies: *(People who have been nominated to attend by someone who cannot, in order to vote on their behalf on motions raised in the Agenda)*

#### **2. Minutes of the Previous Meeting**

The minutes of meeting \_\_\_\_\_ held on \_\_\_\_\_ are attached for acceptance.

*(Usually the secretary will put forward a motion that the minutes of the previous meeting be accepted. This motion must be moved, seconded and either carried or not carried, just like any other motion. Any amendments to the minutes should be clearly outlined in the minutes for this meeting.)*

#### **3. Business Arising**

##### **1.1. T-shirts:** Herbert to report.

*(This is business that was brought up in the previous meeting and in this instance Herbert was given the task to investigate the purchase of T-shirts and make a recommendation to the club. It would have been better if Herbert had notified the secretary as to exactly what the motion would be, and provide supporting documentation to justify the motion so that it could be attached to the agenda for consideration prior to the meeting.)*

#### **4. General Business**

*(These are new items that have recently arisen and were not discussed in the last meeting. In this instance Sue would like to raise the topic of getting concert tickets. It is most likely she will put forward a motion, or there will be an agreement that she conduct further research.)*

##### **1.2. Concert Tickets:** Sue to report

#### **5. Other Matters**

*(Those present may wish to discuss matters that arose after the agenda was distributed. It is preferable that these be kept to a minimum. It should not become a way of avoiding the process of submitting motions and agenda items in time to meet the agenda submissions deadline, as set by the secretary)*

#### **6. Date of Next Meeting**

*(The date of the next meeting is usually proposed by the President and committee members may raise concerns if they will be unable to attend. Generally speaking, meetings should be held at a regular time when it is known that everyone can attend)*

#### **Meeting Closed**

*(The time is officially announced by the President and noted here in the minutes.)*

## Meeting Agenda Example

### The Elvis Presley Appreciation Society

Meeting 4/06

Held at Doris' house, Frankston

on March 16, 2006 at 6pm.

#### 1. Preamble

Those present: Doris Merriweather (President)  
Beryl Codswallop (V. President)  
Cheryl Phillips (Treasurer)  
Sue Magoo (Secretary)  
Herbert Foster (Concert Co-ordinator)  
Apologies: Fred Walker (1<sup>st</sup> year rep.)  
Proxies:

#### 2. Minutes of the Previous Meeting

2.1. The minutes of meeting \_\_\_\_\_ held on \_\_\_\_\_ are attached for acceptance.

#### 3. Business Arising

3.1. T-shirts: Herbert to report.

#### 4. General Business

4.1. Band Competition: Sue to report

#### 5. Other Matters

*Those present asked to present any matter that needs to be discussed.*

#### 6. Date of Next Meeting

Meeting Closed: (time)

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## Meeting Minutes Example

### The Elvis Presley Appreciation Society

Meeting 4/06

Held at Doris' house, Frankston  
on March 16, 2006 at 6pm.

#### 1. Preamble

Those present: Doris Merriweather (President)  
Beryl Codswallop (V. President)  
Cheryl Phillips (Treasurer)  
Sue Magoo (Secretary)  
Herbert Foster (Concert Co-ordinator)  
Apologies: Fred Walker (1<sup>st</sup> year rep.)  
Proxies: none.

#### 2. Minutes of the Previous Meeting

##### 2.1. The minutes of meeting 3/06 were presented for acceptance.

MOTION 1-4/06

"That the minutes of meeting 3/06 be accepted"

Moved: S. Magoo

Seconded: H. Foster

CARRIED

#### 3. Business Arising

##### 3.1. T-shirts:

Herbert reported that the club t-shirts for the upcoming Elvis Presley tribute concert on April 5, would be ready next week. The quote from Dodgy Clothing of \$240.00 for 20 t-shirts was the cheapest.

MOTION 2-4/06

"That the club authorise payment of \$240 to Dodgy Clothing for concert t-shirts."

Moved: H. Foster

Seconded: D. Merriweather

CARRIED

#### 4. General Business

##### 4.1. Concert Tickets

Sue informed everyone that tickets for the upcoming uni band competition were now available and that she would like to organise for a group of club members to go together. The committee all agreed that this was a good idea. Sue was delegated the responsibility to find out more about ticket prices and gauge the interest of members.

#### 5. Date of Next Meeting

Doris reported that the next meeting would be next Thursday March 23, at the MONSU Peninsula Meeting Room at 5pm. The secretary will book this.

