

Clubs & Societies Handbook

2018

Contents

- 1. Welcome to Clubs & Societies**
Key Contacts
- 2. MONSU Services + Contacts**
The Workshop
Printing Accounts
Student Rights + Support
General Manager
Creative Officer
Events + Volunteer Coordinator
- 3. Club Executive Roles + Responsibilities**
- 4. Clubs Resources + Responsibilities**
- 5. Workshop Resources for Clubs**
- 6. Event Management**
MONSU Venues
MUV (Monash University Venues)
Equipment Bookings
Off-Campus Events
- 7. Training**
- 8. Finance**
- 9. Financial Management Guidelines**
- 10. Sponsorship**
- 11. MONSU Short-Term Loan**
- 12. Club Meetings**

Appendices

All forms available on the MONSU website.

- A.** MONSU Caulfield Poster Policy
- B.** Function Fact Sheet
- C.** Risk Assessments - General
- D.** Risk Assessments - Alcohol
- E.** Club Finance Codes
- F.** Club Finance Requisition Form
- G.** Club Expense Reimbursement Form
- H.** Cash Float Request Form
- I.** Club Invoice Request Form
- J.** Clubs Sponsorship Agreement
- K.** New Clubs Sponsorship Process Flow
- L.** MONSU Caulfield Sponsorship Rules
- M.** Clubs Short Term Loan
- N.** Club - Example Agenda
- O.** Club - Example Minutes
- P.** MONSU Caulfield Inc. Club + Society Rules of Affiliation
- Q.** AGM Pack/Template

1. Welcome to Clubs & Societies

Welcome to your Clubs & Societies Handbook. This is intended as a guide to help you through your year as a club official. It contains all the relevant information you will need to know to ensure the smooth operation of your club and events.

Clubs & Societies are at the very heart of life at Monash and you have a very important role in ensuring that every student has the same positive experience. We wish you the best of luck this year and are confident that this year will be one of the best years for clubs & societies at the Caulfield Campus.

MONSU believe clubs play an integral role in building student life on campus. As a registered MONSU Caulfield club we provide you with support and resources to help your club be successful.

This affiliation allows you to operate on the Caulfield campus and provide great student life for your club members. Being apart of MONSU covers your insurance, financial management & staff support. Your club is bound by the Club & Society Rules of Affiliation Refer to Appendix P. MONSU are legally responsible for your club and therefore require you to operate in accordance with these rules.

Thank you for contributing to campus life at Caulfield!

Club Key Contacts

There are several people at MONSU you can go to with club related enquiries.

Jacky Chung
Clubs Officer
 clubs@monsu.org
 t: 03 9903 2595

Amie Armstrong
Clubs Coordinator
 clubs.coordinator@monsu.org
 t: 03 9903 1639

Melinda Simmons
Finance Officer (Available Tues + Wed only)
 finance@monsu.org

MONSU Workshop
 workshop@monsu.org

All clubs have access throughout the year to staff and elected officers for support, guidance and advice. If you are not sure about anything then come and ask!

Club executive committee must provide up to date contact details for their respective clubs by notifying the key contacts above.

2. MONSU Services & Contacts

The Workshop

t: 03 9903 2525
e: workshop@monsu.org

The Workshop is staffed and funded by MONSU and operated for many purposes.

The MONSU Caulfield Workshop is an initiative established for you, the students. We are here to assist all students on campus with a variety of services and general enquiries.

We can help you with printing, binding, locker hire and high quality wide format poster prints. We are also your one-stop-shop for information and tickets to all MONSU and club events, activities and parties run throughout the year.

We strive to provide a personalised experience, whether it is your Printing + Finishing, or helping you to track down your Lost Property. Our team will go out of their way to provide you with accurate and reliable information—even if you are just in search of the best caffeine fix on campus!

What can we do for clubs?

The Workshop is an invaluable resource to all clubs and is available to assist in the following ways:

- Printing meeting minutes and Promotional material for your club;
- Binding important club documents;
- Selling tickets to club events;
- Booking venues for club events and meetings;
- Hiring out equipment;
- Processing cash deposits and organising floats;
- Hiring out tables, chairs and lockers to clubs.

Printing Accounts

All clubs have a printing account at The Workshop. If you are printing items for your club the expenditure will be recorded by the staff and costed to your club. The funds will be deducted from your club account at the conclusion of each semester.

Student Rights + Support

t: 03 9903 2596
e: studentrights@monsu.org

Student Rights and Support is a service run by MONSU with the aim to provide student advocacy and representation. Student Rights and Support Advisors are there to advise students who feel misrepresented as a student, or need advice on academic progression. The Student Rights office is located in Building S Level 3, behind the service counter. The Student Rights Advisors also provide representation at the Parkville, Peninsula and Berwick campuses.

General Manger

t: 03 9903 2175
e: lyn.nye@monsu.org

Our General Manager Lyn Nye is here to provide support to students representatives and manage all services at MONSU Caulfield. Her office is located on Level 3 of Building S.

Creative Officer

t: 03 9903 4691
e: mingen.koh@monsu.org

The Creative Officer is Ming-En Koh. Ming is responsible for all MONSU branding, marketing, publicity and promotions. He also mentors the Esperanto editors and maintains the online and social media communications.

Events & Volunteer Coordinator

t: 03 9902 0865
e: jonathan.hampel@monsu.org

The Events & Volunteer Coordinator is Jonathan Hampel. Jono assists student representatives by developing, planning & implementing events to enhance the student experience on campus. Jono develops and implements the student volunteer program including training and resourcing.

3. Club Executive Committee Roles + Responsibilities

President

The President will be required to dedicate a lot of time, and undertake many tasks during their term of office. The President's role within a club can be split into two main categories, chairperson and manager.

Responsibilities of President

- Be well informed about all club activities
- Have a good working knowledge of the duties of all office bearers and sub-committees
- Manage and chair committee meetings
- Manage the Annual General Meeting (AGM)
- Represent the club on your Campus (will involve attending Presidents meetings and may involve going to functions or campus meetings)
- Be a supportive leader of all members
- Ensure that the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Make sure that the club meets all of its legal obligations
- Oversee and coordinate the activities and administration of the club
- Ensure the committee perform set duties
- Ensure that all tasks necessary for running the club are performed or delegated
- Have a thorough knowledge of the Club Rules of Association (Constitution), Incorporation requirements and the various club requirements
- Plan and coordinate the year's activities, following consultation with other committee members

Vice-President

The Vice President acts as support person for all other club executives. They also fulfill the role and responsibilities of the president should the president be absent.

Responsibilities of Vice-President

- Act as deputy chairperson at all meetings and chair meetings when the President is unavailable
- Ensure the club's activities are in line with the Club Constitution, Club and Society By-laws and MONSU Rules of Association
- Fulfil other duties as the committee may delegate
- Assist the President with all of their responsibilities as outlined in the previous section

Treasurer

The treasurer is the chief financial officer for the club. The treasurer is directly responsible to the President of the club and, indirectly, to its members.

Responsibilities of the Treasurer

- Ensure that accurate accounts and records exist regarding all of the organisations' financial transactions, including up-to-date records of all income and expenditure
- Coordinate and be primarily responsible for the preparation of an annual budget, and budgets for individual events. This information must be circulated to all members of the club committee
- Immediately deposit all monies received into the clubs MONSU account
- Make all approved payments and send out invoices promptly
- Be the primary signatory on all finance forms submitted to MONSU. The only exception is when you are claiming a reimbursement for yourself.
- Prepare and present on a regular basis a financial statement to the committee at meetings (at least once a month)
- Make sure all transactions for the financial year (1st July – 30th June) are completed by the end of July so they will be included in the annual MONSU Students Inc. audit
- Make sure people claim their reimbursements promptly so that it's easy to keep a track of the effective balance of your account. If you don't, you run the risk of losing track of how much people are owed, and may find that at the end of the year expenditure has exceeded both your expectations and your available funds
- Prepare and annual financial report to present at the club's AGM
- Keep photocopies of all forms and receipts submitted to finance

Secretary

The secretary is the chief administration officer of the club. The secretary provides the coordinating link between members, the management committee and outside agencies.

Responsibilities of the Secretary

- Agendas and minutes for meetings
- Book meeting room
- Giving ALL committee members due notice before meetings, confirming details such as time, date, location, agenda and type of meeting (ordinary or special general meeting, executive, general meeting, annual general meeting etc)
- Taking care of all club correspondence
- Writing reports, and compiling the reports of other executive members for the AGM Pack
- Keeping accurate and up to date records, such as the Register of Members, membership application forms, a calendar for recording the dates of meetings, activities and deadlines
- The secretary must have a thorough understanding of the club's constitution, the Rules of Affiliation and any other legal obligations. You should have a copy of the club Rules of Association (also known as the constitution) at every meeting

4. Club Resources + Responsibilities

Resources

- MONSU staff support
- Free use of MONSU Meeting Rooms
- Free hire of MONSU equipment
- Access to Clubs Resource Room
- Access to a Club Locker
- Access to a Club email address
- Financially supported by MONSU
- Free or discounted use of MUV resources
- Provision of a clubs email address

Responsibilities

- Must bank via MONSU Finance
- Must charge a minimum Membership Fee (\$10 as at June 2017)
- Must submit an AGM pack to MONSU (All clubs). Refer to AGM documentation available on the MONSU website - www.monsu.org

5. Workshop Resources for Clubs

The Workshop

t: 03 9903 2525

e: workshop@monsu.org

All MONSU clubs have access to a range of different resources and facilities.

The Workshop offers the following services for clubs:

- **Photocopying - laminating - binding - printing**
Requests can be left at the front desk to be picked up when completed.
The cost will be charged to your club.
- **Club merchandise sales**
Desk staff members are happy to sell any merchandise on the club's behalf i.e. hoodies etc. The money is credited to the clubs account.
- **Events & function tickets sales**
Staff members are also happy to sell tickets to students with money credited to the club.
- **Keys**
The Clubs Resource Room keys are held at The Workshop and can be borrowed with your student ID card and club name.
- **Trestle Tables**
These can be borrowed for events with your student card and club name.
- **MONSU Venue Hire**
You can hire the following internal spaces at MONSU; OSS Lounge, Ramler Room, Student Lounge, Clubs Resource Room and Level 2 Meeting Room.
- **Posters/Advertising**
Any posters produced must have the MONSU logo on it and approved by The Workshop. Posters can be placed in various approved areas around MONSU Caulfield. *Refer to Appendix A*

For all printing, venue booking and other enquiries, please ensure you email the Workshop with as many details as possible.

6. Event Management

Booking a Venue on Campus

MONSU Venues

The following venues are available for clubs to use, for FREE!

Overseas Student Services Lounge (OSS Lounge)

- Built in projector and surround sound
- Furniture is easy to move around to create an open space
- Capacity: 30-40 people.

Ramler Room

- Built in projector and surround sound
- Large boardroom table and seating
- Capacity: 30 people

Student Lounge

- Large space with plenty of seating
- Capacity: 40-60 people

Clubs Resource Room

- Suitable for small meetings, with tables and seating available
- Capacity: 10 people

Level 2 Meeting Room

- Suitable for small meetings, with boardroom table and seating available
- Capacity: 6 people

Workshop

t: 03 9903 2525

e: workshop@monsu.org

When making a booking, ensure that you provide adequate notice (At least 48 hours) and have completed the following forms:

- Function Fact Sheet (For all on campus events booked through MONSU) - *Refer to Appendix B*
- Risk Assessments - General (For all on campus events books through MONSU that are after hours OR will involve the provision of food or drink OR are for more than 30 people) - *Refer to Appendix C*
- Risk Assessments - Alcohol (For all on campus events booked through MONSU that will involve the provision of alcohol) - *Refer to Appendix D*

All forms can be found on the MONSU Website.

