

CLUBS & SOCIETIES SELF-HELP GUIDE FOR **THE BUREAUCRATICALLY CHALLENGED**

Why are we here?

So, you have a brand new club or have just changed committees. We at SRC Clubs and Societies want you to have a thriving club that enriches the lives of as many La Trobe students as possible. We want your club to contribute to a vibrant campus culture through activities, social functions, performances, displays, academic or spiritual guidance, or whatever else you can think of that provides La Trobe Students with meaningful involvement in the university community at Bundoora. Basically, we want to grant you money. However, we (like any other committee or community group in Australia), are part of a bureaucratic system which requires proof that we are managing our funds honestly, responsibly and democratically. Therefore, the Clubs & Societies Council and all affiliated clubs are required to:

- Operate under rules set out by a constitution;
- Elect a committee who is entrusted with the responsibility of running the Council/Club and its finances according to their constitution;
- Arrive at decisions on activities and spending of funds by democratic decision making within the elected Council/club committee;
- Offer up all of our financial paperwork for the scrutiny of an auditor on a yearly basis in order to prove that we are doing all of the above.

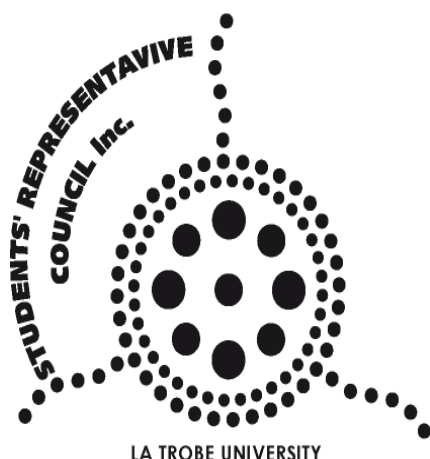
We are required to do all of these things by state legislation; legislation that allows us to exist and to receive funding. So we require from you a seemingly endless and inexplicable trail of paperwork that will (most likely) drive you nuts. We sympathise and we know what it's like, but we still need the paperwork to show to our auditors. So your committee will need to get into the habit of being organized for your activities at least 3-4 weeks ahead of time (depending on what they are).

On the upside, you will gain invaluable experience that will hold you in good stead on any committee you have to sit on or become involved with in the future. Plus, it will look GREAT on your CV and you can give examples in an interview of the organizational and interpersonal skills you acquired during your tenure with Clubs & Societies.

Why the instruction book?

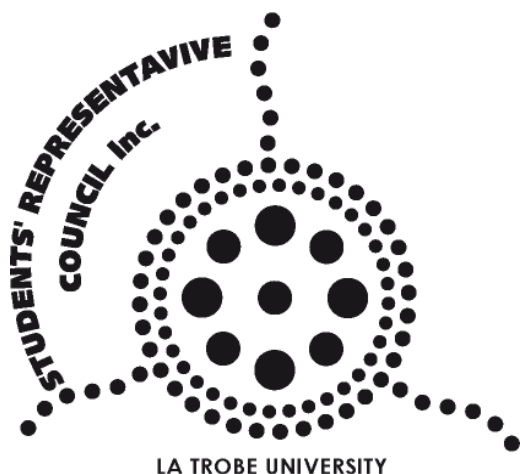
Because we know how confusing everything can be, especially for those who have little experience with committees or accounting procedures, we have produced an admin pack and a few self help documents. If you read them and refer to them before you hand in any paperwork to us, you will hopefully save a lot of angst.

***If you have any queries about your club
you can contact any of the C&S Executive
or find help at the SRC.***



***Proudly brought to you by your Students'
Representative Council***

BEGINING OR RE-AFFILIATING A CLUB FOR THE BUREAUCRATICALLY CHALLENGED



Enclosed in this Affiliation pack you will find:

- C&S Affiliation Form
- C&S Membership Forms
- C&S Apology Forms & Proxy Delegate Forms
- C&S Sample Constitution
- C&S Grant Form & Grants at a Glance
- Minutes Explained
- How to Organise a Function
- Capital Equipment Form
- Information about the SRC and the Guild

To begin a club, you must have at least 10 members. In order to join a club, staff and students must sign the enclosed Membership Form, stating they understand the privacy policy. Two-thirds of all members must be students.