Meeting ended: 7.15pm.

## MONSU Account Codes for Clubs & Societies

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### INCOME

4-2140	Event Income
4-2282	Membership Income
4-2330	Sponsorship Income
4-1850	Merchandise Income
4-2165	Fundraising Income

### EXPENSE

6-4301	Advertising & Promotion/Branding (Showbags etc.)
6-4235	Catering Expenses
6-4330	Merchandise
6-4078	Prizes & Rewards
6-4077	Fundraising Expenses
6-3450	Professional Membership
6-4011	CAV Annual Fee
6-4901	Function / Event Expenses: Decorations Performers & Entertainment (DJs) Security Venue Hire Printing (posters and tickets) Equipment Hire Stationery (anything related to function/event)

## MONSU Club Codes

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C9410	Campus Christian Movement
C9620	Monash University Nursing & Midwifery Club
C9641	Monash Education Society
C9643	Monash University Paramedic Society
C9646	Monash University Physiotherapy Society
C9663	Society of Occupational Therapy
C9400	Bachelor of Sports & Outdoor Recreation / HPE Social Club
C9640	Peninsula Business Students Society

# MONSU Peninsula Inc. Poster Policy

## 1. Application

- 1.1 This policy governs the placement of posters and other notices within and surrounding levels one and two of the Student Union Building (Building U) located at Monash University, Peninsula Campus, McMahon's Road, Frankston.

## 2. Authorisation of Posters and Notices

- 2.1 All posters, notices and other printed information displayed within the Building U and its surroundings must be authorized.
- 2.2 Content of all posters that pertain to MONSU Peninsula matters, activities or initiatives must be approved by the President prior to publication.
- 2.3 Authorisation shall consist of the official Union stamp, the inclusion of the date and the signature of a staff member of MONSU Peninsula.
- 2.4 Authorisation can only be obtained through the MONSU Peninsula Service Desk located in Building U.
- 2.5 Posters and notices that are not duly authorised shall be removed immediately.

## 3. Location of Posters and Notices

- 3.1 Posters, notices and other printed material may be placed on designated pin-on notice boards in the Upper Deck Café and Student Lounge and outside on A-boards, and the external noticeboards.
- 3.2 Posters may not be placed on glass windows and doors, or painted areas without the permission of the University and President of MONSU Peninsula. Any material placed in these areas without permission will be removed immediately.
- 3.3 No more than the equivalent of fifteen (15) A4 sized and/or A3 sized posters of any one kind may be placed in the area covered by this policy.
- 3.4 Clubs/societies may display a maximum of four (4) posters in the Seahorse Tavern for upcoming events to be held in this location. Posters can only be displayed in the Seahorse Tavern with the permission of the Bar Manager.

## 4. Length of Approval

- 4.1 Posters and notices advertising events shall be approved until the day following the event. All others will be approved for a period not exceeding two weeks, unless approved otherwise by the President of MONSU Peninsula.
- 4.2 It is the responsibility of the club or society, or affiliated group to remove posters once the event being advertised is over.

## 5. Affixing of Posters

- 5.1 All posters and notices are to be affixed by blu tack or drawing pins only. No other means of affixing posters shall be permitted.

## 6. Criteria for Poster Approval

- 6.1 Posters and notices will only be approved for display in the Student Union building subject to the following criteria:
  - 6.1.1 Related to Student Union activities including Clubs and Societies and affiliated groups

- 6.1.2 Related to Student Union Elections and approved under Election regulations
- 6.1.3 Related to University matters
- 6.1.4 Related to Community matters
  
- 6.2 Posters and notices will not be displayed if in contradiction with the by-laws or policies of the Union, except in so far as to expose the nature of such material and shall generally promote the aims of the Union.
  
- 6.3 No posters should be of a nature that can be considered obscene, racist, sexist or promoting illegal activity.
  
- 6.4 Affiliated groups must acknowledge the support of the Student Union by incorporating the appropriate logo or stating "affiliated with MONSU Peninsula Inc." on all posters.
  
- 6.5 No approval shall be given to commercial advertising except by approval of the President in special circumstances, and subject to ratification by MONSU Peninsula Inc. The display time may be extended at the discretion of the President, MONSU Peninsula Inc.
  
- 6.6 The MONSU Peninsula Student Council has the power to revoke the approval of any posters.

