FACULTY CLUBS AND SOCIETIES HANDBOOK
Introduction

WELCOME

Hello everyone and welcome to the faculty clubs program and thank you for being a part of this program for another year or for the first time.

Clubs and Societies form a valuable and unique part of the University experience and your contribution and efforts given to your club are much appreciated.

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 on the UOW campus. 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.

FACULTY CLUB PROGRAM

As an extension to the CSE Clubs and Societies, 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.

The faculty clubs and societies project is a Student Services and Amenities Fee (SAF) initiative with the purpose of improving the student experience and effectiveness of discipline-oriented clubs and societies as well as improving relationships between Faculties and their associated clubs and societies.

The CSE Team

Centre for Student Engagement (CSE)

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This is a supplementary document to the Clubs and Societies Handbook, refer to that document for the following information:

- Executive Roles
- Banking details
- Affiliation/re-affiliation processes
- CSE funding guidelines
- Annual club reports
- Annual General Meeting (AGM)
1 UOW Clubs and Societies Charter

UniCentre has a proud history in supporting and developing the Clubs & Societies program at UOW through the Centre of Student Engagement (CSE). The program incorporates over 120 clubs from many different aspects of student 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.

The Clubs & Societies program encourages:

• proactivity 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 informational
  • respect to all members of the multicultural community that UOW holds

UniCentre 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 UniCentre to refuse or cease affiliation with any group who is believed to display these behaviours. The Clubs and Societies program evolves with student requirements and will always look for opportunities to improve campus life at UOW.
2 Faculty Clubs and Societies Committees

In order for affiliated Faculty Clubs and Societies to initiate a funding request from the SAF project, five Faculty Clubs and Societies Committees have been formed with the purpose of:

- receiving and assessing applications for funding of events and initiatives from Faculty or discipline-aligned clubs and societies;
- receiving reports on the activities from the clubs and societies; and
- acting as a liaison between the Faculty and the members of the Faculty clubs and societies and the Centre for Student Engagement.

2.1 FACULTY COMMITTEE STRUCTURE

Documents you need to be familiar with are the terms of reference and the faculty clubs constitution.

2.2 TERMS OF REFERENCE

The ‘terms of reference’ is a procedures document specific for each faculty, outlining the operation of the Faculty clubs and societies committee. These procedures can be requested from the faculty clubs program assistant and are provided at training sessions at the beginning of semester one. Make sure you have a copy and have read the details.

2.3 FACULTY CLUBS CONSTITUTION

The faculty clubs constitution is based on the template provided by CSE and is unique to every club. It outlines the clubs: aims & objectives, membership details, affiliation details, who is eligible to be a part of the executive, meetings, voting and finances. All faculty clubs need their own up-to-date constitution.

The faculty clubs have a different constitution to the standard constitution template that other clubs may adopt to affiliate with CSE. 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 CSE faculty clubs program assistant or the CSE clubs coordinator.
3 Committee Meetings

The committee meetings involve clubs from each faculty getting together to review, assess and vote on funding proposals put forward by clubs. Faculty specific clubs and societies committee meetings are usually held twice a semester, towards the beginning of the semester and again towards the end of the semester. These dates are decided at the start of the year and given out to faculty clubs with other key dates for the year.

Faculty clubs should organise a club representative to be at each committee meeting. The funding proposals will be sent to club executives two business days prior to the meeting so it is important that club representatives have read the proposals and have any questions ready before the meeting.

The Faculty Clubs have the following roles in the committee meetings:

1. Be affiliated with CSE in order to be eligible for SAF funding (this means at the end of each year getting your re-affiliation form to CSE).

2. Adopt the faculty club constitution template – using the template provided by CSE add your club’s own aims and objectives and any terms of reference particular to your club.

3. Provide items (such as funding proposals) for meeting agendas well before the meeting (at least 4 business days prior to give us enough time to go over the proposal).

4. Let your club members know the decisions made at each committee meeting (this could be a Facebook post or an email, whatever is the best way to communicate with your club members).

5. Provide details of all requests for funding of events or functions using the approved templates—the template can be found on the clubs website as well as the funding proposal form.

