

FACULTY CLUBS AND SOCIETIES

Frequently Asked Questions

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Introduction

The Faculty Clubs and Societies Frequently Asked Questions outline the common questions that Faculty Club Executives may have on the program and the committee meetings.

These FAQ's are an extension to the Clubs and Societies Handbook, which applies to all UniClubs affiliated clubs, and the Faculty Clubs Handbook. It encompasses the terms and conditions for committee meetings and funding requirements for Faculty Clubs.

The Faculty Clubs have been provided with additional funding through a SAF project which was initiated in 2012. This project provides the clubs opportunities to initiate large scale events, projects and competitions within their Faculty discipline to enhance the student experience on campus.

What is a Faculty Club?

A Faculty Club is a club with a membership base that has the majority of its members studying the same Degree (or discipline) at UOW. Academics and Faculty staff are welcome to join and support the club. The purpose of a Faculty Club is to create an environment where like-minded students are able to network and extend their studies with professional development opportunities.

What is the background of the Faculty Clubs and Societies Program?

In 2012, the University Council approved a Faculty Clubs and Societies Project as a Student Services and Amenities Fees (SAF) initiative.

The purpose is to:-

- establish and improve relationships between Faculties and their associated clubs and societies;
- improve the student experience and effectiveness of discipline-oriented clubs and societies and foster two-way communication and feedback between Faculties and their associated clubs and societies

Faculty Club Funding through the SAF Project

What are the funding categories that the Faculty Club must incorporate in their funding proposal?

To apply for funding, Faculty Clubs must incorporate any of the following:-

Community & Industry Outreach - Philanthropic, industry, alumni and professional bodies strategies and events

Social - General social events including end of year balls, intervarsity, social and sporting competitions and collaborative campus engagement activities

Student Life - Initiatives to support faculty/school spirit and student well-being and welfare

Learning support - Tutoring, field trips, thesis presentations, seminars, workshops, guest speakers, professional opportunities, large disciplinary projects and competitions.

It is important to note that a funding proposal that is submitted by a Faculty Club must contain at least one of the categories above before consideration is made on funding requested.

The SAF funding guidelines criteria outlined in the funding proposal template is another very important part to consider when applying for funding. To be eligible for funding your proposal should incorporate at least one of the criteria point:

- providing food or drink to students on a campus of the higher education provider;
- supporting a sporting or other recreational activity by students;
- supporting the administration of a club most of whose members are students;
- caring for children of students;
- providing legal services to students;
- promoting the health or welfare of students;
- helping students secure accommodation;
- helping students obtain employment or advice on careers;
- helping students with their financial affairs;
- helping students obtain insurance against personal accidents;
- supporting debating by students;
- providing libraries and reading rooms (other than those provided for academic purposes) for students;
- supporting an artistic activity by students;
- supporting the production and dissemination to students of media whose content is provided by students;
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- advising on matters arising under the higher education provider's rules (however described);
- advocating students' interests in matters arising under the higher education provider's rules (however described);
- giving students information to help them in their orientation; and
- helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

What are examples that Faculty Clubs have submitted funding

Faculty Clubs have submitted funding requests for a variety to activities. Below are some examples:-

- Registration fees for Club members to attend student conferences;
- Bus Hire and Petrol for field trips;
- Costs of Guest Speakers/Alumni to present to Club members on relevant topics and career experiences;
- Catering or room hire for Professional Networking events;

- Expenses to enter National University Competitions;
- Equipment to host students competitions and projects;
- DJ for a Club Social event;
- Contribution to training session fees to extend members skill set

What is the process of Faculty Club Funding approvals?

1. The Funding proposal template must be submitted to the Faculty Clubs Program coordinator via email by the required date outlined in the committee meeting schedule. Please ensure the budget is clearly detailed in the proposal. If expenses are higher than the budgeted amount the excess expense will not be funded.
2. The Committee members meet at least twice a semester to assess funding proposals and vote on funding proposals.
3. If funding is approved, the Faculty Club is required to make an online funding submission through the Clubs website (clubs.uow.edu.au) and select ***'Faculty Committee Approved'*** as the funding category. For funding approved over \$500 an event management plan is required to be submitted at least one week prior to the event. Funding under \$500 will require a risk assessment to be submitted only (event/project contingent).
4. Receipts/ invoices detailing and itemising the expense are to be sent to UniClubs for assessment and approval.
5. Clubs are to include the attendance count and reflection of the event in the ***'results tab'*** of the event on the Clubs Website.
6. Once the above has been completed and approved by UniClubs, the Faculty Club will be reimbursed into the Clubs account at the end of the month.

To note: online funding applications can be submitted anytime before committee meetings, where it will remain pending until approved by the faculty clubs committee.

What happens if the club is unable to pay for the expense upfront due to the large amount?

Faculty Clubs can discuss an option of having the expense invoiced to UniClubs directly (over \$500 only). This will mean that UniClubs will pay for the agreed expense directly to the provider and no reimbursement will be made to the Faculty Club. Please allow 4-6 weeks for payment to be processed by UniClubs. If there is insufficient time for UniClubs to make payment to the supplier, the Club will need to find alternative arrangements.

Are there any exclusions with regards to the Faculty Clubs funding?

