UNICLUBS 2018 HANDBOOK

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UniClubs in 2018

Dear UniClubs Executive Members

UOW’s Clubs and Societies are back bigger and better than ever and the UniClubs program has evolved into one of the most inclusive and exciting club programs in Australia. UOW UniClubs are an integral part to a lot of students on different UOW campuses. Over the last few years, clubs have built up a camaraderie and network amongst themselves, the community and campus, with the beneficiaries being all UOW students, particularly their members. Time and time again, UOW Clubs continue to add to student life and in 2018, there will be no doubt that through creative events, innovative thinking, leadership and communication. UniClubs will continue to excel themselves, building on previous experiences and finding ways to enrich the student experience at UOW.

Our job at UniClubs is to give you the resources you require to make sure your club can be effective for all of its members. We want all students to have enriching experiences at UOW and being part of a club can play a vital part. We provide administrative and event support, offer funding, assist you in the organisation, running and success of your activities and events. We are here to make sure you get all the help needed to run a successful club. Make sure if you see us somewhere on campus, say ‘Hi!’, or feel free to ask any questions you may have. The UniClubs office is located on level 1 of Building 11, so come past at any time!

As UniClubs is an essential part of a vibrant University life, joining a student club opens the door to building new friendships, enhancing your academic life, and exploring career opportunities. As an active member of a student organisation, you will learn important leadership and management skills.

Clubs who serve their members best and get the most out of the program are the ones who have an effective Executive member team. Part of this comes through making sure you thoroughly read this UniClubs Handbook and are up to date with all of the procedures and regulations. If you do this, attend workshops held by UniClubs throughout the year, keep your club financial and membership records up to date, and commit yourself to you Executive role, then you will find it a lot easier and enjoyable to run the club at the high level that your members deserve.

Finally, we would like to thank you for the contributions you make to the UniClubs program. What you collectively, and individually, add to student life is astounding and ensures UOW has an amazing club program, making it among the best in Australia.

Onwards and Upwards!
Here’s to 2018!

The UniClubs Team
UniClubs Charter

UOW Pulse has a proud history in supporting and developing the UniClubs program at UOW. The program incorporates over 120 clubs from many diverse aspects of university life, and is a major part of non-academic practices on campus.

While we believe in student run clubs for students we must establish guidelines for acceptable, productive, inclusive and harmonious UOW campus and associated media. UniClubs has evolved with student requirements and wants, and will always take on the opportunity to improve campus life at UOW.

The UniClubs program encourages:
• proactiveness in providing events and experiences which enhance campus life
• building personal and professional networks
• the development of new skills for university and beyond
• trying new experiences within a safe and respectable environment
• involvement with multiple aspects of being a student at UOW
• a unique identity for each club
• connecting with like-minded people
• a culture which is engaging, productive, educational, and informative
• respect to all members of the multicultural community that UOW holds

UniClubs does not condone:
• the promotion, support or endorsing of any links to illegal activity
• messages which marginalise, vilify or may cause distress to any member of the UOW community
• conveying overtly political messages

It is at the discretion of UniClubs to refuse or cease affiliation with any group who is believed to display these behaviours.
UniClubs Code of Conduct
1. This UniClubs Code of Conduct exists in conjunction with all other UOW Student Conduct policies, of which students are to make themselves aware of through the Policy Directory.
   a. Particular note is to be given to the UOW Social Media Policy, where students are bound. Clubs are strongly encouraged to provide a disclaimer, worded similar to that provided in the Social Media Policy: “This page is in no way associated, endorsed or affiliated with UOW. All thoughts and comments are that of (club name)”.

Scope and Application
1. This Code of Conduct applies to all Club executives, members and student representatives of UniClubs.
2. This Code of Conduct applies to a student’s conduct on all UOW Campuses, all Australian University Campuses and at all events that UOW students are in attendance to, as Club representatives.
   a. UOW Students in attendance to other Australian University Campuses as part of a UniClubs delegation, will be bound by respective Codes of Conduct, in conjunction with this policy.
   b. UOW Students attending events as UniClubs Representatives will be bound by respective event Codes of Conduct, in conjunction with this policy.

Behaviour and Conduct
1. UOW Students involved in UniClubs are expected to act in the best interests of their respective Clubs, acting in a respectful and dignified manner.
   a. Clubs accept the responsibility of representing the UniClubs in a way that will not detract from the reputation of UniClubs.
2. Clubs are to respect the diversity of other Clubs at UOW Campuses, and the range of engagement with the student body that respective UniClubs has at UOW.
3. UniClubs members are not to impede on any rights of any UOW students, UOW staff, UOW Pulse Staff, UOW Community, Campus Community, or any person coming into contact with their Club or Society.
   a. UniClubs members must not discriminate, bully, intimidate or act with animosity toward any person listed in the above category.
4. UniClubs are encouraged to maintain the club culture, which positively achieves the encouraged aims of the UniClubs program.
Experiences
1. Clubs are urged to provide notification of any plans to hold events or experiences to the UniClubs Coordinator at the soonest possible time a plan has been drafted.
   a. Once notification has been given, Clubs will then be assisted by receiving guidelines to assist with the success of their experience, and the approval to host their experience.
2. Experiences planned by Clubs are compelled to follow the criteria of:
   a. A Unique program or activity.
   b. Appeal to a broad range of UOW students.
   c. Enrich the student life and culture of UOW.
   d. Foster collaboration among UOW students.
3. Experiences that are advertised must utilise relevant logos, and must be confirmed through UniClubs Coordinator.
   a. Any Advertisements taking place in lectures must have consent by the Lecturer, prior to the lecture taking place.
   b. Advertisements must list the date/s of the experience taking place.
   c. Advertisements are to comply with existing UOW and UniClubs Policies, and can be denied through UniClubs Coordinator discretion.
   d. Advertisements are to be posted only on recognised and designated areas. Advertisements are not to be posted on buildings, columns, doors or any area that is not designated to posters.
   e. Advertisements that do not comply with this policy may result in the Club’s liability for removal fees.

