
FACULTY CLUBS

**2020
HANDBOOK**

UNICLUBS

CLUBS.UOW.EDU.AU

This is a supplementary document to the UniClubs Handbook. Please refer to the UniClubs handbook for the following information:

- *Banking details*
- *Booking events*
- *General information for running events*
- *Important dates for all clubs*
- *UniClubs funding guidelines*
- *UniClubs policies*

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1. FACULTY CLUB PROGRAM

As an extension to the UniClubs 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 improve the student experience and effectiveness of discipline-oriented clubs and societies as well as improving relationships between Faculties and their associated clubs and societies.

1.1 WHAT IS A FACULTY CLUB?

A Faculty Club or Academic Club is a club with a membership base that has the majority of its members studying the same degree/discipline at University of Wollongong. 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.

1.2 EXPECTATIONS 2020

Executives should note the following expectations of your club:

- Your club will attend all scheduled SAF funding meetings – see clubs website for dates
- For every event you hold your club must create an online calendar event through the clubs website
- Post-event your club must complete the results for your event (event attendance count and event reflection), on the result tab of your calendar event
- Regularly check your UOW email address for clubs correspondence (important information will be sent throughout the year), and regularly check the UniClubs Executive Facebook group (request to join if you are yet to do so).

UniClubs Team

E: pulse-uniclubs@uow.edu.au

T: + 61 2 4221 8179

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 UniClubs

2.1 TERMS OF REFERENCE

The 'terms of reference' is a procedure 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 coordinator and are available on the clubs website. Make sure you have a copy and have read the details.

2.2 FACULTY CLUBS CONSTITUTION

The faculty clubs constitution is based on the template provided by UniClubs 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 UniClubs. The faculty clubs constitution includes a section to affiliate with one of the five faculties. The faculty clubs constitution template can be requested through the Program 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.

Each Faculty club must select a club representative present who will be present at each committee meeting. The funding proposals will be sent to club executives at least five days prior to the meeting. 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 UniClubs in order to be eligible for SAF funding (this means at the end of each year getting your re-affiliation application completed).
2. Adopt the faculty club constitution template – using the template provided by UniClubs add your club's own aims and objectives and any terms of reference particular to your club.
3. Provide items for meeting agendas well before the meeting (at least 4 business days prior).
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 activities using the approved templates—the online funding application can be submitted through on the clubs website. The funding proposal form can be downloaded from the UniClubs website.
6. Provide the committee with details of the fundraising activities the club intends to undertake.
7. Maintain administrative records via Clubs & Societies Online System (website)
8. Advise UniClubs 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 representative 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 clubs 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

To reach quorum at a meeting there must be a minimum of sixty per cent (60%) attendance of all 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 i.e. some committees vote online after the meeting whilst others vote in the meeting. Please refer to the procedures (terms of reference) 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
- UniClubs has one vote.

4. Types of Funding

4.1 UNICLUBS FUNDING

Faculty clubs can apply for all UniClubs Funding categories, in addition to Faculty Club funding (SAF funding).

For example social, training, club clothing, and promotional material funding. UniClubs Funding is applied directly online through the clubs website—refer to the Clubs and Handbook for various funding categories and amounts you can apply for.

UniClubs funding is reimbursed after a funding round, all receipts need to be forwarded to UniClubs by the end of the funding round. The funding round which you apply 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 the clubs website and then reported to the other clubs during the next faculty club committee meeting. Whenever your club is applying for SAF funding online through the clubs website, the funding category would need to be *Faculty Clubs SAF funding* and the funding round would be *Faculty/Academic Clubs: SAF Funding*.

SAF funding is processed and reimbursed into the club account (based on receipts) at the end of every month (for receipts received by the 20th of each month), if a club requires an early payment UniClubs will need to be informed and arranged well in advance. Also, please be aware of SAF funding due dates for receipts for each session – these dates can be found on the clubs website, under the Faculty Clubs section.