Faculty Clubs are unable to apply or be reimbursed for the following:

- Alcohol (includes alcoholic beverages at social events);
- Prizes that involve cash;
- Events or Projects outside the funding categories listed above;
- Event expenses that have not been budgeted for in the Funding Proposal and has not been approved by the committee;
- Expenses that are higher than the budgeted amount that have been approved by the committee;
- If the required funding applications and event plans are not completed;
- Submissions are not sent at the required deadlines;
- Funding applications that are submitted at meetings;
- If adequate receipts/invoices are not received in due time;

- Publications that have not been approved by UniClubs and the Faculty 2 weeks in advance of being printed;
- Promotional material that does not include the SAF logo (where SAF funding is given only) or UniClubs logo;
- Events that have not been approved by UniClubs.

Can a Faculty Club still access UniClubs funding?

Yes. The Faculty Club is still able to access funding for items such as Club Clothing, Banners, and Promotional Material.

Faculty Clubs Committee Structure

What is the Terms of Reference?

Each Faculty has a procedures document which outlines the operation of the Faculty Clubs committee. These procedures can be requested from the Faculty Clubs Program coordinator and are available online through the faculty clubs page on the clubs website.

What is the Faculty Clubs Constitution that the club will need to adopt?

The Faculty Clubs constitution varies from the standard constitution template that other Clubs may adopt to affiliate with UniClubs. These differences include the funding requirements of the Faculty Clubs Committee, affiliating with the Faculty and reporting requirements. The Faculty Clubs Constitution template can be requested through the Faculty Clubs Coordinator.

What is the role of the Faculty Club in the Committee meetings?

Faculty Club Committee meetings are scheduled twice a semester.

The Faculty Club has the following role in the committee meetings:-

- be affiliated with UOW Pulse to be eligible for SAF funding;
- club must adopt the Faculty Club Constitution template;
- provide items for the meeting agendas in a timely manner;
- communicate the decisions of the Committee to their Faculty Club or Society members;
- provide details of all requests for funding of events or functions using the approved template.
- provide the committee with details of the fundraising activities they intend to undertake;
- advise UniClubs if a club is unable to attend a meeting and organise an alternative member to attend on their behalf;
- maintain administrative records via the Clubs & Societies Online System (website).

What is the quorum of the committee meetings?

- a minimum of sixty per cent (60%) attendance of all aligned and affiliated Faculty Clubs & Societies;-
- If, at the end of 30 minutes after the time appointed in the notice for the opening of the meeting, there is no quorum the meeting shall stand and adjourn for one week. If at such

meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.

It is important that a Faculty Club representative is present at all committee meetings even when the club itself has not submitted a funding proposal. Your club will still have a vote and a say in funding proposals that are submitted by other Faculty Clubs. It will also provide your Club with the opportunity to network with other Club Executives in your Faculty and gain insight to the events that other clubs within the faculty are planning. Even your club members may like to attend those events!

How does the voting work in the committee meetings?

Voting structures for the Faculty Committee meetings differ between Faculties. Please refer to the procedures for the Faculty Clubs and Societies Committee for your clubs voting requirements. The committee members have the following voting rights:-

- Faculty Chair (one vote);
- Faculty Academic staff member (one vote);
- Faculty Club or Society (single vote per club maximum of two representatives per club);
- Elected Student Representatives (one vote each Rep);
- UniClubs (one vote).

Events and Projects

What is an event management plan?

An event management plan details the activities of the event, the volunteers that will assist with the event, a schedule of activities of the event and a risk assessment. An event management plan is required to be assessed and approved by UniClubs one week prior to the event occurring.

All Clubs and Societies on campus must abide by the UniClubs policies and procedures set out in the Clubs and Societies handbook and the UOW policies and procedures outlined in the following link:

<http://www.uow.edu.au/about/policy/students/index.html>

Other Questions that might pop up

What are the requirements for promotional material for a club event or club initiative?

If an event or a project has been funded by the Faculty Clubs Committee, the SAF logo, UniClubs logo and your Club logo must be included in all advertising material. The Faculty Club is required to seek approval from UniClubs before the material is printed. This is to ensure the content is appropriate and all required logos are included in the material. Failure to do this will result in the funding being cancelled.

What is the process for publications that are funded by the Faculty Clubs Committee?

(e.g. training manuals, club booklets, club catalogues, newsletters, fact sheets and flyers)

The following steps are required for printed publications that funding has been approved by the Faculty Club committee:-

1. The publication will require the SAF logo (if SAF funded), UniClubs and the Club logo displayed on the front or back cover of the publication.
2. A final draft copy of the publication must be sent to the Faculty Clubs Program coordinator (UniClubs) for review and approval at least 2 weeks prior to printing of the publication.
3. Once UniClubs has reviewed the publication, the affiliated Faculty will review the publication and approve the publication.
4. If there are changes to be made to the draft publication by either UniClubs or the Faculty, these changes are to be made and sent to the Faculty Clubs Program coordinator for final approval.
5. The final approved publication will be sent to the Faculty Clubs Program coordinator.

What is the Process for Club projects and events that involve Minors (children under 18)?

If a club has a project or event that requires working with minors, there are processes that are required by UOW and UniClubs that will need to be followed and approved before the project/event is launched.

Please contact UniClubs to organise a meeting to discuss these processes and to ensure that certain standards are met.

What are the requirements for the tax invoices and receipts?

Tax invoices/receipts that are sent to UniClubs must include the following:-

1. the seller's identity
2. the seller's Australian business number (ABN)
3. the date the invoice was issued
4. a brief description of the items sold, including the quantity (if applicable) and the price
5. the GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'

This is important for the reimbursement for approved funding.