MUV Venues

All MONSU Clubs & Societies can now book Monash University Spaces through Monash University Venues (MUV). Bookings through MUV are made directly through the University, and are **not made by The Workshop**.

Common venues that Clubs & Societies book through MUV are:

- Tutorial rooms
- Lecture theatres
- Caulfield Campus Green (the lawn)
- The Caulfield Blue
- Soundshell

To make a booking through MUV, please visit: <http://www.monash.edu/venues> and select the venue you wish to book. **Clubs & Societies must make a booking using their club e-mail address** (if you are unsure what your club e-mail address is, please contact us so we may grant you access)

Equipment Bookings

MONSU provides the following equipment to clubs free of charge:

- PA (sound system) and Microphone
- Projector
- Barbeques (BBQs)

Trestle Tables

Trestle tables are stored at MONSU Level 2 in the Clubs Resource Room. To borrow a table please go to the Level 2 Desk. You will be asked to hand in your student ID card and complete a sign-out sheet. When you return the table, your ID card will be returned. Please return any tables you use at the end of each day.

Portable Barbeque

The barbeque needs to be booked in advance via the Workshop. Please ensure that the gas bottles are filled after use is left in a clean state. Failure to do so can result in charges to your club.

Audio Visual Equipment

Audiovisual equipment can be hired free of charge from the Workshop. These include the PA, Projector and microphones.

Equipment Hire Form

Equipment Hire forms must be completed for all equipment hire with the exception of trestle tables. These forms can be found on our website or at the MONSU pigeon holes.

Off-Campus Events

When organising an event, you will need to ensure that you have some sort of safeguard in the event that a venue may wish to change the terms of the agreement you made. The best way to do this is to create a contract or written agreement. A written agreement is a document that details all the terms you have negotiated and is signed by both parties. Any document that details an agreement between two organisations and is signed by both parties is legally binding.

Before signing or writing any agreement on behalf of your club, it is **ESSENTIAL** that you make an appointment with your Clubs Development Coordinator to show them your proposed terms.

All approved activities must adhere to the applicable university policies, procedures and practices governing such activities and maintain the standards of behaviour, conduct and performance expected of the participants by MONSU and the University. This includes but is not limited to sports teams, student clubs and societies events, and faculty camps.

Monash University Risk Management Forms

www.monash.edu/teammonash/events/off-campus-guidelines

Consent

<https://moodle.vle.monash.edu/course/view.php?id=29972>

Respect and Responsible

<https://moodle.vle.monash.edu/course/view.php?id=32053>

Club Function Fact Sheet

The workshop Manager must approve any event that will require the following in advance. A Club Function Fact Sheet - *Refer to Appendix B*, must be submitted to the Workshop **at least a week in advance** for any of the following functions:

- Use of a BBQ
- Electricity supply
- Use of a common lawn area
- Service of food, drink or alcohol
- Special guests
- External suppliers (equipment, catering etc) or deliveries
- Music
- After hours building or facility access
- Sale of goods
- Provision of food or drink

Procedure for Organising a Function

Please note that you do not need to use this process for basic committee meetings or club group meetings that take place off campus or in tutorial rooms and theatres during normal university operating hours. All on campus room bookings should be made via the Workshop using the function fact sheet.

As a committee, decide on the event details well in advance. Do not advertise your event until the procedure outlined here has been completed.

Fill out the MONSU Club Function Fact Sheet and submit it at least a week prior to your event being held. Failure to comply may result in your application being denied.

Submit the Function Fact Sheet to The Workshop. This can be done via email or submitted in hard copy to The Workshop.

Selecting a Date for Your Function or Event

The date you select for your event will effect how successful it is. When planning your event, please make sure you:

DO NOT book your event on the same day/night or within the same week as a MONSU Caulfield event. Check with the MONSU Clubs Coordinator prior to scheduling your event. *For example, do not plan an 'after exams party' on the same night or week as the MONSU Caulfield AXP party.*

If you want to hold an event that will link in with the MONSU Caulfield Activities events or theme weeks (for example: stress less, multicultural week, orientation week or sex it up week) please consult with the Activities Committee and Clubs Officer so that you can all work together as a team.

Remember to take into consideration the academic cycle. Big events are best early in semester and small, easy to execute activities are better late in semester. Note that many students leave Melbourne immediately after their last exam and many international students don't return until the 2nd week of semester.

Always email the Clubs Officer and Clubs Coordinator immediately after you have set a date for an event. This will help them keep a track of dates and inform you if your event is going to clash with something else.

Sponsors on Campus

Often club sponsors will request a presence on campus. If this is the case you are required to send the details of their presence to the Clubs Coordinator. Please provide information on the following:

- A copy of any written agreements BEFORE they are signed by both parties
- The date, time and place of their visit
- What they will be doing on campus
- What goods or services they will provide to students or the club

Marquees, Pegs or Stakes in the Common Lawns

The lawn areas on campus have an irrigation watering system buried not far below the surface of the ground. For this reason it is forbidden to put anything in the ground. If you are going to erect a marquee or any other structure that needs to be tied down you must use a system of weights that will not puncture the surface of the lawn.

For further information or assistance, please contact your Clubs Coordinator.

Written Agreements for Events

When organising an event, you need to ensure that you have some sort of safeguard in the event that a venue or sponsor may want to change the terms of the agreement that you have made. The best way to do this is to create a contract or written agreement. A written agreement is a document that details all the terms you have negotiated and is signed by both parties. Any document that details and agreement between two organisations and is signed by both parties is legally binding. Remember to reiterate this in the disclaimer at the bottom of the agreement. This step is essential.

While you may have agreed on set drink prices, some venues will try and use an excuse to increase the price on the day of the event or even spring other surprise costs on your club. For example- if your club runs a booze cruise for 200 people and the company you are going through decides that they can only take 150 people, you would be dealing with 50 very disappointed attendees. However, if you have a written agreement in place, you can use that as a way of getting a refund for the cost of the boat. While you will still have 50 disappointed attendees, you will be able to refund them for the booze cruise without incurring your club additional costs. A written agreement discourages a venue from doing this in case of legal ramifications.

7. Training

Clubs + Societies Training

Training is compulsory for all clubs at the commencement of each year. It is essential that executive committee members attend clubs training, as it will help prepare your club for the year ahead.

Recommended certificates for committee members, (these certificates are available through Monash Short Courses OR can be done online with reputable industry insurers):

- Food Safety Handling Certificate (Level 1 certificate) - At minimum, one person in each club committee must have this qualification in order to serve food at a club event
- Responsible Serving of Alcohol Certificate (RSA) - At minimum, one person in each club committee must have this qualification in order to serve alcohol at a club event

If there is enough interest, additional committee members and certificate training sessions can be arranged during the year.

8. Finance

MONSU Account

All club bank accounts are managed by MONSU. Clubs are NOT allowed to operate their own bank accounts. Clubs that operate their own separate bank account are contravening MONSU policies and will face disciplinary action under 9.2 of the Requirements of Affiliation.

Putting Forward Motions for Financial Transactions

The club committee at a committee meeting must approve all financial transactions. It is the job of the club secretary to prepare meeting agendas and distribute them to the committee prior to the meeting. The secretary needs people to submit to them all motions to be decided upon at the meeting, so they can be included in the agenda.

It is the responsibility of the Treasurer to prepare and submit to the secretary all motions related to financial transactions at least 3 days before a scheduled meeting. The treasurer must also give the secretary copies of any related documents, such as invoices and budgets, so they can be attached to the agenda as "Papers Provided for Information".

It is the responsibility of the secretary to regularly check the club pigeonhole and make sure that the treasurer receives (or are aware of) any correspondence related to club finances, such as invoices. Check the pigeonhole each week to make sure that invoices do not become overdue.

See also the section on "The Format of Recording a Reimbursement".

Format of Account Codes

Every finance form you fill in requires an account code. *Refer to Appendix E* for a list of the club finance account codes.

The format for entering the account code on MONSU Caulfield forms will follow this format:

Income (or) Expense Code - Club Code

For example, if the Arts Society wanted to purchase stationery, you would fill in a Club Finance Requisition form with the code:

6-1560 (expense code for stationery) – C9375 (Club Code)

Please refer to the Finance Account Code list which can be obtained from the MONSU website or from the Clubs Coordinator.

Depositing Funds at the Workshop

All income received by the club MUST be deposited at The Workshop. Clubs are required to deposit funds at The Workshop at least once per day, usually once you have finished selling tickets/memberships. Please demonstrate common sense in relation to depositing funds, if your club expects to receive large sums of money you need to plan ahead and deposit funds regularly during the day. When depositing funds tell The Workshop staff the name of your club and the type of income.

Withdrawal of Club Funds from the MONSU Account

Club funds are taken out of the club account in two ways:

1. An Electronic Funds Transfer (EFT) is processed to pay an invoice; or
2. An EFT is processed to reimburse a club member for club expenses that they have incurred.

To withdraw funds the relevant documentation must be submitted to the Workshop by 10am Wednesday.

How to Pay an Invoice

To settle an outstanding invoice follow the procedure below;

1. Motion must be raised and passed at the executive meeting.
2. Complete a Club Finance Requisition form - *refer to Appendix F* with two signatures, the treasurer and a club executive.
3. Attach a copy of the minutes authorising the expenditure and the original invoice and hand it to The Workshop. The original invoice must include an Australian Business Number (A.B.N), date, amount and the supplier's name.
4. When satisfied, The Workshop staff will be hand all documents to the Finance Officer for processing.

Reimbursements

Sometimes it is more convenient for club members to purchase small items for the club and be reimbursed afterwards. When you spend money out of your own pocket on behalf of the club you can get your money reimbursed. *Refer to Appendix G - Clubs Expense Reimbursement Form.*

Ideally, before club members purchase items on behalf of the club, a motion should be passed in advance indicating what is to be purchased, what the maximum spending limit is and who is to spend it. This is to avoid confusion about who is going to buy each item.

It is important that the committee at least discuss purchases before they are made to make sure that committee members do not spend more than is required or more than the clubs has funds to cover. Make sure that everyone understands that expenditure needs to be approved by you before any purchases are made. This way you can make sure that expenditure does not exceed available funds.

All reimbursements must be approved at a committee meeting after the purchase has been made.

Note: Make sure everyone understands that they must keep all receipts in order to claim a reimbursement. Receipts must have an itemised list of the items purchased and the ABN of the supplier. The ORIGINAL receipt must be supplied to The Workshop Manager.

When you submit agenda items to the club secretary regarding reimbursements, the motion needs to specify:

- Who spent the money
- Exactly how much was spent
- What the money was spent on.

How to Get a Reimbursement

To receive a reimbursement clubs must follow the procedure below;

1. Expense Reimbursements must be handed in within 3 months of the transaction taking place. Reimbursements will not be processed if this is not adhered to.
2. Fill out the Clubs Expense Reimbursement Form, sign it and get another club signatory to sign. If the treasurer is being reimbursed two other executives must sign.
3. Attached the original receipt and a copy of the meeting minutes to both forms and give them to the Clubs Coordinator. Payment details are also required for an EFT to be processed. Please ensure these details are correct.
4. Once the Clubs Coordinator has approved the request, the form will be given to the Finance Officer for processing.