An Annual General Meeting must be held by your club to elect an Executive; this meeting must be advertised around the University in the week prior to the AGM as well as in the Rat Sheet (the daily newsletter produced by the Guild).

The elected club Executive must complete and sign the enclosed Affiliation Form. A full membership list must be compiled and handed in with all hard copy Membership Forms and the club Affiliation Pack. Please keep a copy of member contact details, as C&S cannot give access to the forms once they have been submitted.

The club will have to have an open bank account in the name of the Club with either the SRC General Secretary or the SRC Accountant as one of the signatories.

Each club must have a valid constitution. Any club can use the sample constitution provided within this pack.

The club must hand all paperwork to the SRC Reception. Included in this submitted paperwork should be: Membership Forms, Affiliation Form, AGM minutes, proof of advertisement of AGM (a copy of the relevant day's Rat Sheet), Club Constitu-

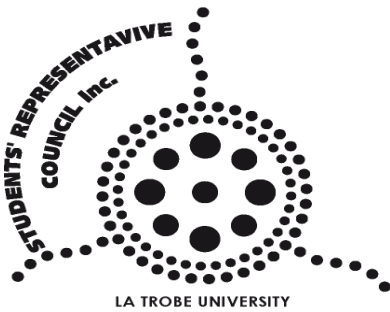
tion, bank details, Membership List, and a short mission statement of your club.

If this is handed in prior to the beginning of Term 1 and your club also holds an O-Week stall (Thursday February 21 is the C&S Day) you will be eligible for the initial \$200 Start of Year Grant.

The 'Grants at a Glance' table should be kept by the club executives and used as the guide for any grants your club wishes to apply for throughout the year. A grant form is included in this pack, and you can pick up more from the SRC reception prior to the fortnightly C&S Executive meetings.

Grants under \$200 are considered at executive meetings. All other grants go to council for voting. A representative of your club must attend and speak to the grant request for the grant to be considered. If your grant is approved, a cheque will be written and available for collection at the SRC within 14 days. If the grant is unsuccessful, you will be notified through the C&S Executive and may be able to re-submit your grant.

Apologies for C&S Council meetings must be submitted in writing and handed in to the C&S Secretary or the SRC Receptionist at least 3 hours before the beginning of a Council meeting. Failure to do so three meetings consecutively will result in the disaffiliation of your club.



MINUTES EXPLAINED

Below is a copy of the minutes template with explanations of each section. You do not have to follow this format, it is provided for you so that you have an understanding of how committees generally structure their meetings.

[Club Name – it's usual to put the club name and/or logo of your club at the top of the minutes]

MINUTES OF MEETING HELD ON [Insert date, time and location of meeting]

Meeting opened [Record the actual time that the Chair declares the meeting open, rather than the time it was advertised. The Chair (the person chairing the meeting) is usually the President but other committee members may Chair the meeting if the President is absent for some reason. It would usually be up to the President to allow a meeting to go ahead in their absence and to recommend a replacement Chair.]

1. Attendance & Apologies

Present [Record the full names of those committee members present. Indicate the person chairing the meeting by putting 'Chair' next to their name or in brackets next to their name]

In attendance [Record the names of ordinary club members (i.e. non-committee members) present plus the names and/or department position/club name of anyone at the meeting who is not a club member (they are known as observers and do not hold voting rights. Ordinary club members do not hold voting rights either unless the meeting is: an Inaugural General Meeting, an Annual General Meeting, or an Extraordinary General Meeting, in which cases the ordinary club members also have voting rights).

Apologies [Record those committee members who did not turn up but who sent prior notice, in the form of an 'apology', that they would be absent from the meeting].

2. Minutes of previous meeting [The Chair moves that the minutes of the previous meeting be confirmed and a note is made that the motion was carried, or that the minutes of the previous meeting were confirmed. (Minutes are the official summarized record of the decisions made and documents presented to any given meeting. Typed copies of the previous meeting's minutes are made available for all committee members to scrutinize prior to the opening of every meeting. If at this point any member disputes the record of the previous meeting – e.g. someone noted a mistake in the ticket price for a function – and a discussion of the committee agrees that an error has occurred, a motion is put to change the agreed upon error, e.g.: the Chair moves that 'the minutes of the previous meeting be accepted with the following alteration to item 5.5: {e.g} the ticket price for the Movie Night on October 14th 2007, be set at \$3 for members and \$5 for non-members'. Carried unanimously)]

3. Business arising [Short for 'business arising from previous minutes/meeting'. In this section, the meeting deals with any matters, i.e. 'business', that were raised at an earlier meeting (and therefore are recorded in previous minutes). Sometimes these items are listed on the Agenda, sometimes they are not. Agendas are distributed to all committee members prior to a meeting, usually about 2-7 days beforehand.]