4.3 FUNDING CATEGORIES

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

1. **Community & industry outreach**— which are philanthropic, industry related, alumni and professional bodies strategies and events.
2. **Social**—end of year balls and activities, sporting competitions, BBQ, meet and greets etc.
3. **Student Life**—initiatives to support faculty spirit and student well-being & welfare.
4. **Learning support**—study sessions, 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 a funding requested.

5. Funding Process

The funding process is as follows:

1. The funding proposal template must be completed and submitted to the Program Coordinator via email by the required date outlined in the committee meeting schedule (due dates found on the clubs website). 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 committees 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 at least two weeks prior to the date of the event and have it approved by the Program Coordinator.
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 (if applicable) submit an event management plan to UniClubs (at least one week prior to the event date or funding will not be eligible). 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 Clubs SAF Funding*- refer to point 5.1 for information on event management plan and 5.2 for more information on the online funding application.



Create a calendar event for every event you hold.

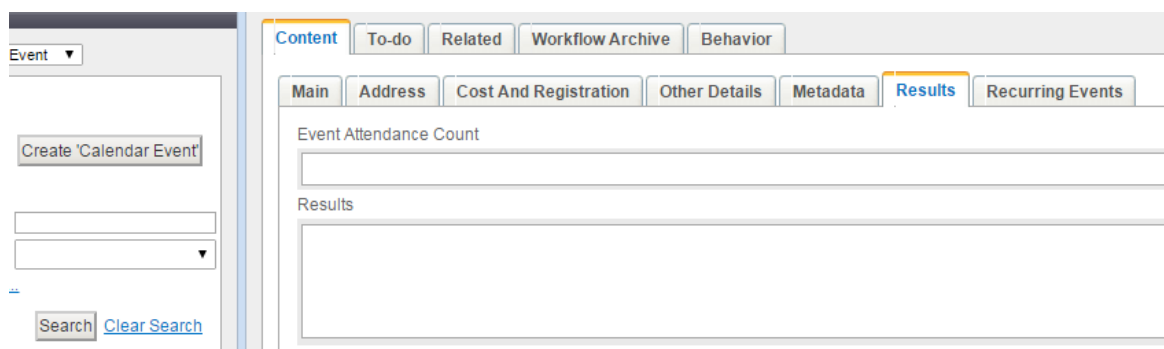
Calendar events should be created at least 2 weeks prior to an event and before you have completed your online funding application.

Calendar events are required in order to be eligible for funding.

The image shows two screenshots from the UniClubs website. The left screenshot shows the 'Models' search interface with a search bar containing 'Calendar Event' and a 'Create Calendar Event' button. The right screenshot shows the 'Content' form for creating a calendar event, with fields for Title, Navigation label, Start, End, Contact Name, Contact Email, and Contact Mobile, along with a rich text editor for the Content field.

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

5. Keep all receipts and invoices from your event and make sure they are sent to UniClubs ASAP after the event—if you know that getting a receipt or invoice will take longer than usual, let UniClubs 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 (available on clubs website).
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 UniClubs, 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 UniClubs one week prior to the event occurring.

Depending on the amount of funding that has been approved and the type of event, the Faculty Club or Society will be required to complete a Risk Assessment or an Event Plan.

The following criteria will generally apply:

Funding \$300 or under will require just a risk assessment from the Faculty Clubs.

Funding over \$300 will require a detailed Events Plans from the Faculty Clubs.

EVENT MANAGEMENT PLAN			
EVENT DETAILS			
Name of Event:			
Event Location/Venue:			
Date of Event:		Time of Event:	
Required set-up time:			
Required pack-up time:			
Number of volunteers required:			
Event Coordinator/Manager:			
Email Address:			
Phone Number:			
DESCRIBE THE MAIN PURPOSE OF THE EVENT:			

For your event to be covered by UOW Pulse insurance, UniClubs 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.

If there are elements of risk or alcohol provided at an event a risk assessment will still be required even when funding is not given.

5.2 ONLINE FUNDING APPLICATIONS

Once funding has been approved by the committee or whenever any funding is to be given you **must submit an online application** through the clubs website. To apply 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. The funding application must be submitted at least one week prior to an event in order to be eligible for funding.