6. Provide the committee with details of the fundraising activities the club intends to undertake annually.

7. Maintain administrative records via Clubs & Societies Online System (website)

8. Advise CSE if a club member is unable to attend a meeting and make sure an alternative member is able to attend on their behalf.

It is important that a faculty club executive member is present at all committee meetings even when the club itself has not submitted a funding proposal. Your club still has a vote and a say in each funding proposal that are submitted by other faculty clubs. It will also provide your club with the opportunity to network with other club executives and gain insight into the events that other clubs within the faculty are planning.

Make sure you let us know if you can’t attend a committee meeting and try to have a replacement representative from your club at least a week prior to the meeting taking place.
3.1 QUORUM OF COMMITTEE MEETINGS

A minimum of sixty per cent (60%) attendance of all aligned and affiliated faculty clubs and 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.

3.2 COMMITTEE MEETING VOTING

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 has one vote
- Faculty Academic staff member has one vote
- Faculty club or society has a single vote per club and a maximum of two representatives per club at the meeting
- Elected student representatives have one vote per representative
- Centre for Student Engagement (CSE) has one vote.
4 Types of Funding

4.1 CSE FUNDING

Faculty clubs can apply for all Club Funding categories, in addition to Faculty Club funding.

For example club clothing and promotional material. CSE Funding is applied directly through CSE—refer to funding guidelines document for various funding categories and amounts you can apply for.

CSE funding is reimbursed after a funding round, all receipts need to be forwarded to CSE by the end of the funding round. The funding round in which to apply for depends on when your project/event occurs, for example if your event date falls within Session 1, funding round 1 then this is the round of funding you apply for. There are three funding rounds per session, take note of the funding round dates when you apply.

4.2 SAF FUNDING

Every year an amount is allocated to each faculty based on the previous year’s enrolment. SAF funding is applied for through the faculty specific committee meetings.

If the funding request is under $300 it can be applied for directly through CSE and then reported to the other clubs during the next faculty club committee meeting—refer to your faculty’s terms of reference for this procedure.

SAF funding is processed and reimbursed at the end of every month, if a club requires an early payment CSE will need to be informed well in advance. Also, please be aware of SAF funding closing dates for each session.

4.3 FUNDING CATEGORIES

There are 4 funding categories which faculty clubs must incorporate when applying for SAF funding, these are:

- Community & industry outreach— which are philanthropic, industry related, alumni and professional bodies strategies and events.
- Social—end of year balls and activities, sporting competitions, BBQ, get-together etc.
- Student Life—initiatives to support faculty spirit and student well-being & welfare.
- Learning support—tutoring, workshops, seminars, professional opportunities and so on.

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.

Make sure your funding applications are submitted online BEFORE the date of the activity not after.
5 Funding Process

The funding process is as follows:

1. The funding proposal template must be completed and submitted to the faculty clubs program assistant via email by the required date outlined in the committee meeting schedule (usually four working days before the committee meeting). 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. The earlier you get the funding proposal and event plan in, the better to give us a chance to look over the proposal and suggest changes.

2. The faculty clubs and societies committee will meet to review, assess and vote on whether the event/project funding proposal submitted will be either approved or denied. This will provide the faculty club who is submitting the proposal an opportunity to discuss the event or initiative with the committee and address any concerns members may have.

3. Faculty clubs must create an event on the clubs website through their club page prior to the date of the event and have it approved by the faculty clubs program assistant. Faculty clubs must create an event on the clubs website through their club page prior to the date of the event and have it approved by the faculty clubs program assistant.

4. If the funding is approved, the faculty club is required to submit an online funding application through the clubs website (clubs.uow.edu.au) and submit an event management plan to CSE. When you log in on the clubs page the ‘apply for funding’ button appears in the bottom admin section. The funding category to select needs to be ‘faculty committee approved’ - refer to point 5.1 for

Create a calendar event for every event you hold.

Calendar events need to be created at least 2 weeks prior to an event and before you have completed your online funding application.

Calendar events are required in order to be eligible for funding.
information on event management plan and 5.2 for more information on the online funding application.

5. Keep all receipts and invoices from your event and make sure it is sent to CSE ASAP after the event—if you know that getting a receipt or invoice will take longer than usual, let CSE know so the club doesn’t miss out on the funding being processed. Refer to point 5.5 for more information on receipts. Take note of all funding deadlines.