Alcohol Related Activities
1. The possession, use, or consumption of alcohol during any Club event, must comply with all laws regarding the consumption of alcohol.
2. No alcohol is to be purchased with any funding from UniClubs or the Student Services and Amenities Fee.
3. Any Club or Society event where alcohol will be consumed, will have designated individuals precluded from consuming alcohol (one person for every 50 attendees), to ensure responsible behaviour is maintained by members and guests.
   a. Any Club members that are heavily intoxicated will not be permitted entrance to the event organised by the Club.
4. Food and non-alcoholic drinks must be provided at the Club organised event, when alcohol is being served.
5. Service of alcohol must have a specified cut-off time, which is to be clearly published before the event.
Illegal Activities
1. Any Club, or member of a clubs, that is found or reported to have engaged in activity, as a UniClubs representative, that is illegal under Australian federal or Australian state law will be:
   a. Recorded by UniClubs.
   b. Reported to the University of Wollongong.
   c. Reported to the student’s home Faculty/Faculties.
   d. Reported to the Police for the matter, within the relevant jurisdiction.

Contravention of this Code of Conduct
1. Failure to comply with this Code of Conduct will result in disciplinary action.
2. Disciplinary action will follow:
   a. Written Warning: notice to the student, and Club that the Code of Conduct has been violated.
   b. Probationary Period: a time period of no more than 3 weeks, in which the member of the Club, or the Club, is prohibited from participating, organising or sponsoring any activity on or off any UOW Campus.
   c. Expulsion: the member of the Club is permanently removed from engaging with the Club, and all other UniClubs.
   d. Expulsion: the Club will be disaffiliated from UniClubs for the period of one year, and consequently:
      i. Denied use of UOW facilities, granted to UniClubs.
      ii. Loss of all funding capabilities, with bank accounts closed.
      iii. Suspended from recruiting any new members.
      iv. Excluded from any UniClubs related activities.
3. The process to appeal contentions of this Code of Conduct will be considered on a case by case basis, and will involve the UniClubs Manager, UniClubs Coordinator, the respective Club President and a member of the UOW Community.
Affiliating a Club or Society

Thinking of starting a new Club or Society? First of all check out the online tutorial on how to Start a Club. Once you have checked out the 10 minute video, just follow these steps and you can get your Club or Society affiliated:

1) You must be different! So check out if there are already any clubs with similar aims or objectives to yours – see the UniClubs website for a full list. If you are unsure, please check with the UniClubs team prior to your Inaugural General Meeting (IGM). Affiliation can take place at any time of the year.

2) You need at least 10 members to support your idea and agree to become members of the club (and at least 60% of members at all times need to be students). Add those members to a membership list and invite them to the Club’s IGM at least 14 days prior to the meeting.

3) Hold your IGM. At this meeting, you will finalise your constitution, determine annual membership fee (if any) and elect your Executive – all of which need to be current UOW students. The UniClubs Coordinator, Nicola Hubbard, must be advised of the IGM at least 14 days prior to it on nhubbard@uow.edu.au

Please note that your club needs to be democratically run, club money is to be used to benefit all club members, and the aims and objectives of your club needs to benefit UOW student life. Affiliation is the process by which your club or society provides evidence that you will comply with these minimum standards. You will need to follow a few procedures and complete the Affiliation pack by going to the UniClubs website and clicking on ‘Start A Club’ and completing the process. Once this has been approved, you will need to organise a bank appointment through UniClubs to open a club account, if the club wants to be eligible for funding from UniClubs.

To maintain the club’s affiliation, the Executive will need to do the following things:

- Attend UniClubs run Club workshops throughout the year
- Comply with a financial audit by UniClubs, when requested
- Read the weekly newsletter that is emailed to club Execs so you are kept up to date on what is happening within the UniClubs program

If you have any Executive members that aren’t receiving the Clubs and Societies newsletter that is sent out on a weekly basis during session, please email Nicola Hubbard, the UniClubs coordinator on nhubbard@uow.edu.au to be added to the mailing list. If you are a current Executive member of a club, do not unsubscribe from the newsletter.