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

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

Online funding application form. ➔

Basic Information

Club Name	Please Select
Club Contact	Please Select A Club First
Contact Email	
Contact Phone	
Funding Category	<div style="background-color: #eee; padding: 2px;">Please Select</div> <div style="padding: 2px;">Training & Development</div> <div style="padding: 2px;">Promotional</div> <div style="padding: 2px;">Events</div> <div style="padding: 2px;">UnClub Events & Programs</div>
Funding Type	<div style="background-color: #eee; padding: 2px;">Please Select</div> <div style="padding: 2px;">Social</div> <div style="padding: 2px;">Learning & Support</div> <div style="padding: 2px;">Representation</div> <div style="padding: 2px;">Event Fund</div>
Funding Round	--- Please select ---

5.3 POST CLUB EVENT

After your event, it's a requirement that you report on the attendance at the event and lodge a reflection on the success and areas of improvement for 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.

Content | To-do | Related | Workflow Archive | Behavior

Main | Address | Cost And Registration | Other Details | Metadata | Subsite | Resources | Connections | **Results** | Recurring Events

Event Attendance Count

Results

[add reflection here]

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 UniClubs directly (only up to the amount of funding which was approved and SAF funding amounts \$500 and above), although you will still need to go through the same process in the committee meeting. 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.

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 as follows, otherwise UniClubs cannot pay the invoice:

**UOW Pulse: UniClubs
Level 1, Building 11
UNIVERSITY OF WOLLONGONG NSW 2522
AUSTRALIA**

5.5 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'.

➡ 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 EXAMPLE FUNDING REQUESTS & IDEAS

Faculty Clubs have submitted funding requests for a variety of activities. Below are some examples and some ideas to get you thinking:

- Bus Hire
- Catering or room hire for professional networking events
- Expenses to enter national university competitions
- Contribution to training session fees to extend members skill set
- First Aid training/Mental Health First Aid training
- Club video promotion
- Photographer for an event
- Professionals to run a workshop (non-academic)
- Wellbeing packages and workshops
- Study sessions
- Field trips
- Food tours
- Sustainability workshop
- Home garden workshop
- Club tote bags to giveaway

 ***UniClubs logo is required on all promotional material whether funded or not. In addition to the UniClubs logo, the SAF logo will be required on all promotional material when SAF funding is given.***

5.7 WHEN IS FUNDING NOT GIVEN?

Funding is not given for the following:

- 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 meetings and not prior to the meeting.
- late or inadequate receipts/ invoices
- publications not approved by both UniClubs and faculty at least 1 week before printing
- promotional material that doesn't include SAF (where SAF funding is given) logo or UniClubs logo
- events that have not been approved by UniClubs
- when an online funding application is not completed at least one week prior to an event.

5.8 PROCEDURE FOR GRANTING SAF FUNDING FOR GIFT CARDS AND PRIZES

The procedure for Gift Cards and Prizes funded by SAF is:

- It is encouraged to source vouchers from on-campus services where appropriate.
- Cash prizes are not allowed to be funded.
- Gift cards/vouchers which are redeemable for alcohol are not permitted to be funded e.g. Coles Myer.
- Gift cards and prizes are allowed to be funded up to the value of \$100 each.
- Funding for gift cards and prizes is capped at a total value of up to \$500 per club per session.
- Gift cards and prizes are permissible when in conjunction with an event and/or competition only.

6 Promoting Your Club Event

6.1 PROMOTIONAL MATERIAL REQUIREMENTS FOR A CLUB

If an event or project has been funded by the faculty clubs committee, the SAF logo, UniClubs logo and the clubs logo must be included in all advertising material. The club must seek approval from UniClubs before any 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, 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 coordinator (UniClubs) for review and approval at least one week prior to printing 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 Program Coordinator for final approval.
5. The final approved publication will be sent to the Program Coordinator.

Current logos to use – SAF Funded logo and the UniClubs logo

SAF
Funded by Services
& Amenities Fee

UNICLUBS

➔ ***Find the UniClubs logos on the clubs website through 'resources' and 'UniClubs logos'. Check the UniClubs logo policy for how the logos should be used.***

7 UniClubs & SAF Funding FAQ

What is the student services and amenities fee?