6. Clubs will need to record the attendance and reflection of the event on the ‘results tab’ of the event on the clubs website ASAP after the event in order to eligible for funding.

7. Once the above has been completed and approved by CSE, the faculty club will be reimbursed into the clubs account at the end of the month.

5.1 EVENT MANAGEMENT PLANS

The 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. The event management plan is required to be assessed and approved by CSE two weeks prior to the event occurring.

Depending on the amount of funding that has been approved, the Faculty Club or Society will be required to complete a Risk Assessment or an Event Plan. The following criteria will apply:

Funding under $500 will require a risk assessment from the Faculty Clubs

Funding from $500 - $1,000 will require a small Events Plans from the Faculty Clubs

Funding over $1,000 will require a detailed Events Plans from the Faculty Clubs
For your event to be covered by insurance CSE MUST receive a Risk Assessment. The event management plan template and risk assessment template and example are available in the ‘Resources’ section of the clubs website.

All clubs and societies on campus must abide by the CSE policies and procedures outlined in the following link:  http://www.uow.edu.au/about/policy/students/index.html

5.2 ONLINE FUNDING APPLICATIONS

Once funding has been approved by the committee or whenever any funding is to be given you must then submit an online application through the ‘clubs’ website. To apply go to the log in through the clubs website and scroll to the bottom of the screen where there is a table with an ‘apply for funding’ section. You should see a form with various drop-down options, make sure you fill in every section, link it to an event and submit.

![Online funding application form.](image)

Faculty clubs must complete a funding application for ALL funding even if already approved in the committee meeting.

5.3 POST CLUB EVENT

After your event, it is requirement that you report on the attendance at the event and lodge a reflection on the success and areas of improvement of your event. It doesn’t need to be long, just a few dot points. This information is completed on your event submission on the clubs website, go to the ‘content’ tab and then to the right to the ‘results’ tab.

![Remember that post-event reporting is required in order to receive funding.](image)
5.4 LARGE EXPENSES

If a club is unable to pay expenses up-front Faculty clubs can discuss an option of having the expense invoiced to CSE directly, although you will still need to go through the same process in the committee meeting. This will mean that CSE 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 CSE. If there is insufficient time for CSE to make payment to the supplier, the club will need to find alternative arrangements.

It is also a good idea to get these funding proposals in as early as possible in order to give us a heads up with what you’re planning on doing and whether or not it can be achievable.

Invoices must be addressed to, UniCentre Centre for Student Engagement: UOW otherwise CSE cannot pay the invoice.

5.5 REQUIREMENTS FOR THE TAX INVOICES AND RECEIPTS

Tax invoices/receipts that are sent to CSE 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’.

NOTE: EFTPOS transactions are not a form of receipts and WILL NOT be accepted for reimbursement.

This is important for the reimbursement for approved expenses.
5.6 EXAMPLES OF FUNDING REQUESTS FROM FACULTY CLUBS

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

- Bus Hire and petrol for field trips
- Catering or room hire for professional networking events
- Expenses to enter national university competitions
- Equipment to host student competitions and projects
- DJ for a club social event
- Contribution to training session fees to extend members skill set
- Equipment relevant to club

5.7 WHEN IS FUNDING NOT GIVEN?

Funding is not given out for the following things:

- alcohol
- prizes that involve cash
- events/projects not in one of the funding categories
- event expenses not in the budget or with prior approval by the committee
- expenses higher than budgeted amount (amount approved)
- incomplete funding applications & event plans
- overdue submissions—not sent at the required deadlines.
- funding proposals that are submitted at the required deadlines.
- late or inadequate receipts/ invoices
- publications not approved by both CSE and faculty 4 weeks before printing
- promotional material that doesn’t include SAF logo or CSE logo
- events that have not been approved by CSE

Make sure your minutes are accurate with detailed information and when stating new executive members, full details are recorded (e.g. full name, address, date of birth, UOW email address and contact number).

Always send your minutes to us at CSE to ensure we are kept up-to-date.
6 Campus Event Opportunities

You may be contacted regarding opportunities for involvement in key campus events. Get in touch with CSE to discuss these or other opportunities.