Please remember, UniClubs are more than happy to walk you through the Affiliation process if you are unsure on anything, so please visit the UniClubs office in Building 11 and we will be more than happy to help.
Holding an IGM

- Invite club members 14 days prior
- Advise UniClubs of the meeting details 14 days prior. We will then promote this meeting through different UOW channels including the [UOW UniLife Facebook](#) page
- Find a place on Campus
- Elect a minute-taker to keep an accurate record of the meeting
- Officially name your Club or Society
- Discuss and formulate the Club’s aims & objectives
- Decide if there will be an official annual membership fee and if so how much.
- Adopt the UniClubs Constitution and any proposed amendments (this can be found in [Resources](#))
- Elect the Club’s Executives (President, Treasurer and Secretary as a minimum)
- Discuss activities you would like to organise during the session – consider cost and whether you’ll need to fundraise extra dollars to help you meet these costs
- Complete the affiliation paperwork and upload it through the UniClubs website by going to the ‘Start A Club’ link and completing the 4 step process.
- Make sure you are aware of the things required before starting the process which are:
  - Club or Society name
  - Club Constitution
  - Club Logo (optional)
  - Name/Condition of other affiliated bodies
  - Applicant contact details
  - Membership fee (optional)
  - Request to Affiliate Letter
  - Aims/Objectives of club
  - Listed activities for during the session
  - Calendar Plan
  - IGM/Minutes
  - At least 10 club members (including the 4 executives) and contact details

Elected Club Executives

Each club needs to democratically elect their club Executives. Each club MUST elect a President, Vice-President, Secretary and treasurer. Additional positions are optional. Once elected at the IGM, please include the following details for ALL elected Execs:

- Full name as appears on ID (including middle name)
- UOW Email Address
- Contact Number
- Date of Birth
- Home Address

Reasons to Affiliate

- Officially use UOW’s name as part of your club name
- Get insurance coverage for approved club activities and events
- Gain access to UniClubs services:
  - Funding
  - Training & Development
  - Web Space
  - Club mailbox
  - Free room bookings on campus
  - Booking tables and chairs for outdoor events
  - Annual University awards
  - Fee free bank account through NAB
- Inter-club social events
- UniClubs and UOW staff to help with events and promotions

Re-affiliating Clubs

Existing clubs **MUST** re-affiliate through the [UniClubs website](http://example.com). All items must be completed and documents required uploaded. Please note, hard copies handed in to UniClubs will not be accepted – all re-affiliation needs to be completed online. Before re-affiliating, check out the online video on how to re-affiliate efficiently and the further benefits of re-affiliating with UniClubs.

*If a club does not re-affiliate they will be deemed inactive, and control of club monies and property will be assumed by UniClubs.*

Planning a Club Event

There are some things that need to be considered when organising a club event. Your Executive should ask themselves these questions before doing anything else?

**Purpose**
What is the event for?
Who are the people you want to reach?
What will the event achieve?
How will you know if it is a success and how will the success be judged?

**Logistics**
What needs to be done and when does it need to be done by?
How will you pay for it?
Where will it be held?
How many people will be able to help you and who is good at what?
How often will you meet to check progress?

**Promotion**
How will you advertise the event?
How will you make sure people know about the event?
What avenues will you use to advertise? eg UOW UniLife Facebook, Club Facebook, Hear and Now email, Club Newsletter, word of mouth etc

**Funds**
Make sure you complete a detailed budget before you make any purchases. Ensure that your club can cover costs even in the worst case scenario and if you are relying on UniClubs funding, make sure your UniClubs funding application has been finalised and don’t make any purchases if the funding application you are relying on has not been approved yet. Remember to keep a record and get a receipt for everything you pay for. If you charge people to attend an event, make sure you keep a record.

**Website Event Creation**
All events that involve club members no matter how big or small eg small club meetings to large scale events need to be created by going in to the Executive Administration page and...
clicking on the ‘Event’ tab. Then click on ‘Create Calendar Event’ on the left hand side and complete the details. Once completed, click on ‘Add’ in the right hand corner. If all looks fine with the event, UniClubs will then approve the event and publish it on your club page. You will receive an email once this is done. If the event needs changing for any reason e.g. incorrect information, spelling mistakes etc., UniClubs will email you what changes are required.
**Risk Assessments**
If your club is hosting a large event (approx. 50+), having it off campus or is serving alcohol or large amounts of food, then it is compulsory for a risk assessment to be completed. The purpose of the Risk Assessment is to encourage your club to think about potential issues that could arise and how you would respond or treat that if that particular risk came to fruition. **For your event to be covered by insurance by UniClubs, you must complete the Risk Assessment and forward it to UniClubs at least 1 week prior to the event.**

Please note that any events anticipating more than 50 guests and serving alcohol must engage **one ‘Sober Officer’ per fifty guests** (ie. 150 guests = 3 Sober Officers). A Sober Officer is expected to have a zero percent alcohol reading for the entirety of their shift.

Have a look at an example of the [Risk Assessment template](#) and please contact UniClubs if you require any assistance.