Clubs income comes from two main sources; ticket sales and sponsorship. To receive sponsorship a Club Invoice Request form must be completed.

Cash Floats

A Cash Float of up to \$50 can be obtained from MONSU if advance warning is given. If the club requires a float please complete and return the Cash Float Request Form - *Refer to Appendix H* and give to The Workshop at least one week prior to requiring the float. The float (\$50) needs to be returned by the end of business that day, or first thing in the morning of the next business day.

Record Keeping

The club Treasurer should always have financial records sufficiently accurate and up to date so that if someone if your club asks you what the account balance is, you can tell them without having to ask the Finance Officer.

Statements of Administration Charges

MONSU Caulfield will process two key transactions without approval from the club. These transactions include the affiliation fee as required by Consumer Affairs Victoria, usually \$55, and the internal transfer to settle a clubs printing account from The Workshop.

Annual Statement and AGM Pack

Every year clubs are required to hold an Annual General Meeting and submit a completed AGM Pack, which is distributed to clubs in Semester 2. It is the responsibility of the Treasurer to provide a report on the Clubs finances over the last financial year. Treasurers must also complete the Financial Statement, which will be submitted to Consumer Affairs Victoria as a part of the legal requirements of Incorporation. Please keep a track of the information required when filling out this form so you are able to complete it accurately when the time comes.

Audits

Club accounts are audited within MONSU Caulfield's annual audit. Thus saving each club in excess of \$4,000 annually.

Additional Resources

In addition to the documents provided here, there is a large range of information available on the MONSU Caulfield website: www.monsu.org/clubs

9. Financial Management Guidelines

These guidelines are intended to provide clubs with the proper procedures required to financially manage their clubs.

Clubs Account

The Treasurer and all club Executives are responsible for ensuring that the club funds are properly managed. It is important to remember that clubs money is the members' money.

The aim of these guidelines is to help clubs manage their money and avoid the misuse of it. Every club is financially audited each year, if the committee believes that the club has been financially mismanaged then they are able to take disciplinary action.

Because of this, it is essential that all financial transactions have the proper documentation (minutes and required form[s]) prior to being actioned. Meeting minutes with the appropriate motions are attached to all transactions; therefore it is very important that these are done properly. **Reimbursements forms** are used to pay a member back money that has been spent on a club event and **Requisition form**: to pay a supplier invoice.

Financial Sustainability & Solvency

All clubs are required to run the club in a financially sustainable and solvent manner. If your club cannot afford to run an event, don't do it. However, if you believe that this event is viable and will bring income to your club, please contact your clubs officer to discuss if you are eligible for the MONSU Short-Term Loan.

MONSU Caulfield will not financially honor debts incurred by a club. Executive members that incur these debts will be personally liable to cover the debt themselves.

Budgeting

A budget for the clubs yearly expenditure should be developed and passed prior to any financial activity. You should include any expected income or expenses. If your income is not being met, you should review your expenditure immediately. Your club can develop a budget based on your previous years figures.

Although MONSU Clubs are not for profit, it does not mean that you must break-even every year. You are allowed to make a profit, however these funds must be reinvested in the clubs to offset any over expenditure for activity or events that made a loss.

Cash Handling

Cash can easily be lost or stolen. Is it very important to minimize the cash kept on hand. The Workshop is available for you to deposit cash for your club, so please ensure that you utilize this service.

Clubs are responsible for their own cash management and maximizing the accountability and transparency of their cash handling. You should keep records of all cash received and spent (receipts). Without these records it is impossible to do a proper financial report.

When collecting large amounts of cash, please ensure that you have a set plan, and have two people counting and recording your takings for the day. We encourage you to make a few trips to The Workshop to deposit money; please don't leave large amounts of money at your stall.

Transactions and Record Keeping

It is your Treasurers responsibility to keep all records and transactions that occur throughout the year. These documents must be kept for a period of 7 years and are passed onto the subsequent Treasurer. There is compulsory training for all Executive members on the appropriate financial procedures. If you are unsure, please refer back to your clubs handbook or contact your Clubs Officer.

Important documentations to record are as follows:

- Committee Meetings
- Cash and Receipt books
- Monthly profit and loss statements
- Copies of invoices, receipts
- Financial reports presented at AGM/SGM

Financial Reporting

Towards the end of year all Treasurers are required to prepare a report for the club's AGM. This includes the period from the last AGM to the current AGM. These report forms will be provided to your club closer to the date, please ensure you check your pigeonholes.

The Treasurer is required to prepare a Cash Flow Statement, which summarizes all the income and expenditure for the year. Note: This includes ONLY the actual transactions.

Assets

Assets are items that have lasting value to the club and exceed the value of \$50. Please ensure that these are accounted for on your clubs Annual Statements. Examples of assets are:

- Banner (Office Works \$200)
- Club stamp (Stamps R Us \$60)

Avoid Financial Mismanagement

- Don't make payments that have not been approved in meetings by your club committee
- Don't make payments that will overdraw your club account
- Keep orderly records of financial documents
- Don't pay for things that benefit individuals and not the club
- If mistakes are made, report to the committee

10. Sponsorship

When a Sponsor is Giving Your Club Money

Before signing any agreement you MUST discuss it with the Clubs Coordinator because the agreement will be legally binding. Once MONSU has approved the sponsorship arrangement please follow the procedure below;

1. Complete a Club Invoice Request form - *Refer to Appendix I*, including the company name, address and email.
2. Complete a Club Sponsorship Agreement - *Refer to Appendix J*, inclusive of the terms and conditions agreed between the club and the sponsor.
3. The invoice will be returned to the club so please include your club contact email address.
4. Enter the description and other details.
5. Hand the form to the Clubs Coordinator for approval. Once they are satisfied it will be handed to the Finance Officer. The Finance Officer will email you the invoice; you are then required to pass it to your sponsor.

IMPORTANT: Monash University and MONSU Caulfield have strict regulations in place, which may affect your sponsorship arrangements. Clubs are prohibited from having an arrangement with immigration/migration organisations and education companies. Please consult with the Clubs Coordinator or Executive Officer to receive approval as the club will face disciplinary action if this process isn't adhered to. *Refer to Appendix J* for the Clubs Sponsorship Agreement.

Refer to Appendix K - New Club Sponsorship Process Flow

Refer to Appendix L - MONSU Caulfield Sponsorship Rules

11. MONSU Caulfield Short-Term Loan

What is the short-term loan?

Upon successful application, your club will be given a short-term loan. This could be used for upfront spending on your event. After the completion of the event, the loan is to be repaid to MONSU by the agreed date.

What are the requirements for a successful application?

Your club must prove that your event is viable! Ensure you have put thought into making a profit or break even on your event. Fill out the Clubs Short Term Loan application form - *Refer to Appendix M* and hand it in to your Clubs Coordinator. The Clubs Coordinator will review this and you will be notified of the outcome within 2 weeks of your application.

12. Club Meetings

Preparing For a Meeting

All clubs MUST hold meetings on a regular basis. This provides an opportunity for committee members to touch base with one another and focus on the business of the club. It also demonstrates to MONSU Caulfield that you are an active and serious club.

1. Prepare and distribute a notice of meetings (include date, time, location) to committee members.
2. Prepare and distribute agenda following consultation with other committee members. *Refer to Appendix N - Clubs Example - Agenda.*
3. Check minutes of the last meeting and ensure all committee members have the opportunity to read them prior to their proposed acceptance.
4. Book the meeting room if required.
5. Advertise the meeting to club members, if applicable, i.e. the AGM or a General Meeting.

At Meetings

1. Bring the meeting minute book, constitution, all correspondence and other relevant documents.
2. Take minutes at the meeting. Include who was present and all motions, i.e. a motion to approve club funds on a function. Include who moved the motion (normally the person reporting on it), who seconded it (anyone) and the result of the vote. Always record motions as accurately and specifically as possible, especially where reimbursements for committee members and items of expenditure are concerned.

Between Meetings

1. Ensure minutes of the meeting are typed and circulated to all committee members. This is extremely important as the minutes represent the official record of the meeting and are essential for future reference.
2. Attend to any correspondence.
3. Maintain a database of club members.
4. Maintain a contact list of all sponsors and club contacts.
5. Maintain a calendar of events

Informing Your Members about a Meeting

In the lead-up to any meeting, the club Secretary must issue a notice of meeting, including the date, time and location of the meeting. This notice must be distributed to all people who are eligible attend the meeting. The notice of meeting can be distributed:

- Via the e-mail database of all your club members
- Displayed on posters throughout the University and MONSU occupied areas
- Announced at an earlier meeting

Writing Minutes

Minutes are a written record of everything that has been raised in a meeting. Therefore, it is essential that minutes be done correctly and accurately, as minutes are often referred to where matters of financial reimbursement and expenditure are concerned. *Refer to Appendix O - Clubs - Example Minutes.*

Minutes are supposed to be detailed enough so that someone who missed the meeting can read them and know exactly what information was discussed. Therefore, you need to record the details of what was reported, not just the fact that something was reported.

The Format for Recording a Motion to Reimburse

When recording decisions about money or reimbursements, you cannot put forward a motion such as: "That everyone is to be reimbursed for the money they have personally spent for O week".

The Process for Approving and Recording a Reimbursement:

1. The person who paid the expense presents the receipt at the meeting and this is noted in the minutes.
2. A motion is put forward that the particular person (e.g. Kate) Mulvaney is reimbursed an amount (e.g. \$194.94) for the particular items she purchased (e.g. stationery, decorations and catering).
3. The motion is recorded in precise detail as follows:

MOTION 2. 1/08: That Kate Mulvaney is reimbursed \$194.94, for the following expenses:

- *\$11.90 for stationery*
- *\$29.58 for decorations*
- *\$153.46 for catering*

Moved: N. Lee

Seconded: D. Kang

CARRIED

4. The treasurer should bring copies of all finance related forms with them at each meeting, so that the relevant paperwork can be filled out and signed at executive committee meetings without delay.

Often it is appropriate to record the discussion related to a reimbursement. For example:

"Elise reported that the Boat cruise will depart from and return to 'x' location, at 'x' time. The bond will be \$x and the total cost will be \$x. The balance must be paid by x date. The capacity of the boat is 300 people, so we should aim to sell that many tickets. Elise recommended that tickets be priced at \$40 for members and \$50 for non-members. The committee (or specific people) need to arrive at xpm, at x meeting place. The boat will depart at 7.30pm and return at midnight."

As a consequence of this report someone might put forward a motion that the tickets be priced at \$40 for members and \$50 for non-members. Alternatively, others might raise objections and the main point of these objections would be noted in the minutes. For example, after the above paragraph the following discussion may be recorded like this:

Sarah said she was concerned that the boat trip might not sell 300 tickets and that the club was at risk of making a loss on the event. She suggested raising the ticket price so that they would break even if they sold fewer tickets.

Tom felt that raising the price would result in less ticket sales, so there might be no advantage in increasing the price.

Ahmed suggested that members be given a smaller discount. For example, members could buy tickets for \$45 and non-members for \$50.

Lee thought that it was most important to give discounts to members, and that if the ticket price should rise for anyone it should be non-members.

Peter, Max and Lilly agreed with Sarah.

The discussion resulted in the following motion being put forward.

MOTION 3.1/08: That club members are charged \$45 for tickets and non-members are charged \$55.

Moved: S. Trinh

Seconded: P. Rogers

CARRIED

For further information, please refer to Appendix G.