4. General business [Under this section you will usually find items that are on the Agenda. Items will be on the Agenda because the President or Secretary has decided prior to a meeting to address these matters at the meeting or because a club or committee member asked the Secretary ahead of time to have a matter placed on the Agenda. Some committees have reports that are presented regularly or at every meeting and those reports would also be listed here, as will correspondence that the committee has to deal with.]

5. Other Business [This section is usually listed on most committee meeting agendas and is for dealing with any matters that have come up at the last minute or which were not added to the agenda prior to it being distributed. The Chair may ask committee members for items of other business prior to the meeting commencing or after general business has been concluded.]

6. Date of next meeting [The Chair sets the date for the next meeting – s/he may ask the rest of the committee if the date/time is convenient and amend the date/time of the next meeting accordingly.]

Meeting Close [The Chair notes the time and declares the meeting closed. No further business can take place after the Chair has closed the meeting.]

Signed
Name:
Position:
Date:

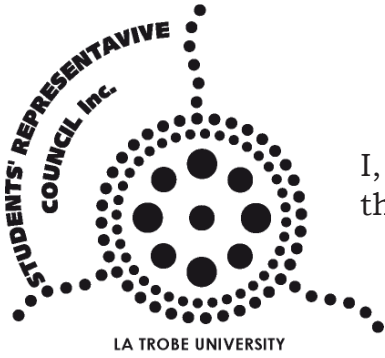
Signed
Name:
Position:
Date:

[After the next meeting has agreed that this set of minutes are a true record of the meeting, the Chair and another committee member who was in attendance, signs their name. Once this is done, the minutes are deemed an official record of the meeting.]

Clubs & Societies Council 2008

APOLOGY FORM FOR COUNCIL MEETING

(HAND IN TO SRC OFFICE AT LEAST 3 HOURS PRIOR TO COUNCIL MEETING)



Club/Society Name

Delegate's Name

I, the above named, am unable to attend the C&S Council Meeting that is being held on [date]....., and hereby send my apology for this meeting.

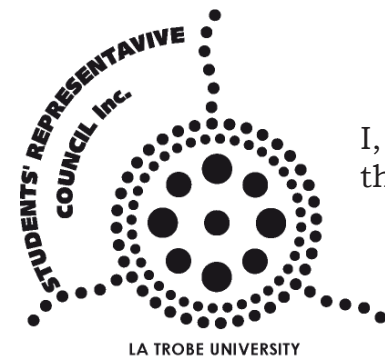
Signed

Date

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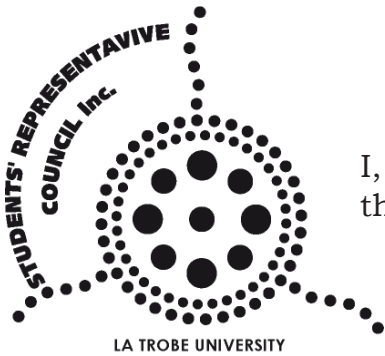
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Date

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Signed

Date

Clubs & Societies Council 2008

Authorisation of Proxy (Nomination for Delegate to Council) Form

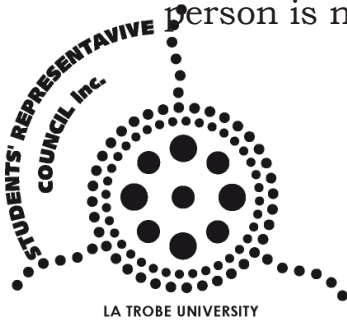
Club/Society Name

The C&S Delegate,, of the above club is unable to attend the C&S Council meeting on [date] Therefore, the following person is nominated to attend as a delegate (proxy) for this meeting only:

Nominee Name

Signature

[N.B. A person nominated to be a proxy delegate must be a committee member of the same club as the C&S Delegate, and can only act as a proxy for one club at any given meeting]



Countersigned by [two executive committee members of the above club]:

Committee Position

Name Signature.....