**Attendance**
After the event, you need to advise what the actual attendance was by completing the [clicking on the relevant event and going to the ‘Result’ tab. Failure to do will result in any approved funding for the event being overturned and future funding application and room bookings may be suspended.](#)

**Acknowledging UniClubs**
If you are receiving funding from UniClubs for any aspect of an event, you must acknowledge UniClubs in the advertising and promotion of the event. Publicity material must include the UniClubs logo which can be found under ‘Resources’ on the UniClubs website, after logging in as an Executive.
Bookings through UOW Pulse: Aspire

The Aspire team have several licensed function venues, both on the Wollongong campus and Innovation Campus. They are flexible to all your needs depending on the size and nature of your event and are great for events of the following nature:

- Club Seminars
- AGM’s
- Cocktail parties
- New member welcoming events
- Club conferences
- Club Presentation nights
- Large Club events (150-200 attendees)

The team at Aspire have put together a menu exclusively for clubs that starts at as little as $5 per head for your event. If you want to speak to the Aspire team and discuss catering and service packages for your club event, please email Nicola Hubbard at nhubbard@uow.edu.au

The following information is required in the email:

- Name of the booking, club & contact details
- Date, time & preferred venue
- Anticipated number of guests attending
- Catering requirements (if applicable)
- Room setup details /Equipment details
- Budget for the event

An ideal location on campus for a club event where alcohol will be served is the UniBar. If you want to use all of (or a part of) the UniBar, contact Nathan Stratton, the bar manager on 4221 8086.
UniClubs Events

UniClubs events are designed to get members of every Club & Society together to socialise and network, free of charge. For further details of these events, please read the UniClubs newsletter that you will receive on a weekly basis throughout the year.

O Week - Tue 20th – Thurs 22nd Feb: Duck Pond Lawn: 11:30am- 2:30pm
O Week is newly enrolled students’ first experience with the UniClubs program. You could be involved in running games or activities, handing out food, or simply represent your club with a stall. Be a part of the festivities and have a chat to new (and returning!) students about what your club has to offer.

UniClubs Networking Night - Thursday 8th of March & Thursday 2nd of August
This is an Executive event for Clubs & Societies and is a chance for UniClubs to formally recognize the exceptional work executives do on campus, to inform you of UniClubs’ plans for each session and some other important information. Food is provided. All clubs should have at least one representative in attendance.

UniClubs Day - Wednesday 7th March & Wednesday 1st August: 11am – 2pm
UniClubs Day is an opportunity for your club to showcase what you’re all about and is going to be bigger than ever in 2018! Come and set up a stall, and talk to the UOW community about your clubs aims, objectives, planned activities and more – a great opportunity to sign up new members.

Executive Training Workshop – Thursday 22nd of March in the Building 11 Meeting Rooms
Each year UniClubs hosts a workshop open to all Execs that focus on different aspects of running a club. This is a great opportunity for new executives to get the low down on the administrative aspects of running their club and have any questions answered.

UniClubs Cup - Friday 6th of April at the UniActive Ovals
This is the perfect chance for clubs to go head to head in a sporting challenge to take out the title and highly sort after UniClubs Cup! Free to participate, great giveaways and a free lunch for all clubs!
**UniClubs Trivia night – Thursday 30th of August at the UniBar**
Get a group of club members together and test your wits (or just come along for a laugh) at the annual UniClubs Trivia night. Always a hit on the UniClubs calendar, the event is another great networking event and an opportunity for your members to socialise amongst each other and with other clubs.

**Student Engagement Awards for 2018 – Friday 19th of October**
The Student Engagement Awards are a great way to round off the year and acknowledge all of the great things that UniClubs, and many other programs at UOW have done throughout the year. Clubs are responsible for nominating themselves and their members for the awards which are voted on by the UOW Pulse Awards committee. The awards that are open for UniClubs nomination are:

- Club of the Year
- Campus Engagement Award
- Community Engagement Award
- Student Development Award
- Cultural Engagement Award
- Event of the Year
- New Club of the Year
- Club Person of the Year
Club Executives

Clubs must hold elections to fill their Executive positions at least once a year at their Annual General Meeting (AGM). To affiliate with UniClubs, each club must have a President, Vice President, Treasurer and Secretary, all must be current students and ideally, planning to be a UOW student the following year as well. Other positions such as Marketing Coordinator and more are optional but should be reflected in your Club’s constitution. An AGM should take place in Session 2, between Week 2 and Week 9 (30/07/2018- 21/09/2018).

Running a club or society is challenging and rewarding. Accountability, flexibility, reliability and a high degree of enthusiasm is required to succeed. If you choose to become part of the club executive committee you take on a leadership position and during your tenure, you will acquire many new skills. You can also have your club involvement formally recognised through the UOWX Program.

All compulsory Executive positions must read the weekly UniClubs newsletter as this will give them advice on how best to run the club and relevant information on upcoming events that could benefit their members.

Guidelines for the President

The President shall be responsible for the management and overall running of the club, including its financial well-being. One of the Presidents’ most important roles is ‘behind the scenes’ organisation and co-ordination.

The President needs to work very closely with their Executive. The more involved, motivated and team oriented the Executive, the better. The President should aim to build a unified and efficient Executive team that has fun and undertakes their duties. It’s a good idea to organise an induction session with your Executive when first elected and to keep up continual communication through the year, we suggest a club executive Facebook group. Provide regular constructive feedback and make sure that you make your expectations clear from the beginning.

Don’t forget that it’s important to delegate and not take on all the responsibilities of the Executive by yourself, but be there to support the Executive members without doing their jobs for them.