It is a fee that higher education providers can charge their students for student services and amenities of a non-academic nature, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

7.1 SPENDING REVENUE FROM THE FEE

Can fee revenue be used to support a political party?

No. Providers must not allow fee revenue to be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body.

What can providers spend fee revenue on?

A provider that charges a student services and amenities fee will only be able to spend the fee on the provision of the following services:

- 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.
- Providers can choose to deliver the services and amenities themselves or contract a third party to deliver the services and amenities on the providers' behalf.

Do students have a say in how fee revenue is spent?

Yes. Under the Student Services, Amenities, Representation and Advocacy Guidelines (Representation Guidelines), universities are required to have a formal process of consultation with democratically elected student representatives and representatives from major student organisations at the university regarding the specific uses of proceeds from any compulsory student services and amenities fee.

These consultations must include:

1. Publishing identified priorities for proposed fee expenditure and allowing opportunities to comment on those priorities by students and student associations and organisations; and
2. Meeting with democratically elected student representatives and representatives from major student organisations at the university to consider the priorities for use of fee revenue.

8. Key Dates

8.1 FACULTY FUNDING ROUNDS

Funding Round 1: Monday 13th – Friday 31st January

Funding Round 2: Saturday 1st – Sunday 29th February

Funding Round 3: Sunday 1st – Tuesday 31st March

Funding Round 4: Wednesday 1st – Thursday 30th April

Funding Round 5: Friday 1st – Sunday 31st May

Funding Round 6: Monday 1st – Tuesday 30th June

Funding Round 7: Wednesday 1st – Friday 31st July

Funding Round 8: Sunday 1st – Monday 31st August

Funding Round 9: Tuesday 1st – Wednesday 30th September

Funding Round 10: Thursday 1st – Sunday 31st October

Funding Round 11: Sunday 1st – Monday 30th November

All event attendances MUST be up to date by the end of each funding round.

8.2 FACULTY COMMITTEE MEETINGS

Session 1 - Autumn

Meeting 1 (*Funding proposals due Wednesday 26th February O-Week*)

SMAH	Week 1	Monday 2nd March 12:30pm – 1:30pm
SOCIAL	Week 1	Tuesday 3rd March 12:30pm – 1:30pm
LHA	Week 1	Wednesday 4th March 12:00pm – 1:30pm
Business	Week 2	Tuesday 10th March 12:30 – 1:30pm
EIS	Week 2	Thursday 12th March 12:30pm – 1:30pm

Meeting 2 (*Funding proposals due Wednesday 22nd April week 7*)

SMAH	Week 8	Monday 27th April 12:30pm – 1:30pm
SOCIAL	Week 8	Tuesday 28th April 12:30pm – 1:30pm
LHA	Week 8	Wednesday 29th April 12:00pm – 1:30pm
Business	Week 9	Tuesday 5th May 12:30 – 1:30pm
EIS	Week 9	Thursday 7th May 12:30pm – 1:30pm

Session 2 - Spring

Meeting 3 (*Funding proposals due Wednesday 29th July Week 1*)

SMAH	Week 2	Monday 3rd August 12:30pm – 1:30pm
SOCIAL	Week 2	Tuesday 4th August 12:30pm – 1:30pm
LHA	Week 2	Wednesday 5th August 12:00pm – 1:30pm
Business	Week 3	Tuesday 11th August 12:30pm – 1:30pm
EIS	Week 3	Thursday 13th August 12:30pm – 1:30pm

Meeting 4 (*Funding proposals due Wednesday 2nd September week 6*)

SMAH	Week 7	Monday 7th September 12:30pm – 1:30pm
SOCIAL	Week 7	Tuesday 8th September 12:30pm – 1:30pm
LHA	Week 7	Wednesday 9th September 12:00pm – 1:30pm
Business	Week 8	Tuesday 15th September 12:30 – 1:30pm
EIS	Week 8	Thursday 17th September 12:30pm – 1:30pm