## **7. Amendments**

- 7.1 Poster Policy amendments are decided by the MONSU Peninsula Inc. Student Council (or as delegated to the Peninsula Student Council Executive or Peninsula Summer Executive).

Adopted 23/02/09

## **MONSU Peninsula Clubs and Societies Sponsorship Policy**

MONSU Peninsula acknowledges the right of affiliated clubs and societies to seek sponsorship from external organisations, and encourages clubs to do so as a means of increasing revenue, so more affordable activities and a broader range of programs can be offered to members. However, the following restrictions are placed on clubs and their sponsorship arrangements:

1. Clubs and societies are to refrain from seeking sponsorship from organisations whose activities can be considered obscene, racist, sexist, promoting illegal activity or in any way likely to bring the club or Monash University or MONSU Peninsula Inc as a whole into disrepute.
2. Where a club seeks sponsorship from an organisation with similar business interests to those of MONSU Peninsula Inc or it's associated companies (MONSU catering including the Gryph Inn and MONSU bookshop) the following conditions apply:
  - (a) The club undertakes to advise the sponsor that it will not be allowed to promote itself directly on campus, or by circulation of promotional material on campus. Sponsors may however be acknowledged on promotional material produced and circulated by the club, where the material is primarily promoting the club or a club activity.
  - (b) Sponsorship agreements reached with these organisations cannot be exclusive agreements. ie. if sponsorship is arranged with a pub, the club/society must also be able to hold functions at other venues.
3. Clubs and societies must seek written permission from the Clubs and Societies Coordinator before any sponsor is invited onto the campus for promotional purposes.
4. Clubs and societies must seek permission from the Clubs Coordinator before entering into sponsorship arrangements that are valued at more than one thousand five hundred dollars (\$1500) cash or kind, or have an agreement term exceeding the committees term of office.
5. Clubs should ensure that sponsorship agreements are documented in writing, outlining the terms of the sponsorship and ensure the document is signed by all parties involved in the sponsorship agreement.
6. Clubs and societies must report any sponsorship arrangements, including university faculty and department sponsorship/donations, with the Clubs and Societies Coordinator at the beginning of first semester each year in the Affiliation Kit, and update the Clubs and Societies Coordinator as additional sponsorship is obtained.
7. Where requested in writing by MONSU Peninsula Inc or MONSU Students Inc, clubs and societies must disclose all details relating to sponsorship arrangements. The club must supply this information within 10 days of the request being issued by MONSU Peninsula Inc or MONSU Students Inc.

MONSU Peninsula Inc reserves the right to take disciplinary action against clubs and societies, including withdrawal of the grant and/or disaffiliation, against any club found to be in breach of this policy.

## **MONASH UNIVERSITY STUDENT UNION PENINSULA INC**

### **Non-sporting Club and Society**

### **Requirements of Affiliation**

Updated 2017

#### 1 Definitions

- 1.1 "MONSU PENINSULA" shall hereafter mean MONSU Peninsula Inc.
- 1.2 "Club" or "Society" shall mean an incorporated association of people with a common objective, affiliated with MONSU Peninsula.
- 1.3 "Member" shall mean any person has paid the appropriate annual membership fee to a Club or Society.
- 1.4 "Non-Financial Member" shall mean any person who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting-rights.
- 1.5 "Student" shall mean a person who is currently enrolled at Monash University.
- 1.6 "Alumni" shall mean a person who has previously been enrolled at Monash University.
- 1.7 "Affiliation Process" shall mean the process by which a Club or Society engages in a formal agreement with MONSU Peninsula Student Council whereby the Club or Society agrees to abide by the Requirements of Affiliation and submit the requisite paperwork to MONSU Peninsula each year.
- 1.8 "Affiliated Club" shall mean a Club or Society that has completed the Affiliation process for the given year.
- 1.9 The "MONSU Peninsula Clubs & Societies Affiliation Kit" is a package produced each year by MONSU Peninsula, outlining all the necessary steps and providing the requisite forms to be submitted in order for a Club or Society to become affiliated with MONSU Peninsula.
- 1.10 The "Incorporation Process" is the process by which an Affiliated Club becomes a non-profit incorporated entity through the assigning of a Public Officer, completion of the relevant paperwork and subsequent approval by the Department of Justice and Consumer Affairs Victoria.
- 1.11 "Incorporated Club" shall mean an Affiliated Club that has completed the Incorporation process.
- 1.12 "Registered Group" shall mean a Club or Society whose Registered Group Application has been approved by the MONSU Peninsula Student Council but has yet to complete the Affiliation Process for the given year.
- 1.13 A "MONSU Peninsula Staff Member" shall mean a full-time or permanent part-time employee of MONSU Peninsula if they are acting in the position of Clubs & Activities Coordinator.