Quorum

To have quorum in a meeting means that you have the minimum attendance to commence the meeting. Quorum is generally defined as 50% plus one of your club executive members. This means that you cannot commence a meeting until you have the majority of voting members. For example, if there are six people eligible to vote in a meeting, then quorum has been reached once four people arrive.

A meeting cannot commence without quorum.

Responsibilities of the Chairperson

For a meeting to be conducted in an effective and efficient manner, a chairperson must always be appointed. This person is generally the President. Please refer to the information regarding the responsibilities of the chairperson in the section about the club President.

Types of Meetings

There are several types of meetings. Some of these are:

Committee Meeting

- This is a meeting for the committee members of the club, i.e. President, Vice President, Secretary, Treasurer, etc. A committee meeting may be held for the purposes of approving expense reimbursements, approving funds for an upcoming event or general decisions to be made that affect the club as a whole.

Annual General Meeting (AGM)

- The AGM is a meeting that must be held by all Clubs & Societies once a year. The primary purpose is to elect the new club committee for the following year. This meeting must be open to all club members for legal reasons.

AGM Information – Purpose

The primary reason for holding an AGM is to elect the club committee for the following term of office. Any club member has the right to nominate for any committee position and all nominations must be seconded by another club member. Nominations close 7 days prior to the AGM meeting, the members in attendance at the AGM vote for the nominees.

At the AGM, the outgoing committee members should present a report outlining their clubs position and their activities for their term of office.

Preparation for the AGM

- Inform your Clubs Coordinator of the date, time and location of the meeting.
- Give a minimum of ten academic days notice before the AGM to all club members.
- Notice should be given to members via posters in building S and notice boards, the club newsletter, e-mailing list, social media and any other methods and include the time, date and location of the AGM.
- An agenda should be available to all potential attendees prior to the AGM.

At the AGM

The outgoing President is usually the chairperson of the AGM until the elections for the new committee commence. At this time, a Returning Officer is elected to chair the meeting and ensure the correct procedures are followed during the election of the committee.

Quorum for a club AGM is ten members of the club (or more if specified in the club constitution).

Refer to Appendix P – MONSU Caulfield Rules of Affiliation, Club Constitution and Clubs By-Laws must be at the meeting for easy reference.

Only members present at the AGM are eligible to vote. No proxies are allowed at any AGM.

Ensure the minutes of the AGM are recorded accurately and correctly. These minutes must be submitted as part of your affiliation kit for the following year.

Other Things to Remember about the AGM

Timing and location of an AGM is important. Members have the right to attend the club AGM, for this reason it is advisable to hold the meeting on campus and at a time when the most members are available. All clubs must hold their AGM in weeks 8 to 11 of Semester 2.

Refer to Appendix Q – AGM Pack/Template to be used as a guideline for all Clubs + Societies.

Clubs & Societies Handbook

Appendices

Appendix A – MONSU Caulfield Poster Policy

MONSU Caulfield Poster Policy

Location

MONSU Caulfield manages the posters in Levels 1 and 2 of S Building. Posters are only permitted on designated notice boards and on the red brick area within the stairwell near the entrance closest to Coles Supermarket. Notice boards can be found;

Anywhere on Level 2.

The stairwell near the entrance closest to Coles Supermarket

The stairwell between Level 2 and 3.

Approvals

If a notice board is marked "Exclusive use by MONSU Caulfield", this area is not to be used unless the space has been designated to you. Posters are not to be placed on any painted areas or glass windows and doors without the permission of The Workshop or Clubs Coordinator.

Clubs must acknowledge the support of MONSU Caulfield by including the MONSU Caulfield logo (which can be downloaded from www.monsu.org on all posters. Following this, posters must be taken to the MONSU Caulfield Service Desk (S Building, Level 2) for approval before being placed on display.

Affixing Material

Posters on Notice Boards can be put up with tacks, in other areas blue tack must be used. Under no circumstances is sticky tape to be used.

Amount

Clubs can put up 2 A4 posters per poster board, or alternatively 1 A3 poster per poster board.

Duration

Posters and notices advertising events shall be approved until the day following the event. All others will be approved for a period not exceeding one month, unless otherwise approved by the Clubs Coordinator.

Language

All posters must be written in English, or contain a translated version to English on the same poster.

Conditions

No posters will be approved if they are of a nature that can be considered obscene, racist, sexist, or promoting illegal activity. The MONSU Caulfield Student Council can revoke the approval of any posters. In the mean time, the MONSU Caulfield President or MONSU Caulfield Clubs Officer can act on behalf of the Council.

Appendix B – Function Fact Sheet



Function Fact Sheet

The Function Fact Sheet is designed to help in the communication between MONSU Caulfield and Monash University. If necessary MONSU Caulfield may contact you, the event organiser, to confirm or clarify any details outlined in this form. It is important that all details given are correct as MONSU Caulfield uses this form to inform the relevant Monash Caulfield Campus staff listed below.

EVENT ORGANISER RESPONSIBILITIES:

- Ensure a copy of this form is present at the event.
- Return this form no fewer than 5 days before the event (larger events no fewer than 10 days). The University reserves the right to withhold event approval if this form is not received in the specified time frame. This may result in a cancelled or delayed event. Costs incurred as a result of a cancelled or delayed event will be the responsibility of the Event Organiser.
- Complete all of the sections relevant to your event. If not relevant, place 'N/A' (not applicable) – do not leave any section blank.
- For all events/activities (meetings are exempt), a Risk Assessment Form – General (FFS02) must be completed by the Event Organiser.
- See MONSU Caulfield Service Desk staff if you need assistance to complete the Risk Assessment Form – General (FFS02).
- The completed Risk Assessment Form – General (FFS02) must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager prior to the commencement of the event.

MONSU CAULFIELD RESPONSIBILITIES:

- To use this form as a checklist to assist in organizing the event.
- Notify and distribute to the relevant departments.

Enquiries regarding the details specified in this Function Fact Sheet should be directed to the MONSU Caulfield Service Desk Manager – on 9903 2525 or by email –

servicedesk@monsucaulfield.org.au

MONSU Caulfield Service Desk to complete

Function Fact Sheet issued to:

Arthur Lambiris	Security	
Chris Riskas	Facilities & Services	
Helen Dunne	Director – Caulfield Campus Community	
Natalie Fisher	Student Engagement Coordinator	
Priscilla Chow	OHSE	
Stefan Silvy	Security	
Wayne Beard	Facilities & Services	
Event Organiser		

Date sent: / /

Additional forms completed (if required):

BEIMS Request Form (FFS01)	
Risk Assessment Form– General (FFS02)	
Risk Assessment Form – Alcohol	

Appendix B – Function Fact Sheet



Function Fact Sheet

SECTION 1: EVENT DETAILS

Event Title:			
Hosting Club/Group:			
Details of Venue Hired / Space requirements:		Number Attending:	
Date: Start Time:		Date: Finish Time:	
Description of Event: e.g. BBQ, Club meeting, movie night (must give details)			
Event Organiser:	Name:		
	Phone No:	Mobile No:	
	Email:		
Important Guests on Campus: e.g. Senior University Staff, Government Representative			

Deliveries / Pickups:	Yes		No		
External Suppliers - please provide details of any external suppliers assisting with your event e.g. carnival rides, lighting, AV etc.:					
Do you need a BBQ area, power, extra bins etc.:	Yes		No		
If yes, please complete the information sheet required for a BEIMS request at the end of this form.					
If Lawn/BBQ area is required please tick applicable boxes:	L1a	L1b	L2	L3	BBQ



Appendix B – Function Fact Sheet



Function Fact Sheet

SECTION 2: FOOD AND CATERING

Are you having your Event catered?	Yes		No	
If yes, please provide the name of Caterer.				
Caterer				
Please provide a copy of the catering license to MONSU Caulfield Service Desk.				
Will MONSU Caulfield reps/ Club Members be handling food?	Yes		No	
If yes:				
<ul style="list-style-type: none"> • A copy of all Food Safety & Handling Certificates must be provided to MONSU Caulfield • Food handlers must keep a copy of their certificate with them during the event • The names and date that each food handler obtained their certificate must be entered below 				
Name		Date obtained		
Name		Date obtained		
Name		Date obtained		

SECTION 3: ALCOHOL / SECURITY

ALCOHOL

Will alcohol be served?	Yes		No	
If yes, you must complete the Risk Assessment Form - Alcohol.				
Will Committee Members be handling alcohol at the Event?	Yes		No	
If yes, provide a copy of all RSAs to MONSU Caulfield. A copy of the RSAs and photo IDs must be presented upon request during the event. Security is authorized to terminate the event.				

SECURITY

Functions that operate outside of normal opening hours and/or involve alcohol service may require a Security Officer to be present for the duration of the function at an extra cost to the Organisers. Details to be advised based on information provided after consultation with Security.

Contact Security: 333 or 9903 2211

Appendix B – Function Fact Sheet



Function Fact Sheet

SECTION 4: AGREEMENT

ADDITIONAL FORMS	
I, the Event Organiser understand that I must complete a BEIMS Request Form (FFS01) for all event/ activities that require a detailed set up.	<input type="checkbox"/>
I, the Event Organiser understand that I must complete a Risk Assessment Form – General (FFS02) all events/ activities (meetings are exempt). The completed form must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager prior to the commencement of the event.	<input type="checkbox"/>
I, the Event Organiser understand that, I must complete a Risk Assessment Form - Alcohol if alcohol is being served at this event. The completed form must be submitted to the MONSU Caulfield Service Desk and signed by the MONSU Caulfield Service Desk Manager 10 business days prior to the event.	<input type="checkbox"/>
SECURITY	
I, the Event Organiser understand that functions that operate outside of normal opening hours and/or involve alcohol service may require a Security Officer. The Security Officer will be present for the duration of the function. The cost associated with additional security will be charged to the Event Organiser. Details to be advised based on information provided after consultation with Security.	<input type="checkbox"/>
I, the Event Organiser acknowledge that in the event of an incident requiring immediate attention or first aid I should contact Security immediately. Contact Security: 333 or 9903 2211	<input type="checkbox"/>
GENERAL	
I, the Event Organiser, acknowledge, understand and agree to the following: <ol style="list-style-type: none"> 1. I must be present for the duration of the event 2. I, the Event Organiser and my team must be familiar with the locations of emergency exits. The Emergency Assembly point is the central lawns 3. Any alteration to standard layouts must only be made with the consent of the MONSU Caulfield Service Desk Manager 4. Furniture must not be stored in hallways, stairwells or foyers. DO NOT block emergency exits or emergency equipment such as fire hydrants 5. I have read and will follow Monash University's policy on Alcohol and Drugs at Events – http://www.monash.edu.au/ohs/topics/guidelines/alcohol-drugs-events.pdf 6. All catering provided must be in line with the Food Safety Program and delivered by certified/registered Food Handlers. You should ask all catering suppliers for their certification. Caterers requiring power must be inducted with Facilities & Services 7. Catering cannot be set up in corridors, hallways, stairwells, landings or computer laboratories 8. Caterers are responsible for the removal of all rubbish and bottles associated with the function. Recycling bins are available on Campus 9. No alcohol is to be provided to anyone who is, or appears to be, intoxicated or is under the legal drinking age of eighteen years 10. Drinking water should be provided free of charge 11. Adequate quantities and variety of foods should be made available at functions at which alcohol is served 12. Alcohol should not be served for longer than 30 minutes before food is served 13. Strictly no selling of alcohol 	<input type="checkbox"/>

By signing below I acknowledge that I have read, understand and agree to the above Terms and Conditions.