As a matter of due course, the Club President should:

- Oversee the activities and administration of your Club
- Be the spokesperson for the club and represent the club to all external bodies
- Ensure all necessary tasks for day to day running of the activities are carried out
- Plan the year’s activities
- Preside over most meetings
- Motivate the Executive and provide strong leadership
- Possess a thorough knowledge of the Club’s constitution
- Communicate with UniClubs throughout the year and inform them of any club updates
Guidelines for the Treasurer

The Treasurer is responsible for keeping and maintaining all club financial records, managing the bank account and holding petty cash tins. The Treasurer keeps the club informed of its financial position and carries out financial transactions as directed by the club executive. They also keep the Club informed of its financial position throughout the year and must report on the Club’s financial state in detail at the AGM.

Often Club Treasurers think of ‘finance’ as something that is sorted out at the end of the year when the Treasurers Report needs to be submitted to UniClubs. This is definitely NOT the case. For any club to operate as effectively as possible, the Treasurer needs to keep their financial records up to date and maintained regularly through the year so that you and the Executive can plan future events, understand whether your event has been financially viable and to make sure that you can pay future invoices.

You should know exactly when the Funding Rounds occur during the year. If you are not the Executive member that is submitting the funding applications for UniClubs allocated funding, you should at least be aware of what is being submitted and if the application has been approved or not.

Other guidelines for the Club Treasurer are:

- To be a signatory on the Club bank account (not compulsory but strongly advised).
- Keep the financial excel spreadsheet up to date.
- Do not incur a debt on the Club that cannot be repaid and always try to match costs and income as closely as possible so big debts are not run up.
- Pay invoices and costs through the club bank card (if the card is assigned to you by the NAB) or cheque book and include a description that you will understand later.
- Bank all received club payments immediately
- Make sure club funds are not misused

No more than $100 petty cash is to be carried by a club at any one time.

Please be aware that your club could randomly be financially audited throughout the year by UniClubs. You will have approximately one week to submit an up to date financial statement that states all incoming and outgoing funds for the club, the most recent bank statement and the club chequebook (which should equal the outgoings in the financial statement). Failure to produce the required documents at the required standard to UniClubs when audited can result in the club’s account being frozen until the financial statements are up to date.
Guidelines for the Secretary

The role and responsibilities of a Secretary are diverse. It concentrates on the administration of the club and aiding the President in running any meetings, including minute taking, and activities. The Secretary should work closely with the President and deal with all correspondence that the club receives. They should be the one to organise meetings (be the first to arrive and last to leave) and efficiently organise and maintain the club’s documentation.

Club meetings that take place are a big part of the Secretary’s role within the club. Their duties at the meeting s include:

- Drawing up the Meeting Agenda with the President prior to it starting and sending out the Agenda to the relevant attendees and/or having it available for all attendees of the meeting.
- Check the minutes of the last meeting and note items for ‘business arising’
- Take the minutes of the meeting and make sure they are correct
- Arrange correspondence in order and summarise the long items to save time during the meeting
- Take an attendance list and apologies of those absent
- Remind the Treasurer to prepare a financial report (if necessary)
- If a guest speaker is invited, gather relevant information for introduction by the President
- Provide pencils and paper for ballots
- Gather new member’s names, student numbers and UOW email addresses and submit that through the Administration section of your club’s website page so they are official members

Duties of a Secretary away from club meetings include:

- Writing up the minutes of all club meetings and send them out to the relevant parties as soon as possible.
- Keep the online membership list up to date
- Inform the President of any correspondence requiring urgent attention
- Book required rooms for meetings through UniClubs Reception

Guidelines for the Vice President

The VP’s primary responsibility is to replace the President on the event of his/her resignation and supporting the President in his/her role.

In reporting the VP should report:

- Activities/ Events held by the club throughout the year (inc attendance)
- Key service providers used


**Annual Club Reports**

Each year every club **must** submit an Annual Report by **Friday 21\textsuperscript{st} of September 2018**.

The annual **President’s Report** should contain
- Overview of the year
- Successes and challenges from the year
- Recommendations to the Exec
- Aims for the following year

It is ultimately up to the President to make sure all Executive members submit the relevant annual reports on time and of the required standard.

**Please note:** If an appropriate report is not received by the due date, UniClubs has the authority to freeze a Club’s bank account or, in extreme cases, even cancel affiliation. In this circumstance, Clubs will not be eligible for UniClubs Awards, funding or be involved at the following year’s O Week.

With each report the **Treasurer** must submit:
- Profit and Loss Statement for the Club in the year
- A photocopy of the most recent NAB Bank Statement

With each report the **Secretary** provides:
- Minutes from the Annual General Meeting
- Executive lists including contacts for both the current and following year

**ANNUAL GENERAL MEETING (AGM)**

Each Club or Society must hold meetings which all members are invited to attend, the AGM being the most important of the year. At the AGM, members have the opportunity to reflect and report on the activities of the past year and to begin planning for the year ahead. It is also at the AGM that new Executives will be elected by a vote by all members present. The executive has a responsibility to all club members and UniClubs to advertise the date, time and location of each meeting to all members at least seven (14) days before the event. A minimum of 10 members must be present to reach quorum. If there are less than 10 members present your AGM will not be considered valid and it will need to be held again.