#### 2 Establishment

- 2.1 Students wishing to establish a new club or society must first apply to become a Registered Group using the Registered Group Application form.
- 2.2 The Registered Group Application must gain approval from the MONSU Peninsula Student Council before the club or society can operate on the Peninsula Campus.

- 2.3 As Registered Groups do not complete the MONSU Peninsula Affiliation Kit by the prescribed deadline, they do not receive an annual club grant. However, they are eligible to receive either the new club / sponsorship grant pending the approval of the Clubs & Activities Coordinator.
- 2.4 If evidence is discovered which demonstrates that a Registered Group is partaking in any illegal act or omission the Club or Society may have its Registered Group status immediately revoked by the MONSU Peninsula Student Council.
- 2.5 If an illegal act or omission is deemed to be accidental, the Clubs & Activities Coordinator will issue a written warning on behalf of MONSU Peninsula. The Registered Group will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.
- 2.6 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
- The Club or Society will be immediately deregistered and notified of this in writing.
  - MONSU Peninsula may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - Disciplinary action could result in up to 100% of the new clubs grant or any sponsorship grants received from MONSU Peninsula being withdrawn from the club line account.

### 3 Affiliation

- 2.1 Once a Club has been a Registered Group for the remainder of the calendar year in which it applied to the MONSU Peninsula Student Council and has at least 10 members, it can apply to the MONSU Peninsula Student Council to become affiliated.
- 2.2 After approval by MONSU Peninsula Student Council, Clubs and Societies must complete the Affiliation Process and follow the affiliation procedures outlined in the MONSU Peninsula Affiliation Kit.
- 2.3 Continued affiliation with MONSU Peninsula is dependant on the club carrying out its operations in accordance with all MONSU Peninsula rules and regulations, and complying with the requirements of an incorporated entity.
- 2.4 Once Clubs and Societies have reached Affiliated Club status, they must continue completing the MONSU Peninsula Affiliation Kit every year afterwards by the prescribed deadline for the particular year.
- 2.5 As Affiliated Clubs complete the MONSU Peninsula Affiliation Kit by the prescribed deadline, they receive an annual club grant as decided by the MONSU Peninsula Student Council and the Clubs & Activities Coordinator.
- 2.6 If evidence is discovered which demonstrates that an Affiliated Club is partaking in any illegal act or omission the Club or Society may have its Affiliated Club status immediately revoked by the MONSU Peninsula Student Council.
- 2.7 If an illegal act or omission is deemed to be accidental, the Clubs & Activities Coordinator will issue a written warning on behalf of MONSU Peninsula. The Affiliated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.
- 2.8 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
- The Club or Society will be immediately deregistered and disaffiliated and notified of this in writing.

- MONSU Peninsula may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
- Disciplinary action could result in up to 100% of the annual club grant received from MONSU Peninsula being withdrawn from the club line account.

#### 4 Incorporation

- 4.1 Once a club or society has been an Affiliated Club for at least 12 months and has at least thirty (30) student members, it can apply to the MONSU Peninsula Student Council to become incorporated.
- 4.2 The Clubs & Activities Coordinator will facilitate the incorporation process by assisting the Affiliated Club with the necessary paperwork and procedures as prescribed by Consumer Affairs Victoria.
- 4.3 Upon acceptance of affiliation with the MONSU Peninsula and approval of the club's Incorporation by Consumer Affairs Victoria, a Club or Society will be considered to be an Incorporated club of MONSU Peninsula.
- 4.4 If evidence is discovered which demonstrates that an Incorporated Club is partaking in any illegal act or omission the Club or Society may have its Incorporated status immediately revoked by the MONSU Peninsula Student Council.
- 4.5 If an illegal act or omission is deemed to be accidental, the Clubs & Activities Coordinator will issue a written warning on behalf of MONSU Peninsula. The Incorporated Club will be given two (2) working days to cease the illegal activity. The Club or Society's MONSU Peninsula line account will be frozen until the matter is resolved.
- 4.6 If an illegal act or omission is a felony or deemed to be deliberate it will result in the following procedures taking place:
- The Club or Society will be immediately deregistered and disaffiliated and notified of this in writing.
  - MONSU Peninsula will inform Consumer Affairs Victoria of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - MONSU Peninsula may inform the Victorian or Australian Federal Police of any evidence pertaining to any illegal act or omission on the part of the club committee or individual committee members.
  - Disciplinary action could result in up to 100% of the annual club grant received from MONSU Peninsula being withdrawn from the club line account.