Event Organiser Name: _____ Event Organiser Signature: _____

Date: _____

Appendix B – Function Fact Sheet



Function Fact Sheet

CLEANING

Venues and facilities (including the BBQs) **must** be cleaned after your event. All catering and rubbish must be removed as per Monash University requirements. A number of clearly identified bins have been made available for this purpose. Ensure the correct type and number of bins are available before the event starts. Failure to comply will result in the Club/ Group being charged.

If you require extra bins they need to be ordered through a BEIMS request. Please see the MONSU Caulfield Service Desk Manager.

Additional cleaning may be required for some events - charges may apply. Cleaning requirements should be discussed with the MONSU Caulfield Service Desk Manager who will advise of charges.

DECORATIONS

No interior / exterior attachments or decorations are permitted anywhere on the Campus without prior consultation with the MONSU Caulfield Service Desk Manager.

LIGHTING

The MONSU Caulfield Service Desk Manager must first approve any lighting requirements – bud lights / fairy lights must not be placed over garden beds or added to trees.

OPEN FLAMES

Open flames in the form of torches, candles, BBQs etc are not permitted on campus.

NOISE

Amplified music must be kept to a minimum and must have prior approval from Facilities and Services. Amplified sound must not exceed +5 decibels above background noise. All functions must conclude by midnight and it is the responsibility of the Event Organiser to ensure that guests leave the campus in a quiet and orderly fashion.

SIGNAGE

Please ensure that you provide signage stands for your events and return stands to the MONSU Caulfield Service Desk foyer so others can find them after you.

Use of Campus structures, doors etc for signage is not permitted and will be removed. Costs associated with damage and removal to structures will be passed on to the Event Organiser.

Please see staff at the MONSU Caulfield Service Desk located on Level 2, Building S for poster approval. The poster policy is available at www.monsucaulfield.org.au

TOILETS

Access to toilets will be provided – large events require cleaning staff to be present to stock and clean between sessions – cleaning charges apply.

DELIVERIES / PICK-UPS

- Storage is not available on Campus;
- Equipment or material delivered without consultation with the MONSU Caulfield Service Desk Manager will not be accepted;
- Anything left in foyer areas; corridors or spaces may be returned or discarded at a cost to the Event Organiser;
- Private Vehicles are not permitted on the Campus grounds. Only hire companies are permitted to enter the grounds. No vehicles are to remain on Campus under any circumstances, unless in a valid car space;
- Access for drop off of equipment can be arranged but must be approved by the MONSU Caulfield Service Desk Manager and will be passed on to the Security Office for consideration.

Appendix C – Risk Assessment: General



RISK ASSESSMENT - GENERAL (FFS02) FOR EVENTS WHERE RISK OF INJURY MAY OCCUR

This form is to be completed by the Event Organiser and handed to the MONSU Caulfield Service Desk no fewer than 5 days before the event (larger events no fewer than 10 days). The University reserves the right to withhold event approval if this form is not received in the specified time frame. This may result in a cancelled or delayed event. Costs incurred as a result of a cancelled or delayed event will be the responsibility of the Event Organiser.

This form must be completed for all events/activities (meetings are exempt) that take place at Monash University Caulfield Campus.

This form is intended to help those responsible for an event identify and consider risk factors associated with the proposed event and in doing so determine what arrangements are necessary to eliminate or mitigate such risks to an acceptable level. No such event on university property can proceed without first obtaining the permission of the University. Please note that any recommendations, directions or approval given by the University in respect of an event held on university property does not in any way diminish or remove the sole legal or other responsibility for the event held by the Event Organiser. Please refer to the University procedure on risk management for Monash University Events at <http://www.monash.edu.au/ohs/topics/procedures/risk-management.pdf>

The table on the following pages is to be completed by the Event Organiser as follows:

- Step 1: Assess the risk level of each listed hazard; tick low, medium or high
- Step 2: Implement applicable safe actions (tick as many boxes as relevant)
- Step 3: Reassess the risk level of each listed hazard; tick low, medium or high
- Step 4: Outline the risk outcome (add further details where necessary)

Appendix C – Risk Assessment: General



RISK ASSESSMENT - GENERAL (FFS02)

FOR EVENTS WHERE RISK OF INJURY MAY OCCUR

Types of Hazard	Risk Assessment BEFORE safe actions are in place	Safe Actions	Risk Assessment AFTER safe actions are in place
Tripping Hazards	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Tape down electrical leads (IT, AV, Lighting) with gaffer tape (indoors) <input type="checkbox"/> – Eliminate tripping risk by using cable protectors for outdoor functions <input type="checkbox"/> – Contact MONSU Caulfield officer to request cable protectors <input type="checkbox"/> – Eliminate sharp or protruding objects that cause injury when setting up displays/ booths	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Manual Handling	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Team lifting - Two or more people to manoeuvre heavy/awkwardly shaped objects into position <input type="checkbox"/> – Individual lifts - keep load close to the body, maintain neutral spine, and use the big leg muscles and not the back, eyes forward, long neutral back then lift <input type="checkbox"/> – Use lifting aids (supermarket trolleys, upright trolleys) when transporting heavy items over longer distances and between buildings <input type="checkbox"/> – Seek advice from MONSU Caulfield officer if unsure of correct lifting procedures <input type="checkbox"/> – Wear closed toed shoes & work gloves to minimise injury to your feet and hands	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Electrical Hazard	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Homemade electrical products are not permitted <input type="checkbox"/> – Double adaptors are not permitted due to high risk of electric shock and potential source of electrical fire <input type="checkbox"/> – Power boards with an overload cut off switch must be used <input type="checkbox"/> – Check hired IT/AV equipment are compliance tested and tag dates are current <input type="checkbox"/> – Personal portable electrical equipment must be tested in accordance to AS3760 at own cost <input type="checkbox"/> – All new power boards and extension cords must be compliance tested	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Emergency Preparedness	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Know the location of building exits <input type="checkbox"/> – Do not use the lifts during an emergency <input type="checkbox"/> – Assembly point is the CENTRAL LAWNS <input type="checkbox"/> – Event organiser liaises with security during an emergency (security – 9903 2211) <input type="checkbox"/> – Event organiser should ensure their mobile phones are charged and functioning during the event <input type="checkbox"/> – All office bearers of clubs and societies must attend the compulsory MONSU OHS induction	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Noise	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Staff and students are not exposed to noise that is greater than the exposure standard which is an average of 85dBA over 8 hours <input type="checkbox"/> – Control the source through a process of elimination. <input type="checkbox"/> – Minimise the duration of noise exposure <input type="checkbox"/> – Staff and students must not be exposed to any instantaneous noise levels above 140dBA	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Inclement weather	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Check weather forecast 2 days in advance <input type="checkbox"/> – Hot conditions (above 45 Degree C): – Consider relocating or rescheduling event – Provide drinking water – Apply sunscreen, wear a hat and sunglasses – Rotate volunteers every 2.5 hours <input type="checkbox"/> – Wet Conditions (Hail, Extreme wind) – Consider relocating indoors or rescheduling event – Consult with MONSU Caulfield staff if cooking on a BBQ is part of the event	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH

Appendix C – Risk Assessment: General



RISK ASSESSMENT - GENERAL (FFS02)

FOR EVENTS WHERE RISK OF INJURY MAY OCCUR

Types of Hazard	Risk Assessment BEFORE safe actions are in place	Safe Actions	Risk Assessment AFTER safe actions are in place
Structural / collapse hazards	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – MONSU Caulfield reps are responsible for setting up the portable marquee <input type="checkbox"/> – Marquee hire company are responsible for set up of multiple marquees in Orientation week; One World Festival; Cultural Carnival	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Intoxication	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Event Organiser has completed the Risk Assessment Form - Alcohol and discussed security issues with Campus Security Manager <input type="checkbox"/> – Students/staff serving alcohol have completed the Responsible Serving of Alcohol (RSA) training and have copies of their RSA with them at the event <input type="checkbox"/> – Plan in advance a conservative quantity of alcoholic beverages. For example higher ratio of light beers to heavy beers <input type="checkbox"/> – Control volume of alcohol served by including non-alcoholic beverages, such as orange juice, soft drinks, etc <input type="checkbox"/> – Water is freely available at the bar <input type="checkbox"/> – Appropriate food which does not encourage further drinking is provided. <input type="checkbox"/> – Alcohol is only consumed in the area designated for the event. <input type="checkbox"/> – Alcohol is not served to an intoxicated person <input type="checkbox"/> – Event Organiser must ensure they have a charged mobile phone along with Emergency and Security contact numbers , 9903221 <input type="checkbox"/> – Event Organiser immediately call security if guests <ul style="list-style-type: none"> – become violent – harass other people – pass out or become ill <input type="checkbox"/> – The Event Organiser must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Food Hygiene	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Food handlers have attended safe food handling training delivered by the local council (Glen Eira) <input type="checkbox"/> – Hands must be washed: <ul style="list-style-type: none"> – Before handling any food or putting on gloves – After handling raw meat or garbage and after a break – After using tissues, or visiting a toilet <input type="checkbox"/> – Long hair tied back, clean apron and disposable gloves are worn when handling food <input type="checkbox"/> – All meat must be transported in an esky with ice to make sure meat can be kept cold <input type="checkbox"/> – Limit BBQ food to only cooked sausages, commercially made hamburgers or vegie burgers, bread, onions and tomato sauce <input type="checkbox"/> – All of the above ingredients must be purchased from a commercial food business and cooked on site. <input type="checkbox"/> – Check that food is: <ul style="list-style-type: none"> – Not kept on floors or the ground – Not kept in direct sunlight and away from the rain – completely covered with plastic wrap or bags – stored at the right temperature either refrigerated or hot not in between <input type="checkbox"/> – Have enough volunteers to allow different food handling roles <ul style="list-style-type: none"> – handle the raw food – handle the cooked food – handle the money <input type="checkbox"/> – Read MONSU Caulfield’s food handling fact sheet	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH

Appendix C – Risk Assessment: General



RISK ASSESSMENT - GENERAL (FFS02)
FOR EVENTS WHERE RISK OF INJURY MAY OCCUR

Other hazards

Are there any other hazards that have not been identified in this risk assessment form? Yes No

If yes; list them below and provide the safe actions you will take to reduce the risk.

Types of Hazard	Risk Assessment BEFORE safe actions are in place (Low, Medium, High, N/A)	Safe Actions	Risk Assessment AFTER safe actions are in place (Low, Medium, High, N/A)

Appendix D – Risk Assessment: Alcohol



RISK ASSESSMENT - ALCOHOL

ON CAMPUS EVENTS INVOLVING THE SERVICE OF ALCOHOL

This form is to be completed by the person defined under the University Policy on Alcohol and Other Drugs at Monash University Events as the Event Manager and handed to the relevant Venue Manager at least 10 days prior to any authorised Monash University event that involves the service of alcohol.

This form and table is intended to help those responsible for an event identify and consider risk factors associated with the proposed event and in doing so determine what arrangements are necessary to eliminate or mitigate such risks to an acceptable level (to the satisfaction of the University’s security representatives). No such event on university property can proceed without first obtaining the permission of the University. Please note that any recommendations, directions or approval given by the University in respect of an event held on university property does not in any way diminish or remove the sole legal or other responsibility for the event held by the Event or Venue Manager. Please refer to the University Policy on Alcohol and Other Drugs at Monash University Events at <http://www.monash.edu.au/ohs/topics/alcohol-drugs.html>

Section 1 Event Details (To be completed by Event Manager)

Organisation/Club/Department:

Event Manager’s Name: Phone Number:

Brief Description of the event:

Event Date: Start Time: Finish Time:

Proposed Venue:

Event Manager’s Signature: Date:

Section 2 Venue Requirements (To be completed by Venue Manager)

Please list the strategies recommended to be put in place to minimise the risk level of the event.