Committee Position

Name Signature.....

Clubs & Societies Council 2008

Authorisation of Proxy (Nomination for Delegate to Council) Form

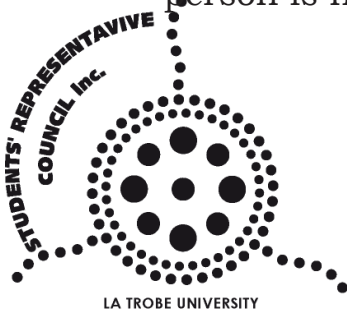
Club/Society Name

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Nominee Name

Signature

[N.B. A person nominated to be a proxy delegate must be a committee member of the same club as the C&S Delegate, and can only act as a proxy for one club at any given meeting]



Countersigned by [two executive committee members of the above club]:

Committee Position

Name Signature.....

Committee Position

Name Signature.....

THE CLUBS & SOCIETIES SELF-HELP GUIDE TO **ORGANISING A FUNCTION**

Organizing events and functions can be a tricky thing, especially if you're new to C&S. This list is just to give you an idea of anything that might come up whilst you're organizing. Feel free to disregard any or all of the following, and include your own ideas.

Pre Event

Venue

- Booking of venue and communication of costing
- Collection of written confirmation including pick up and return date of equipment and any potential extra costs
- Compliance with Uni rules/regulations

Person Responsible

Equipment

- Hire of necessary equipment and communication of costing
- Collection of written confirmation

Food and Drinks

- Purchase of food and drinks and things to serve on
- Coordination of volunteers
- Transportation of food to the venue

Speakers/Performers

- Contacting and confirming
- Collection of written arrangement including any payment

Publicity

- Rat Sheet
- Rabelais
- Postering
- Banners
- Chalking
- Lecture Bashing
- Mail Out
- Other

Funding

- Application for C&S Grants
- Fundraising
- Other Sources

Registrations

- Following through expressions of interest
- Collection of money from people/ organizations
- Direction of funding to appropriate place and person

During the Event

Person Responsible

The Door

- Staffing the door
- Responsibility for money
- Attendance list

Food and Drinks

- Coordination of staffing
- Responsibility for money

Speakers/Performers

- Liaison with speakers/performers

Security

- Liaison with security

After the Event

Clean Up

- Coordination of volunteers
- Coordination of proper waste management
- Collection or removal of any decorations

Equipment

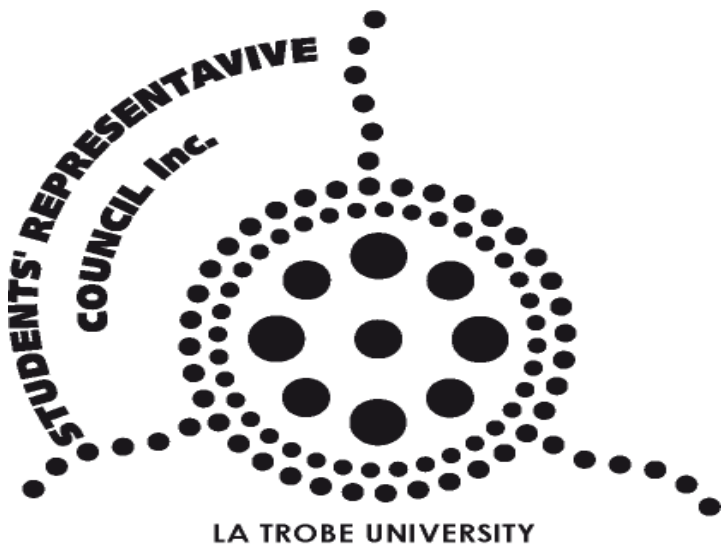
- Collection and return of any equipment
- Payment of any equipment

Food and Drink

- Collection and cleaning of any trays, utensils, bbq, etc.
- Return of utensils, trays, bbq, etc.

Money

- Collection of money from the event
- Allocation of event money to appropriate place
- Collection and allocation of money from C&S and the SRC
- Collection and allocation of money from other sources



CLUBS & SOCIETIES

CAPITAL EQUIPMENT

To assist us with our auditing process if you are a re-affiliating club, please specify below a list of the club or societies current capital equipment (listed categorically), to which some of or all of the cost was offset by Clubs & Societies.

Item	Qty	Approximate Value	Location of item