#### 5 Membership

- 5.1 A club's membership must consist of a minimum of 90% student members.
- 5.2 The minimum membership fee to be charged by all non-sporting clubs and societies is \$10.00. Clubs and Societies may choose to charge more than the minimum. If Clubs and Societies choose to charge less than the minimum, they must apply to the MONSU Peninsula Student Council for approval.
- 5.3 All Club and Society members must complete an Application for Membership Form upon their registration and they must pay the membership fee.
- 5.4 Executive committee members should be aware of medical conditions of club members so that the information can be provided to attending medical professionals if an accident or emergency occurs, e.g. allergy to penicillin, diabetes etc.

- 5.5 Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 5.6 Membership must be non-discriminating and open to all Monash students.
- 5.7 Members of the Student Council Executive and MONSU Peninsula staff members shall receive non-financial membership privileges automatically to all clubs and societies.

## 6 Annual General Meetings

- 6.1 Affiliated and Incorporated Clubs must conduct an Annual General Meeting at which the committee for the following year is elected. The minutes of the Annual General Meeting must be submitted as part of the AGM Pack.
- 6.2 Only financial members shall be eligible to move motions, stand for office and vote at an Annual General Meeting of the Club or Society, keeping in line with Clause 5.7, 11.1 and 11.2.
- 6.3 Quorum for an Annual General Meeting shall be a minimum of four (4) executive members and ten (10) other financial members.
- 6.4 Club executive committee members must present reports at the Annual General Meeting. Reports presented to members should include a report from the club President, Secretary and a club financial report from the Treasurer.
- 6.5 Clubs and Societies shall follow the procedures outlined in the MONSU Peninsula Clubs & Societies Administration Handbook as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by the Clubs & Activities Coordinator.
- 6.6 Notice of an Annual General Meeting shall be posted on the MONSU Peninsula noticeboards specifying the place, day and time of the meeting at least two weeks before the date of the meeting (legal requirement). Clubs must also notify all members in writing as per the legal obligations of an Incorporated Association.
- 6.7 Clubs and Societies must notify MONSU Peninsula of the place, day and time of the Annual General Meeting at least two (2) weeks in advance.

## 7. Rules of Association

- 7.1 The Club Rules of Association, as submitted to Consumer Affairs Victoria upon Incorporation, governs the operations of a Club or Society.
- 7.2 Any changes to the club Rules of Association must be passed and included in the minutes of a General Meeting and submitted to Consumer Affairs Victoria as per the legal obligations of an Incorporated Association.
- 7.3 Any Club or Society that has a Statement of Purpose or Rules of Association that conflict with the rules and regulations of MONSU Peninsula will not be affiliated with MONSU Peninsula until the necessary changes have been made.

## 8 Power of Clubs and Societies

- 8.1 As an Incorporated Association, an Incorporated Club is a separate legal entity and can operate freely in accordance with the club's Rules of Association and Statement of Purpose. Incorporated Clubs shall have

the power to do all such things and acts conducive to the furtherance of the club/society aims and interests.

- 8.2 Incorporated Clubs may operate independent of MONSU Peninsula in line with their Rules of Association however they will not be able to access the resources of MONSU Peninsula. Clubs that do not follow the Requirements of Affiliation will forfeit privileges of affiliation and may be excluded from operating on campus.
- 8.3 MONSU Peninsula may investigate or direct any Registered Group, Affiliated Club or Incorporated Club, if it so desires. All Clubs and Societies must comply fully with any MONSU Peninsula request or direction. The Student Council President, Finance Officer or Clubs & Activities Coordinator may take such a request or direction, in writing, to a Club or Society. The Student Council shall determine if any disciplinary action against a Club or Society or its executive members shall occur. Discipline may include deregistration and/or disaffiliation.