Session 1

O Week Promote your club to new UOW students and sign-up new members.
Faculty Club Training An information session regarding the processes involved for faculty clubs.
Clubs Day A day to showcase your club to UOW students and sign-up new members.
STUVAC Occurs at the end of each session, Building 11 transforms into a study zone where we invite clubs to facilitate study sessions for their members.

Session 2

O Day Promote your club to new UOW students and sign-up new members.
Clubs Day A day to showcase your club to UOW students and sign-up new members.
UOW Open Day An opportunity to promote your club to future UOW students.
UOW Goes Global A four week program offering a bunch of experiences and opportunities to help you think about what it means to be part of a global university.
STUVAC Occurs at the end of each session, Building 11 transforms into a study zone where we invite clubs to facilitate study sessions for their members.
7 Promoting Your Club Event

7.1 PROMOTIONAL MATERIAL REQUIREMENTS FOR A CLUB

If an event or a project has been funded by the faculty clubs committee, the SAF logo, CSE logo and the clubs logo must be included in all advertising material. The club is required to seek approval from CSE 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.

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, CSE 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 assistant (CSE) for review and approval four weeks prior to printing off the publication.

3. Once CSE 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 CSE or the Faculty, these changes are to be made and sent to the faculty clubs program assistant for final approval.

5. The final approved publication will be sent to the faculty clubs program assistant where CSE will arrange the publication to be paid for and printed.

Current logos to use:

Find the CSE logos on the clubs website through ‘resources’ and ‘CSE logos’.

SAF funded logo and different versions of the CSE logo.

For CSE funded events/projects
7.2 PROMOTING YOUR CLUB EVENT

Clubs can advertise their events and generally promote their club through different communication channels at UOW and online.

<table>
<thead>
<tr>
<th>Promotional Tool</th>
<th>Contact</th>
<th>Deadline</th>
<th>Why use this tool?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSN Screens</td>
<td>Submit a MOV file to <a href="mailto:cse_unicentre@uow.edu.au">cse_unicentre@uow.edu.au</a> to have your promotional advertisement uploaded on the digital screens around campus</td>
<td>7 working days before the event</td>
<td>Can be used to promote a club event or for recruitment purposes to gain more members</td>
</tr>
<tr>
<td>Facebook</td>
<td>See <a href="http://www.facebook.com">www.facebook.com</a> and sign up for a page, group or event</td>
<td></td>
<td>Great way to speak to your members directly or recruit new members. Make sure your club Facebook page is ‘open’ so potential new members can find out more about your club.</td>
</tr>
<tr>
<td>Events Calendar (shows on calendar on UOW website &amp; DSN screens)</td>
<td>See the events calendar form on the C &amp; S website. Anything you add here, subject to approval, will be shown on the events calendar</td>
<td>At least one week before event begins</td>
<td>To advertise weekly meetings and other events</td>
</tr>
<tr>
<td>UOW Media</td>
<td><a href="mailto:media@uow.edu.au">media@uow.edu.au</a></td>
<td>10 working days before the event</td>
<td>To get media coverage at major events</td>
</tr>
<tr>
<td>YouTube clip/ viral marketing</td>
<td>Make a clip that promotes your event and club. Upload it to <a href="http://www.youtube.com">www.youtube.com</a></td>
<td></td>
<td>Students can be very to a clever clip, and it’s easy to pass on to friends</td>
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<tr>
<td>Emailing or sending club newsletters through your club</td>
<td>Newsletter feature on Clubs and Societies website</td>
<td></td>
<td>Your club members are your most supportive audience</td>
</tr>
<tr>
<td>Stalls</td>
<td><a href="mailto:cse_unicentre@uow.edu.au">cse_unicentre@uow.edu.au</a></td>
<td></td>
<td>Opportunity to speak to students face-to-face</td>
</tr>
<tr>
<td>Tertangala Student Magazine</td>
<td>WUSA—<a href="mailto:wusapresident@gmail.com">wusapresident@gmail.com</a></td>
<td></td>
<td>If you have a story to tell regarding your club that is relevant to UOW students, write an article and submit it to the team at the Tertangala</td>
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