- Security to be organised for the event by Monash University YES NO
- University Security to be requested to do walk through during event
- Other measures recommended.....

Approved by Venue Manager Name: Signature:

Contact Details: Date:

Approved subject to the additional requirements listed below by the Security Co-ordinator or nominee:

.....

.....

.....

Name: _____ Signature: _____ Date: _____

Appendix D – Risk Assessment: Alcohol



RISK ASSESSMENT - ALCOHOL

ON CAMPUS EVENTS INVOLVING THE SERVICE OF ALCOHOL

To be completed by the Event Manager – for the criteria, listed in the left hand column, please tick the box that best describes your event.

Criteria	Event details			Assessment (office use only)
Venue	Student Lounge - S2 <input type="checkbox"/>	Gryph Inn or MamaDuke (MONSU Caulfield or Club Function) <input type="checkbox"/>	Gryph Inn <input type="checkbox"/>	
	OSS Lounge – S2 <input type="checkbox"/>		MamaDuke <input type="checkbox"/>	
	Meeting room <input type="checkbox"/>		External/ Outdoor area <input type="checkbox"/>	
Type of Activity	Club / Society meeting <input type="checkbox"/>	Theme night <input type="checkbox"/>	Band night <input type="checkbox"/>	
	Closed event <input type="checkbox"/>	Special occasion <input type="checkbox"/>	External function <input type="checkbox"/>	
	Formal dinner <input type="checkbox"/>	Community event <input type="checkbox"/>	Ball <input type="checkbox"/>	
	BBQ <input type="checkbox"/>	Charity event <input type="checkbox"/>		
	Awards night <input type="checkbox"/>			
Entertainment	Karaoke <input type="checkbox"/>	DJ <input type="checkbox"/>	Live band <input type="checkbox"/>	
	CD/ Ipod <input type="checkbox"/>		Live entertainment <input type="checkbox"/>	
	Background <input type="checkbox"/>			
Numbers of Attendees	Less than 50 <input type="checkbox"/>	50 – 150 <input type="checkbox"/>	More than 150 <input type="checkbox"/>	
Crowd Mix	Students & Staff only <input type="checkbox"/>	Students and up to 2 guests <input type="checkbox"/>	Open/ External <input type="checkbox"/>	
	Formal invitation only <input type="checkbox"/>		Under age <input type="checkbox"/>	
Starting Time	Before 8.00pm <input type="checkbox"/>	After 8.00pm <input type="checkbox"/>	Weekend <input type="checkbox"/>	
Length of Event	Less than 2 hours <input type="checkbox"/>	2 – 4 hours <input type="checkbox"/>	More than 4 hours <input type="checkbox"/>	
Alcohol	Non-alcoholic drinks, light beer, limited wine <input type="checkbox"/>	Non-alcoholic drinks, full strength beer, light beer, wine <input type="checkbox"/>	Non-alcoholic drinks, full strength beer, light beer, wine, spirits, mixers <input type="checkbox"/>	
Food	2 / 3 course meal <input type="checkbox"/>	Finger food served at start and regularly during event <input type="checkbox"/>	Snack food <input type="checkbox"/>	
	Formal dinner <input type="checkbox"/>		No food <input type="checkbox"/>	
	BBQ <input type="checkbox"/>			
Supervision	Event Manager and University Security <input type="checkbox"/>	Event Manager, catering staff and University Security <input type="checkbox"/>	Event Manager and students only <input type="checkbox"/>	
Bar Staff	Gryph Inn/MamaDuke staff and students who have an RSA certificate <input type="checkbox"/>	Catering staff who have RSA certificate <input type="checkbox"/>	Self-Serve <input type="checkbox"/>	
Bar Service	Table service <input type="checkbox"/>	Cash bar <input type="checkbox"/>	Open/ Tab <input type="checkbox"/>	
Liquor Licence		Gryph Inn <input type="checkbox"/>		
		MamaDuke <input type="checkbox"/>		
Advertising	None <input type="checkbox"/>	Campus wide only <input type="checkbox"/>	Public/ Social Media <input type="checkbox"/>	
	Invitation only <input type="checkbox"/>			
Other				

Office Use Only

Arranged: Air Con Building Access Additional Campus Security
 Cleaning Advised Security Advised BEIMS for set-up
 Grounds Director – Caulfield Campus Community advised

Appendix E – Finance Account Codes

Account #	Account Name
Income	
4-1100	Income - Advertising
4-1140	Income - Function
4-1282	Income - Membership
4-1330	Income - Sponsorship
4-1850	Income - Merchandise
Expenses	
6-1150	Printing
6-1205	Membership/Subscription Fees
6-1235	Catering Expenses
6-1301	Advertising & Promotion
6-1466	Rewards & Recognition
6-1490	Training & Development
6-1520	Travel & Accom
6-1550	Uniforms
6-1560	Stationery
6-1700	Security
6-1720	Venue Hire
6-1820	Equipment Expense Other
6-1825	Hire Equipment
6-1900	Miscellaneous Expense
6-1901	Activities
6-1910	Performers & Entertainers
6-1920	Deposits Paid

Appendix F – Club Finance Requisition Form

Club Finance Requisition Form

You must attach:

- **Minutes:** A copy of the minutes from the meeting where the transaction was approved.
- **Invoice:** The original supplier invoice with the **date** and **ABN**.

Finance Requisition

Club Treasurer to complete this section.

If the Treasurer is the recipient of the funds, another committee executive must sign in their place.

Club Name:	Date:
Reason for Withdrawal:	Amount: \$
Signature of Treasurer:	Meeting Date:
Signature of Club Executive:	Motion Ref.

Detail of Expenses

Please state the correct details of the expenses to be paid.

Expense Type (e.g. Stationary, catering)	Expense Code	Club Code	Amount (\$) inc. GST
	6 -	C	
	6 -	C	
	6 -	C	
	6 -	C	
TOTAL:			\$

Bank Details

Please state the correct details of the expenses to be reimbursed.

Please tick here if your bank details have not changed. <input type="checkbox"/>	
Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

Checked by (Staff Only):

Date:

Notes:

Appendix G – Club Expense Reimbursement Form

Club Expense Reimbursement

You must attach:

- **Receipts:** The original receipts must be attached with the **supplier’s ABN** on them.
- **Minutes:** A copy of the minutes from the meeting where the reimbursement was approved.

Expense Reimbursement must be handed in within 3 months of the transaction taking place. Reimbursements will not be processed if this is not adhered to.

Finance Requisition	
Club Treasurer to complete this section. If the Treasurer is the recipient of the funds, another committee executive must sign in their place.	
Club Name:	Date:
Reason for Withdrawal:	Amount: \$
Signature of Treasurer:	Meeting Date:
Signature of Club Executive:	Motion Ref.

Detail of Expenses			
Please state the correct details of the expenses to be reimbursed.			
Expense Type (e.g. Stationary, catering)	Expense Code	Club Code	Amount (\$)
	6 -	C	
	6 -	C	
	6 -	C	
	6 -	C	
TOTAL:			\$

Bank Details	
Please state the correct details of the expenses to be reimbursed.	
Please tick here if your bank details have not changed. <input type="checkbox"/>	
Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

Checked by (Staff Only): _____ Date: _____

Notes: _____

Appendix H – Cash Float Request Form

Cash Float Request Form

If you require a float, you must hand in this form **1 day BEFORE** the date of your request. Cash float forms handed in on the day of request will not be accepted.

Please select:

MONSU Caulfield Clubs & Societies ^(max. \$50)

Details of Club / Department requesting float	
Please fill out the details below.	
Club Name / Department:	Person Completing Form :
Phone:	Position in Club/Department:
Date of Float Request:	Time Float Required:
Reason Float is Required: <i>(i.e. function, ticket sales)</i>	

Breakdown Requirements			
Notes	QTY	Coins	QTY
\$100		\$2	
\$50		\$1	
\$20		50¢	
\$10		20¢	
\$5		10¢	
		5¢	
		TOTAL:	\$

Cash Floats can be collected from WORKSHOP on the day of use and **must** be returned 1 hour before closing business.

By signing this form, you are responsible for the float and its return in full.

TOTAL Float: \$ _____

Club Representative: _____

Signature: _____

Staff Only

Cash Float Distributed			
Notes	QTY	Coins	QTY
\$100		\$2	
\$50		\$1	
\$20		50¢	
\$10		20¢	
\$5		10¢	
		5¢	
Date: _____		TOTAL:	\$
Sign: _____			

Cash Float Returned			
Notes	QTY	Coins	QTY
\$100		\$2	
\$50		\$1	
\$20		50¢	
\$10		20¢	
\$5		10¢	
		5¢	
Date: _____		TOTAL:	\$
Sign: _____			

Appendix I – Club Invoice Request Form

Club Invoice Request Form

Use this form when:

- You want to send an invoice to a Sponsor.
- You want to send an invoice to a Customer.

Club Name:

Club Code: C

Details of the Company

Please state the correct details of the company that will be invoiced.

Name of Company/Person:	Date:
Address:	Phone:
Attention to:	Mobile:
*Club Email:	Fax:

(*) Invoice will be sent back to the club. The club is then responsible for sending the invoice to the company.

What the Company will be invoice for

Club Treasurer to complete this section.

Tax Code 1=GST 2=No GST	Description	Income Code	Qty	Unit Price (\$)	Amount (\$)
		4 -			
		4 -			
		4 -			
		4 -			
		4 -			
				TOTAL:	\$

Office Use Only

Invoice N ^o :	Invoice Date:	Batch N ^o :
Entered by:	Date:	

Checked by (Staff Only):

Date:

Notes:

Appendix J – Club Sponsorship Agreement

Club Sponsorship Agreement

This sponsorship agreement has been entered into as of [Agreement Date] between the following entities, collectively known as ‘the Parties’: [ABC Company Pty Ltd] (Sponsor) and [XYZ Club] (the Club). This document is a legally binding sponsorship agreement between the above listed parties.

Sponsor agrees to pay \$500 in return for the following:

e.g. Media coverage on posters, digital screens, website and social media pages of the Clubs business.

Sponsor agrees to provide the following to the Club for use in marketing and promotion materials:

e.g. Artwork, logos and written promotional material as mutually agreed between the parties.

Terms

No employer/employee relationship is established or implied with this sponsorship agreement. The Club has no liability or responsibility to the Sponsor beyond the scope of this agreement. The Sponsor grants the Club the right to use their intellectual property in promoting the event, including logos and other brand trademarks. If the nature of the purchased sponsorship package must be changed for any reason, the Club agrees to notify the Sponsor in writing. The purchased sponsorship package is not transferable for any reason. If the Sponsor cannot meet the financial requirements of this agreement, the Sponsor agrees to provide written notification to the Club in a timely manner so that the Club may find another suitable sponsor. Anything not expressly addressed in this sponsorship agreement’s terms shall be governed by the contract laws of the state of Victoria.

Signatures of parties

This Agreement shall be effective when signed by all parties, and its effective date is the latest of the dates set out below.