## 9. Finance

- 9.1 Clubs and Societies finances will operate through loan accounts, which are managed by MONSU Peninsula. This is accessible through payments at the MONSU Peninsula Service Desk and withdrawals through club finance requisitions and purchase orders. Clubs cannot operate their own bank accounts.
- 9.2 If a Club or Society is found to be operating their own bank account, the club funds will immediately be frozen until the bank account is closed, and the bank account is presented to the Clubs & Activities Coordinator or Finance Officer of MONSU Peninsula. The matter will be referred to the MONSU Peninsula Student Council for disciplinary action.
- 9.3 Clubs and Societies must not commit themselves to spending more money than is available in the club account. MONSU Peninsula will not cover losses incurred by a Club or Society.
- 9.4 All Club and Society expenditure must be approved at a club committee meeting where a voting quorum is present, via a motion being passed. The motion must be specifically recorded in the meeting minutes, including the amount approved and to whom the money is to be paid.
- 9.5 Two (2) Executive Committee Members from the same Club or Society must sign a Club Finance Requisition form and provide relevant receipts or invoices and minutes to access funds from the Club or Society account. Committee members cannot authorise reimbursements for themselves.
- 9.6 Club and Society account balances at the end of the calendar year will be carried forward to the following year.
- 9.7 Any Club or Society that lapses its affiliation for twelve (12) months or more, may have its MONSU Peninsula account terminated.
- 9.8 Club and Society grants are distributed in line with the MONSU Peninsula Club Grant Funding Proposal of each calendar year as decided upon by MONSU Peninsula Student Council.
- 9.9 For purchases of goods to the value of \$1000 or more, at least two (2) quotes from different suppliers must be obtained or clubs can operate through MONSU Peninsula's preferred suppliers. Any deviation from this requires permission from the Clubs & Activities Coordinator or MONSU Peninsula Student Council President.
- 9.10 Clubs may not pay for any costs associated with mobile phones from club funds, unless prior permission has been granted from the Clubs & Activities Coordinator, in exceptional circumstances.

- 9.11 It is expected that club committee members pay the full cost to attend club functions. If the committee feel it is appropriate for committee members to receive a discount, it must be approved by the Clubs & Activities Coordinator or the MONSU Peninsula Student Council.
- 9.12 All assets and equipment of the Club or Society shall remain the property of MONSU Peninsula for use by the relevant Club or Society.
- 9.13 For insurance purposes the club must submit a current asset list with the Affiliation Kit and inform the Clubs & Activities Coordinator of any asset purchases throughout the year.
- 9.14 Sponsorship arrangements must be in line with the MONSU Peninsula Clubs and Societies Sponsorship Policy.
- 9.15 All goods purchased by MONSU Peninsula registered groups, affiliated clubs and incorporated clubs should be purchased in Australia; that is, clubs cannot purchase items overseas or in a foreign currency and be reimbursed in Australian dollars from the club account, unless prior permission has been granted by the Clubs & Activities Coordinator or MONSU Peninsula Student Council.

## 10 Committee Meetings

- 10.1 Committee Meetings must be conducted in the format outlined in MONSU Peninsula Clubs and Societies Administration Handbook or instructions otherwise distributed by the Clubs & Activities Coordinator.
- 10.2 Quorum for a club committee meeting shall be half (1/2) the Executive Committee plus one (1).

## 11 Committee Members

- 11.1 The President, Vice President, Secretary and Treasurer must be Monash student members of the respective club.
- 11.2 The Executive Committee of a Club or Society must comprise of at least six people, four of whom must hold the positions of the President, Vice-President, Treasurer and Secretary.
- 11.3 The members of the Executive Committee must be studying either part-time or full time on campus at least 2 days a week. If a Committee Member defers for a semester or more they must step down from the position so that a member studying on campus may take up the position in either an acting or permanent capacity.

## 12 Acknowledgments

- 12.1 Affiliated Clubs and Societies must acknowledge MONSU Peninsula Inc support by:
- incorporating the MONSU Peninsula logo or "affiliated with MONSU Peninsula Inc." on all publicity and written material i.e. newsletters and posters
  - displaying MONSU Peninsula banners at events (where possible)
  - verbal acknowledgments at events
- 12.2 Failure to comply with By-law 12.1 will result in the following procedures taking place:
- If evidence is discovered which demonstrates a failure to acknowledge the MONSU Peninsula a written warning will be issued to the club committee.
  - Two written warnings will be issued to the club committee before disciplinary action will be initiated against the club.
  - If the club fails to acknowledge MONSU Peninsula following the two written warnings, the matter will be referred to the MONSU Peninsula Student Council for disciplinary action.