An AGM should take place in Session 2 between Week 2 and Week 9 (30/07/2018-21/09/2018). The reason for this is because End of Year Reports are due in Week 9 and Re-Affiliation for the following year and 2018 O Week Applications will take place from Week 10.
Banking

A club bank account is free of charge and if your club would like to apply for funding from UniClubs, it is a prerequisite. UniClubs will transfer funding into UOW NAB club bank accounts only.

All club bank appointments with the UOW NAB branch needs to be booked through the UniClubs office. Please note that club bank appointments can only take place on Thursday or Friday mornings from 9am to midday or from 1.30 to 3pm in the afternoons and the appointment needs to be booked through UniClubs at least one week prior.

Opening a New Bank Account

Opening a NAB bank account is easy – email UniClubs the date, time and which Execs are going to be signatories. UniClubs will then book you in for an appointment with NAB. NAB will issue one Executive with a club bank debit card (the beneficial owner). They will be given a password for online banking and the card and password details must strictly NOT be given to other Execs or anyone else. If this action is taken, the police can be called and the person in question can be charged on the grounds of fraud.

The club may choose to have additional signatories (on top of the beneficial owner) on each account and if money needs to be withdrawn in person from the branch, 2 signatories need to be in attendance. Unilubs recommends that one of the signatories should be the Treasurer but it is not compulsory.

When opening a bank account you will also need to provide minutes of your IGM (typed and signed by the Club’s Executive) specifying:

- Name of the Club
- Full names of Executive Committee (including middle names)
- Names of Signatories on the account - 2 or 3 [all signatories are required to go to the bank and provide them with 100 points of identification]
- All elected Executives (signatories or not) full names, date of births, current addresses, contact numbers and email addresses.
- Please include on the IGM minutes, ‘the club’s Principal Address is: UniClubs, University of Wollongong, Northfields Ave, Wollongong NSW 2500’

Change of Signatories on Club & Society Accounts

If you wish to change the signatories on your bank account (e.g. due to a change in the Executive) your club must make an appointment through UniClubs to open or amend your account by at least one week prior to requested appointment. The process is as follows:

1. Complete the ‘Change of bank signatories’ document found under Resources filling in details exactly how they appear on your official documents as you will need to show official documents such as a passport, drivers licence etc to prove your identity.
2. Ensure most recent minutes (AGM/EGM) also have full details for the entire executive as the bank requires this as well. Full details includes- full name, UOW email, contact phone, DOB and address. (Minutes template found under Resources).
3. Email these documents to nhubbard@uow.edu.au and make sure to clarify (if required) who is coming off the account, who will be the sole club card holder (beneficial owner) and who will be a signatory. Also, request an appointment on a Thursday or Friday between the hours of 9:30am-12pm and 1:30pm-3pm.

Please note that the minutes of the Meeting must specify the following:

- That the signatories on your bank account are to be changed.
- Names of new Executive Committee.
- Full names of new signatories on the account (including middle names)
- All Execs date of births, current addresses, phone numbers and email address
- The club’s Principal Address which is:

  UniClubs, University of Wollongong, Northfields Ave, Wollongong NSW 2500

The minutes must be typed up.

Letter from UniClubs

- UniClubs will email you verifying that a request to change the signatories on the account has been made with the bank and the appointment that you need to take has been booked in.
- All new signatories need to come into the bank together to complete the change. **100 points of identification** needs to be provided by each new signatory.

Please note:

- All mail and statements for your club account will be forwarded to the UniClubs (PO Box U100, Wollongong NSW 2500) and placed into your club mailbox. No personal addresses will be allowed. **Make sure you regularly check at the UniClubs Reception in Building 11 for all of your mail**
- The bank will require a current contact name and phone number for your club account should we need to contact you regarding your account.
- All paperwork is completed at the on campus NAB branch.

Taking money out of the account

The sole card holder amongst the Executives can withdraw funds from an ATM- this MUST be recorded in the club’s Profit & Loss spreadsheet. If you wish to withdraw cash from your club account you will need two authorized signatories to make the withdrawal.

If the card holder is leaving the club, they (and only) must return the card back to the NAB and advise them they will no longer be an Executive of the club.
Funding

Clubs & Societies form an important part of campus life by giving students the opportunity to participate in a diverse range of activities while at UOW. To support Clubs and Societies in their endeavour to organise a diverse range of activities and events, UniClubs grants funding to Clubs & Societies.

General eligibility requirements
In order to be eligible for funding each Club or Society must:

- Open a bank account with NAB on campus Please note that UniClubs can transfer funding to UOW NAB bank accounts only - unless your club is located at a non-Wollongong based UOW campus
- Inform UniClubs about changes in the Club’s Executive
- Hand in affiliation papers and all reporting on time
- Ensure that UniClubs is properly represented as a sponsor on all promotional advertising. Please note, all advertising with the UniClubs logo needs to be sighted and approved by UniClubs before publishing and needs to be on any promotional items whether or not UniClubs funding is involved.
- Follow all UniClubs and UOW policies and regulations

Important things to note regarding funding

There will be no exceptions with the funding process.
Funding will be distributed in 3 funding rounds each Session and clubs apply in the closest round to their event:

- Weeks 3, 7 and 13

Funding will be assessed and approved funding will be issued to clubs at 3 intervals in the semester.