SIGNED on behalf of ‘The Sponsor’

Signature: Date____/____/_____

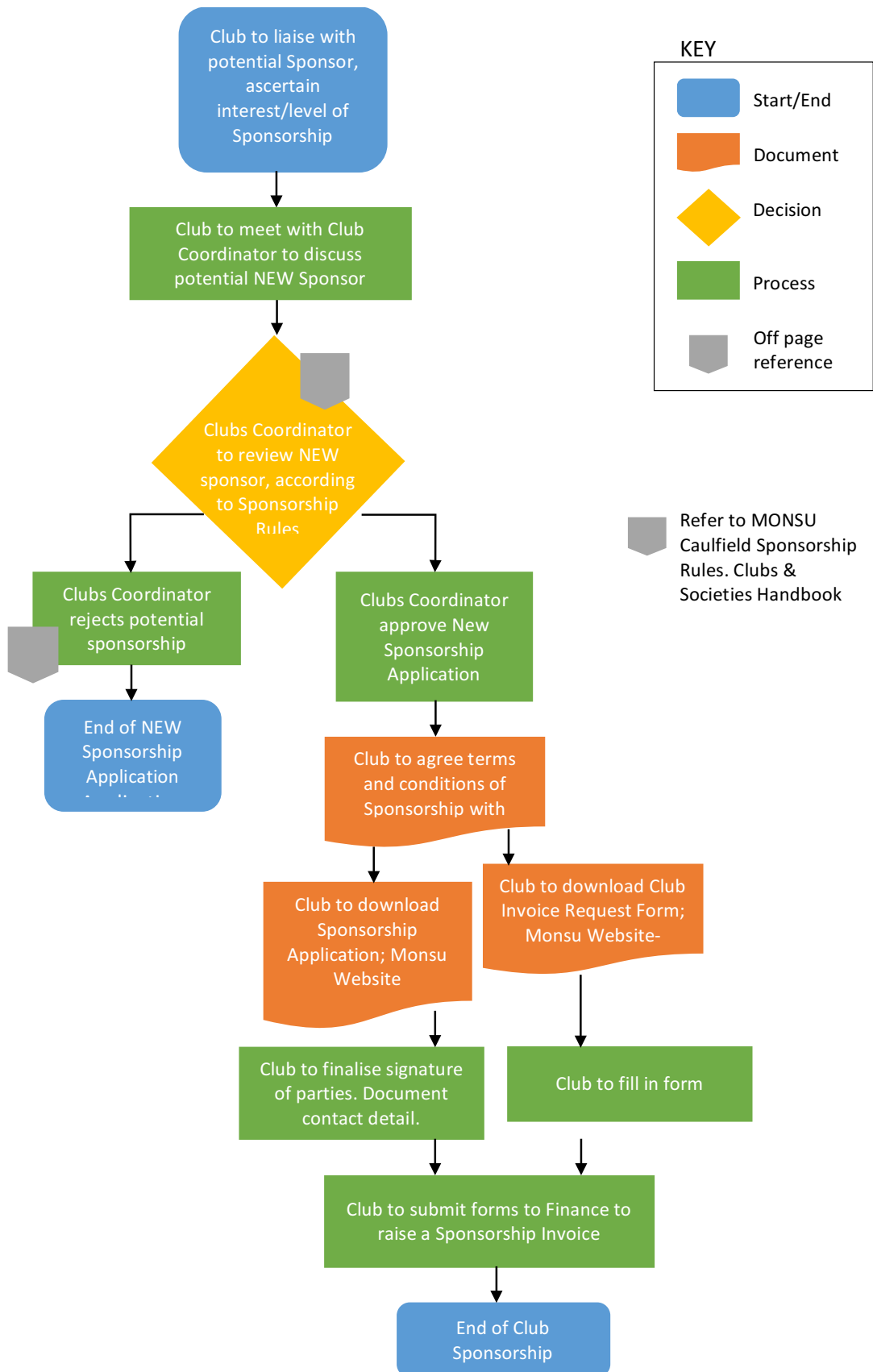
Signed by:

SIGNED on behalf of the ‘Club’

Signature: Date____/____/_____

Signed by:

Appendix K – New Club Sponsorship Process Flow



Appendix L – MONSU Caulfield Sponsorship Rules

MONSU Caulfield Sponsorship Rules

1. Definitions

- (a) **Clubs and Societies** means any MONSU affiliated organisation, whether incorporated or not, that:
- (i) carries on activities on the Monash University Caulfield Campus;
 - (ii) provides services to students of Monash University;
 - (iii) is a registered club or society with MONSU Caulfield; or
 - (iv) any other group that the MONSU Student Council determines to be a club or society, from time to time.
- (b) **Exclusive Agreements** means any arrangement, understanding or agreement, whether oral or in writing, where an external organisation provides any goods or services to the club or society on the condition the club or society does not utilise the goods, services or otherwise be affiliated with, any other sponsor.
- (c) **External Organisation** means any organisation, club, society, body corporate, corporation, company, trust or any other body capable of entering legal transactions on its own behalf, that is not MONSU Caulfield.
- (d) **Monash University** includes all Monash University campuses in Australia and overseas and Monash College. MONSU Caulfield means MONSU Caulfield Inc.
- (f) **Sponsorship** means any arrangement, understanding or agreement, whether oral or in writing, between a Club or Society and an external organisation whereby one or both of the parties undertake to perform certain tasks, provide financial or non-financial support, or any other related good or service.
2. Clubs and societies may not obtain sponsorship from organisations whose activities, representations, or purposes can be considered obscene, racist, sexist, promoting illegal activity or is in any way likely to bring the club, MONSU Caulfield, or Monash University into disrepute.
3. Clubs and societies may not obtain sponsorship from any organisations who provide any of the following services:
- (a) tutoring and training services that are similar to the teaching and learning services provided by Monash University; or
 - (b) English language training services intended to:
 - (i) allow students to complete English language tests; or
 - (ii) allow students to complete any other English language competency assessment required for entrance into a course at an Australian University or TAFE; or
 - (iii) allow students to complete an English language assessment or competency test required for any purpose as required by the Department of Immigration and Border Protection; or
 - (c) migration services, including but not limited to:
 - (i) the provision of advice to students regarding student visas, permanent residency, or any other relevant migration related issue;
 - or
 - (ii) the holding of seminars or information sessions relating to any relevant migration issue.
4. Clubs and societies may only obtain sponsorship from an organisation that engages in the activities outlined in clause 3 if:
- (a) they receive consent, in writing, from the Clubs Coordinator of MONSU or their delegate; and
 - (b) they receive consent, in writing, from Monash University.

Appendix L – MONSU Caulfield Sponsorship Rules

5. Where a club or society obtains sponsorship from any organisation that provides any of the goods or services listed in clause 3 without consent, they are subject to the disciplinary processes of both MONSU and Monash University.
6. Where a club or society seeks sponsorship from an organisation with similar business interests to those of MONSU Caulfield, the following conditions apply:
 - (a) the club advises the sponsor that it will not be allowed to promote itself directly on campus, or by circulation of promotional material on campus;
 - (b) sponsors may, however, be acknowledged on promotional material circulated by a club where the material is primarily promoting the club or a club activity;
 - (c) sponsorship agreements with these organisations cannot be exclusive agreements. For example, if sponsorship is arranged with a bar, the club or society must be able to hold functions at other venues.
7. Clubs and societies must seek written permission from the Clubs Coordinator, or their authorised delegate, before any sponsor is invited onto the campus for promotional purposes.
8. Clubs and societies must report any new sponsorship arrangements they enter into during the course of the year to the Clubs Coordinator as soon as practicable.
9. Clubs and societies must ensure that sponsorship agreements are documented and outline the terms of the sponsorship, using the MONSU Sponsorship agreement form. Refer to Appendix G
10. MONSU Caulfield may request that a club or society disclose all details relating to sponsorship arrangements within ten (10) calendar days of the request being issued.
11. MONSU Caulfield reserves the right to take disciplinary action against clubs and societies found to be in breach of these rules.

Appendix M – Club Short Term Loan

CLUBS SHORT-TERM LOAN APPLICATION FORM	
Club Name:	
Applicants Name:	
Applicants position in Club:	
Email:	
Contact Number:	
Description of Event:	
Date of Event. (Does it clash with any other existing events?)	
How do you plan on marketing your event?	
Where is your event being held:	
What activities are organised:	
Who is your target audience? (Is your event marketed at Monash Caulfield students?)	
How much are you budgeting for the event? (Please attach a copy of the budget for event)	
Expected number attending:	
Cost per ticket:	
Expected Income:	

I of club hold the position of agree to pay the amount of the short term loan being \$..... back to MONSU Caulfield Inc.

Amount to be paid to MONSU within..... business days after the event date

Signed..... applicant Signed..... MONSU representative

Appendix N – Club: Example Agenda

Club – Example Agenda

Monash Study Hard club
Meeting 2/16
 Held in the *MONSU Student Lounge*
 on *March 16, 2016 at 6pm.*

AGENDA

1. Introduction

Those present:	<i>Louise McEvoy</i>	(President)
	<i>Sarah Phillips</i>	(V.President)
	<i>Evan Tucker</i>	(Treasury)
	<i>Nicole Day</i>	(Secretary)
	<i>Mark Williams</i>	(General Committee)
	<i>Sam Morris</i>	(General Committee)

Apologies:	<i>Kieran Walker</i>	(General Committee)
------------	----------------------	---------------------

Proxies:	None
----------	------

2. Minutes of the Previous Meeting

3. Business Arising

- 3.1 *OFEST Report*
Sarah Phillips to report
- 3.2 *Membership marketing campaign*
Mark Williams to report

4. General Business

- 4.3 *Stationery* reimbursement
Evan to report

5. Other Matters

- 5.4 *Upcoming International Students Week*
Nicole to report

6. Date of Next Meeting

Appendix O – Club: Example Minutes

Club – Example Minutes

Monash Study Hard club
Meeting *2/16*
Held in the *MONSU Student Lounge*
on *March 16, 2016* at *6pm*.

MINUTES

1. Introduction

Those present: *Louise McEvoy* (President)
Sarah Phillips (V.President)
Evan Tucker (Treasury)
Nicole Day (Secretary)
Mark Williams (General Committee)
Sam Morris (General Committee)

Apologies: *Kieran Walker* (General Committee)

Proxies: None

2. Minutes of the Previous Meeting

The minutes of meeting *1/16* were presented for acceptance.

MOTION 1-2/16

“That the minutes of meeting *1/16* be accepted”

Moved: *S. Phillips*

Seconded: *M. Williams*

CARRIED

3. Business Arising

3.1 OFEST Report

OFEST is on Feb 28th. Setup by 10am. Roster to be organised by Sarah to get committee to help out.

No Motion Required.

Action: Sarah to organise roster and committee help.

Appendix O – Club: Example Minutes

3.2 **Marketing Campaign**

Mark suggested a marketing campaign which involves collecting member details to create a Facebook group with a \$20 Facebook boost to increase members.

Motion 2-4/14: MU Study Hard approves a Mark to spend \$20 on a Facebook boost promotion, and a subsequent \$20 reimbursement to Mark from the club.

Moved: Sarah Phillips

Seconded: Nicole Day

Action: Mark to organise a new Facebook page.

4. **General Business**

4.1 **Stationery reimbursement**

Evan reported that he spent a total of \$35.80 on stationery for the AGM last year.

Motion 3-4/14: MU Study Hard approves a \$35.80 reimbursement to Evan for stationery from the AGM.

Moved: Mark William

Seconded: Nicole Day

5. **Date of Next Meeting**

March 30th in the Student Lounge at 6:00pm.