- Weeks 4, 8 and StuVac

Please note: Any items bought by a club with UniClubs funding are considered the property of UniClubs and will become the property of UniClubs when the club defaults, to be utilised for the benefit of all club members. Fundraising events are not subsidised by UniClubs Funding – for instance, if you are selling tickets to non-members to raise money UniClubs will not support the costs associated with running the event.
Funding Application Process

1) Submit an application for funding
Each request for funding can only be made Executives and must be submitted through the UniClubs webpage by logging and then clicking on ‘Apply for funding’ at the bottom of the page. Only members with Executive Members will have access to apply for funding.

All funding must be applied for **1 week before the expense is incurred and before the event dates. There will be no exceptions under any circumstances.** Applications will only be accepted if the correct procedures have been followed.

If your funding request is for an event, an event must be created online prior to the funding request otherwise the application cannot be completed. If your funding application is for promotional material, banners or club clothing then a design will need to be uploaded during the application as part of the funding application process.

UniClubs Funding is available from 15th of January 2018 through to Friday of Week 13 in second Session (26th of October). This includes the midyear recess break and excludes everything outside of this period.

2) Notification
Once the online application is complete, the club will receive an automatic notification and receipt of application.
UniClubs staff will contact each applicant within 5 working days after the application is submitted and communicate if the application is sufficient and effectively completed or communicate any changes required.

3) Activity/Event
If clubs have received approval for funding, clubs must keep receipts for every expense related to the funding application. UniClubs must be represented on all the clubs promotional material and acknowledged as a sponsor.

4) Payment
Clubs must submit all receipts by the Friday of the relevant Funding Round Week. If all receipts are in accordance with the approved funding application UniClubs will transfer the agreed amount into the club’s NAB bank account the following week. Clubs that submit receipts after the relevant Funding Round will forfeit their funding.

Please note that if the approved amount is over $350 which could be the case in Club Clothing or Special Event funding, the option is open to the club to have UniClubs pay for any goods or services directly to the supplier so the club would not need to pay for it themselves. As per all other funding applications, this would need to be agreed upon at least 2 weeks prior to the event.
Funding Categories

Start Up Funding - $150
This is a one off payment of $150 to all new clubs that start between January and November 2018. To be eligible for this funding, a club bank account has to be opened and UniClubs must be informed of the bank account details. All Affiliation forms must be completed and approved by UniClubs for the funding to be eligible.

Training and Development Funding – Up to $200 per session
UniClubs recognise the importance of clubs providing quality training and development for their members so this funding assists a club in providing that training and development. Up to $200 per session can be available to clubs to either organise events or workshops that are relevant to their members or send members to events that can assist in the training of both them and their members. Please note that if members attend external events with funding from UniClubs, Minutes from the following meetings must be provided to UniClubs and it must contain a report that was portrayed to other members of the club that weren’t in attendance of the event. Failure to provide these Minutes would deem the funding to be ineligible and therefore the application would be overturned.

Examples of what could be funded under the Training and Development category are:
- Hiring of guest speakers for workshops and the costs that come with it such as accommodation and travel costs if necessary
- Materials and handouts
- Member’s travel expenses and ticket costs to external conferences/workshops
- Catering costs
- Tools and training aids

Social Funding - Up to $200 per session
Social funding is available to assist clubs in providing social events for its members. It is to be spent on things like (but not limited to):
- Food and beverages. However, please note alcohol will not be approved to be purchased with this funding
- Entertainment
- Decorations and resources
- Security if required
- Subsidising tickets or entry fees

If items can be provided by UniClubs such as projectors or sound equipment, then funding will not be approved for it.

Please be aware that with Social funding applications that are approved by UniClubs, the club may be expected to fund at least 50% of the total costs of the event. For example if the total costs of the event come to $160, up to $80 will be approved for UniClubs funding and the club would need to fund the remaining $80.
Promotional Funding – Up to $200 per session
The Promotional funding is to support clubs to raise awareness of their club and/or an event that they are running. All items must be submitted to UniClubs for approval to be eligible for this category. The UniClubs Logo must be represented on all promotional material. Logos can be found under Resources on the Clubs & Societies Website.
Promotional Funding is to be spent on things like (but not limited to):
- Club promotional flyers
- Club business cards
- Club promo material

Club Banner Funding – Up to $100 one off payment
Club Banner funding is a once a year payment of up to $100 to assist with costs to produce a banner to promote the club. All banners that receive UniClubs Banner funding need to be approved by UniClubs prior to it being produced. Any banners that get produced prior to approval will not receive the funding and for the banner to be approved.

Club Clothing Funding – Up to $400 one off payment
Club clothing funding is to assist clubs with the cost of producing Club clothing for members. Only club clothing that has been approved by UniClubs and meets requirements of including the club logo will receive funding.

Collaboration Funding - Maximum amount varied
The Collaboration funding is assessed on a case by case basis and can change depending on the nature and costs of the event that is being applied for. To be eligible for the funding, clubs must:
- Collaborate with other UOW affiliated clubs to hold an event
- Hold a large event (or series of events) on campus (at least 100 people planned to be in attendance)
- Apply for the funding at least 5- 6 weeks prior to the event
- Complete an Event Management Plan which can be found under ‘Resources’.  
- Devise a way to make the event sustainable with the idea of creating an event that could be staged in following years.

Special Event/ Additional Funding
UniClubs will offer additional funding to clubs who want to hold intervarsity events on campus or travel to places to attend different events such as conferences and intervarsity competitions while representing UOW and their club. Each application will be taken on a case by case, event by event basis. If you are interested in something like this, and it is relevant to you your club, please contact Nicola at UniClubs on nhubbard@uow.edu.au at least 6 weeks prior to the event. As with Collaboration funding a detailed Event Management Plan must be submitted.
Policies & Procedure

Food Safety
Bad personal hygiene is the most common way to spread germs. Good personal hygiene helps to reduce the number of germs spreading to food. **Food handlers are required to wash their hands** whenever they are handling food; and particularly before commencing or recommencing handling raw food. More information on food handling can be found on the UniClubs website. If you are intending to cook food at your event (e.g. sausage sizzle) please familiarise yourself with the food safety procedures, available from the ‘Australian Food Standards’ [http://www.foodstandards.gov.au](http://www.foodstandards.gov.au) or visit the UniClubs office for a print out.

Alcohol
No alcohol is to be served at any UniClubs event without prior approval. If you are intending to supply alcohol at your event you must hold your event in a licensed venue on or off campus. The University has a number of policies on the consumption and supply of alcohol at social events see the [UOW Policy Alcohol & Drugs page](http://www.library.uow.edu.au/copyright/) or contact the UniClubs office.

Copyright
As an educational provider, UOW has a legal obligation to ensure that all staff and students comply with Australian copyright law. All original works are automatically given protection under the copyright act. You cannot copy music, videos, software, books, magazines, photographs, magazines or anything else protected by copyright.
A more detailed outline of the University’s copyright policy can be found at: [http://www.library.uow.edu.au/copyright/](http://www.library.uow.edu.au/copyright/)

Logos & the University Crest
As an affiliated club of UniClubs, your Club or Society is under obligation to follow the UOW Logo Guidelines. All Clubs & Societies must incorporate the UniClubs logo into the design of all materials for which funding is sought. This logo must not be used on any material that could be deemed offensive.

The UOW crest represents the University. Any unauthorised use of the crest is a serious offence. It is very important for Clubs & Societies on campus not to use the University emblem or crest, in current or former branding, as this has not been permitted.

Workplace Health & Safety (WHS)
Workplace Health & Safety (WHS) is important to both the UniClubs and the University. Each club executive needs to be aware of the importance placed on the safety of the campus community. The detailed outline of this policy can be found at: [http://staff.uow.edu.au/ohs/](http://staff.uow.edu.au/ohs/)
**Uni Rooms**
If you require an indoor venue UniClubs can assist you with the booking of rooms. However, food or beverages are not permitted in all of the University rooms. If you are looking for an outdoor venue there are plenty of beautiful locations on campus.

**Uni Grounds**

- No pegs/tent pegging in ground because of risk of damage to in-ground watering service
- There are permanent BBQ’s that are available (the McKinnon Lawn, Building 30, or near Building 15) **which can be booked through UniClubs**. If you choose to use your own BBQ, please use it on the crushed gravel pads and not the grass or pathways (to prevent oil damage). Alternatively you can hire a BBQ from UniClubs for $50 which needs to be used on the gravel near the Duck Pond Lawn.
- Set-up restricted to temporary table set-ups which can be borrowed from UniClubs
- Signs & banners are to be kept within immediate vicinity of set up
- Electrical cords not to be laid across lawns, pathways and pedestrian access
- Only authorised outdoor power points to be used
- Activity not to impede pedestrian thoroughfares or access points
- Noise to be limited to within range of activity set up. No noise will be permitted during normal lecture periods

**Privacy Policy**
The University of Wollongong has strict guidelines in regards to privacy. There are both Federal and State Laws relating to the use of personal information. All clubs have access to personal and sensitive information about members. It is very important that you understand your responsibilities as executive of a club in relation to privacy. The detailed outline of this policy can be found at: [http://www.uow.edu.au/about/privacy/](http://www.uow.edu.au/about/privacy/)

**Respect for Diversity Policy**
The University of Wollongong expects all Clubs & Societies to provide an environment where the diversity of all members is respected, valued and supported. This includes the freedom of opinion, where all members shall have the right to express their opinion while respecting the rights of others without fear of discrimination, harassment or bullying. The detailed outline of this policy can be found at: [http://www.uow.edu.au/about/policy/UOW058716.h](http://www.uow.edu.au/about/policy/UOW058716.h)
UniClubs Contact Details

Nicola Hubbard - Program Coordinator (4221 8078)
• All UniClubs related matters
• Funding and banking
• Events related enquiries
• Starting a club

Gillian Harrison – Faculty Clubs Coordinator (4221 3273)
• All Faculty Club related matters
• Starting a Faculty club

UniClubs Reception
• All general enquiries
• Club mail
• Equipment / Building 11 Meeting room hire
• Room Bookings

P: (02)4221 8179
E: @uow.edu.au
Facebook: Search ‘UOW UniLife’