Meeting ended: 7:15pm

Appendix P – Club and Society Rules of Affiliation

MONSU Caulfield Inc. Club and Society Rules of Affiliation

1 DEFINITIONS

- 1.1 "MONSU CAULFIELD" means MONSU Caulfield Inc.
- 1.2 "Club" or "Society" means an association of people with a common objective, affiliated with MONSU Caulfield.
- 1.3 "Member" means any person that has paid the appropriate annual membership fee to a Club or Society.
- 1.4 "Non-Financial Member" means any person who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting-rights.
- 1.5 "Student" means a person who is currently enrolled at Monash University.
- 1.6 "Alumni" means a person who has previously been enrolled at Monash University.
- 1.7 "Registered Club" means a Club or Society whose Registered Club Application has been approved by the MONSU Caulfield Student Council.
- 1.8 A "MONSU Caulfield Staff Member" means a full-time, part-time or casual employee of MONSU Caulfield
- 1.9 The "MONSU Caulfield Clubs Officer" means the student representative elected to the MONSU Caulfield Student Council whose primary role is to oversee the clubs of the Caulfield Campus and shall hereafter be known as Clubs Officer.

2 ESTABLISHMENT

- 2.1 Students wishing to establish a new club or society must first apply to become a Registered Club using the Registered Club Application form.
- 2.2 The Registered Club Application must gain approval from the MONSU Caulfield Student Council before the club or society can operate on the Caulfield Campus.
- 2.3 On registration the Club may be eligible to receive a new club grant, at the absolute discretion of MONSU Caulfield.
- 2.4 The value of the new club grant shall be determined by MONSU Caulfield, from time to time.

3 MEMBERSHIP

- 3.1 The minimum membership fee to be charged by clubs and societies to all members (\$10) is determined by MONSU Caulfield. A club must have a minimum of 10 members to operate.

Appendix P – Club and Society Rules of Affiliation

- 3.2 All Club and Society members must complete an Application for Membership Form upon their registration and they must pay the membership fees.
- 3.3 Executive committee members should be aware of medical conditions of club members so that the information can be provided to attending medical professionals if an accident or emergency occurs, e.g. allergy to penicillin, diabetes etc.
- 3.4 Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 3.5 Membership must be non-discriminating and open to all Monash Caulfield students.
- 3.6 No MONSU Caulfield Student Council Executive member, or the Clubs Officer may hold a committee position with any Club or Society.
- 3.7 Members of the Student Council Executive and MONSU Caulfield staff members shall receive non-financial membership privileges automatically to all clubs and societies.

4 ANNUAL GENERAL MEETINGS

- 4.1 All Clubs and Societies must conduct an Annual General Meeting at which the committee for the following year is elected. The minutes of the Annual General Meeting must be submitted as part of the AGM Pack.
- 4.2 Only financial members shall be eligible to move motions, stand for office and vote at an Annual General Meeting of the Club or Society.
- 4.3 Quorum for an Annual General Meeting shall be a minimum of four (4) executive members and ten (10) other financial members.
- 4.4 Club executive committee members must present reports at the Annual General Meeting. Reports presented to members should include a report from the club President, Secretary and a club financial report from the Treasurer.
- 4.5 Clubs and Societies shall follow the procedures outlined in the MONSU Caulfield Clubs & Societies Handbook as a guideline to conducting Annual General Meetings, or instructions otherwise distributed by the Clubs Officer and/or MONSU Caulfield staff members.
- 4.6 All Clubs and Societies must provide at least two (2) weeks' notice to all members outlining the date, time, location of their AGM and any special resolutions they intend to consider.

5 RULES OF ASSOCIATION

- 5.1 All Clubs and Societies are governed by the model rules of association outlined in Part 3 of the *Associations Incorporations Reform Regulations 2012 (VIC)*.
- 5.2 A Club or Society may adopt their own rules of association.

Appendix P – Club and Society Rules of Affiliation

- 5.3 If a Club or Society wishes to adopt its own rules of association, it must:
- (a) Get approval, in writing, from the Clubs Coordinator;
 - (b) Hold a special general meeting of its members for the purposes of adopting the new rules;
 - (c) At the special general meeting, pass a special resolution adopting the rules.

6 FINANCE

- 6.1 Clubs and Societies finances will operate through accounts, which are held and managed by MONSU Caulfield. This is accessible through payments at the MONSU Caulfield Workshop and withdrawals through club finance requisitions and purchase orders. Clubs cannot operate their own bank accounts.
- 6.2 If a Club or Society is found to be operating their own bank account, the club funds will immediately be frozen until the bank account is closed, and the bank account is presented to the Finance Officer of MONSU Caulfield. The matter will be referred to the MONSU Caulfield Student Council for disciplinary action.
- 6.3 Clubs and Societies must not commit themselves to spending more money than is available in the club account. MONSU Caulfield will not cover losses incurred by a Club or Society.
- 6.4 All Club and Society expenditure must be approved at a club committee meeting where a voting quorum is present, via a motion being passed. The motion must be specifically recorded in the meeting minutes, including the amount approved and to whom the money is to be paid.
- 6.5 Two (2) Executive Committee Members from the same Club or Society must sign a Club Finance Requisition form and provide relevant receipts or invoices and minutes to access funds from the Club or Society account. Committee members cannot authorise reimbursements for themselves.
- 6.6 Club and Society account balances at the end of the calendar year will be carried forward to the following year.
- 6.7 Clubs must not pay for any personal costs of committee members that were not directly related to a Club or Society function unless permission has been granted from the Clubs Development Officer.
- 6.8 All assets and equipment of the Club or Society shall remain the property of MONSU Caulfield for use by the relevant Club or Society.
- 6.9 Sponsorship arrangements must be in line with the MONSU Caulfield Clubs and Societies Sponsorship Policy.
- 6.10 All goods purchased by MONSU Caulfield Clubs and Societies should be purchased in Australia; that is, clubs cannot purchase items overseas or in a foreign currency and be reimbursed in Australian dollars from the club account, unless prior permission has been granted by the Clubs Development Officer or MONSU Caulfield Student Council.

7 COMMITTEE MEETINGS

- 7.1 Committee Meetings must be conducted in the format outlined in MONSU Caulfield Clubs and Societies Handbook.
- 7.2 Quorum for a club committee meeting shall be 50% of the Executive Committee plus one (1).

Appendix P – Club and Society Rules of Affiliation

8 COMMITTEE MEMBERS

- 8.1 The President, Vice President, Secretary and Treasurer must be Monash Caulfield student members of the respective club.
- 8.2 The Executive Committee of a Club or Society must comprise of at least four people, and no more than six. Four of whom must hold the positions of the President, Vice-President, Treasurer and Secretary.
- 8.3 The members of the Executive Committee must be studying either part-time or full time at the Caulfield Campus. If a Committee Member defers for a semester or more they must step down from the position so that a member studying on campus may take up the position in either an acting or permanent capacity.

9 ACKNOWLEDGMENTS

- 9.1 All Clubs and Societies must acknowledge MONSU Caulfield support by:
 - (a) Incorporating the MONSU Caulfield logo or 'affiliated with MONSU Caulfield Inc.' on all publicity and written material i.e. newsletters and posters.
 - (b) Displaying MONSU Caulfield banners at events [where possible]
 - (c) Verbal acknowledgments at events.
- 9.2 Failure to comply with By-law 9.1 will result in the following procedures taking place:
 - (a) If evidence is discovered which demonstrates a failure to acknowledge the MONSU Caulfield a written warning will be issued to the club committee.
 - (b) Two written warnings will be issued to the club committee before disciplinary action will be initiated against the club.
 - (c) If the club fails to acknowledge MONSU Caulfield following the two written warnings, the matter will be referred to the MONSU Caulfield Student Council for disciplinary action.

Appendix Q – AGM Pack/Template

Club AGM Pack



Holding an AGM is an important annual requirement for all MONSU Caulfield clubs. By completing this AGM Pack, you will fulfil the campus and legal requirements for submission of information.

Once the AGM Pack is completed please hand in the final copy to your MONSU Clubs Coordinator, Building S Level 3, in Week 12 **AT THE LATEST**.

If you do not have your pack submitted by this time, your club will be deregistered.

If you are unsure about any information, or you are having difficulties completing the pack on time, please see your MONSU Clubs Coordinator as early as possible.

Checklist	
Club Contact Details (2017–Current)	
Financial Statement Current Financial Year <i>(Please attach current profit & loss statement)</i>	
Contact details of NEW Executive Committee	
Club contact person over Summer Break	
50–100 word description for MONSU Website	
Electronic copy of club logo for MONSU Website	
Minutes of your AGM <i>(Please attach all reports)</i>	

Privacy Statement: The information on this form is collected for the primary purpose of fulfilling your AGM requirements. Other purposes of collection include administrative matters and corresponding with you. If you choose not to complete all parts of this form, it may not be possible for your club to operate at the Caulfield Campus. You have the right to access personal information that MONSU holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of this information, please contact your Clubs Officer.

Appendix Q – AGM Pack/Template

Club AGM Pack



Key AGM Data	
Name of Club	
Years on Caulfield Campus	
Date of your Annual General Meeting	
Number of members at the end of your club's financial year?	
What was your total income during the current financial year?	\$
What were your total expenses during the current financial year?	\$
What was your club net profit/loss for the current financial year? (Income – Expense)	

Financial Report	
INCOME	AMOUNT \$
Sale of Merchandise	
Fundraising	
Grants (Government etc.)	
Donations	
Sponsorship	
Other (please specify)	
Total Income	

EXPENSES	AMOUNT \$
Trading costs (e.g. purchase of merchandise)	
Rent/Hire Costs (e.g. venues, equipment)	
Insurance	
Office Expenses (e.g. stationery, copying)	
Fundraising Costs	
Other (please specify)	
Surplus (Income – Expenditure)	
Total Expenditure	

Appendix Q - AGM Pack/Template

Club AGM Pack



Name, Details & Signature of NEW Executive Committee

These members will be delegates to the MONSU club email account

President

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Vice President

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Treasurer

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Secretary

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Position 1: (Please State)

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Position 2: (Please State)

Name:	
Student ID:	Contact NO:
Student Email:	Alternative Email:
Signature:	

Appendix Q – AGM Pack/Template

Club AGM Pack



Current Summary of Membership			
Type of Member	Number of Members	Fee Charged per Member	Total Fees Collected
Monash Caulfield Student: <i>Undergraduate</i>		\$	\$
Monash Caulfield Student: <i>Postgraduate</i>		\$	\$
Monash Staff		\$	\$
Monash Students from other campuses		\$	\$
Non-Monash Members		\$	\$
Total Membership:		\$	\$

Current Summary of Assets (over \$500)			
Description of Item	Year Purchased	Condition	Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Value:			\$

Appendix Q - AGM Pack/Template

Club AGM Pack



Current Sponsorship Arrangements			
Name of Sponsor	Type of Sponsorship (Cash / Product)	Length of Sponsorship Agreement	Value of Sponsorship
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total Sponsorship Value:	\$

Appendix Q - AGM Pack/Template

Club AGM Pack



Declaration of Acceptance of MONSU Caulfield Rules of Affiliation

President

As the President of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Vice President

As the Vice President of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Secretary

As the Secretary of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Treasurer

As the Treasurer of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Submit AGM Application Form to MONSU Clubs Coordinator.

Email

clubs.coordinator@monsu.org

Address

Level 2, 2 Princes Avenue, Caulfield East VIC 3145