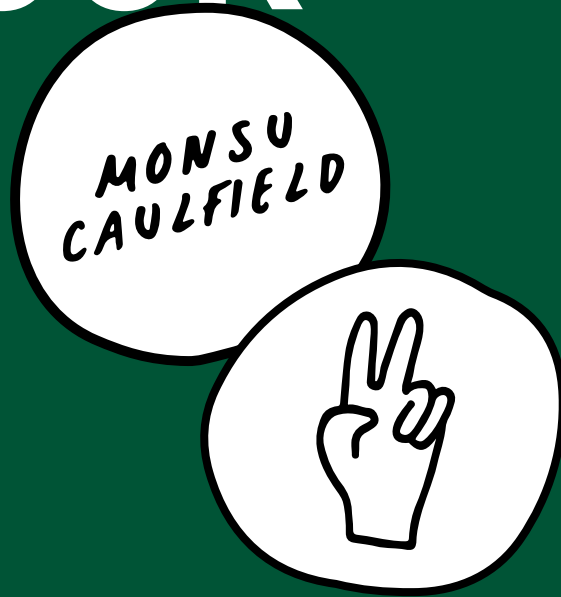


# CLUBS + SOCIETIES HANDBOOK



**MONSU.CAULFIELD**

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Welcome to your MONSU Caulfield Clubs Handbook! This handy manual will help guide you through your year as a club official and act as your go-to reference point for any questions you may have throughout your tenure. It contains all the relevant information you will need to know to ensure the smooth operation of your club and events.

MONSU Caulfield believes 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, hold events off-campus, and provides great student life for your club members. Being part of MONSU Caulfield covers your insurance, financial management and staff support. Your club is bound by the MONSU Caulfield Club Rules of Affiliation (Appendix A) and MONSU Caulfield is legally responsible for your club, therefore requiring you to operate in accordance with these rules.

Clubs 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 your clubs presence and success will be a great addition to student life on campus and continue building to bigger and better things at Monash Caulfield.

Thank you for contributing to campus life at the Caulfield Campus!

## KEY CONTACTS

There are several people at MONSU Caulfield you can go to with club related enquiries. All clubs have access to staff and elected officers for support, guidance and advice. If you are not sure about anything, please come and ask!

**Ezra Yung**  
**2023 Clubs Officer (CO)**  
[clubs@monsu.org](mailto:clubs@monsu.org)

**Elle Ketterer**  
**Student Development Coordinator (SDC)**  
[clubs.support@monsu.org](mailto:clubs.support@monsu.org)  
Club executives must provide up-to-date contact details for their respective clubs by notifying the email [club.support@monsu.org](mailto:club.support@monsu.org) email.

**Sam Petroulias**  
**Events Coordinator (EvC)**  
[clubs@monsu.org](mailto:clubs@monsu.org)

**Michelle Humphreys**  
**Finance Officer (FO)**  
[finance@monsu.org](mailto:finance@monsu.org)  
Available Wed + Thurs only

**MONSU Workshop**  
[workshop@monsu.org](mailto:workshop@monsu.org)

## OUR VALUES

### WE CARE...

Because we are passionate about making a positive difference to your wellbeing and your future. Care is at the heart of everything we do.

### WE LEAD...

Through providing opportunities that promote personal development as well as life-long learning.

### WE WORK TOGETHER...

To create a culture of belonging and respect—where everyone is welcome.

### WE LISTEN...

Because your voice matters. It is important to us that we hear you so we can innovate and bring change to our community.

## STRATEGIC GOALS

As part of our organisational long-term planning, we have set ourselves strategic goals to help guide us in continually striving to be the best organisation we can be. Our goals have been led by our organisational values, plus our mission and vision statement.

We encourage Caulfield clubs to keep the below long-term goals in mind when planning for their own clubs, to ensure continual growth and prosperity of clubs at the Caulfield campus.

Our key focus areas for progress outlined in our long-term strategy that affect clubs and societies include...

- Increasing club membership year-on-year and having actively engaged club members
- Achieving significant progress toward Net Zero carbon emissions
- Have every student and Monash staff member know what MONSU Caulfield is, what it stands for, why we exist and what we can do for students, including clubs and societies

MONSU Caulfield have made significant progress towards our Net Zero emissions goals and have received back-to-back Green Impact certification awards from Monash University. We received a level Silver award in 2021, and Platinum award in 2022, with the aim to continue improving and implementing more sustainable practices each year.

We strongly encourage the use of greener practices where possible for all clubs and societies and would appreciate any changes you can implement in your club activities to support this goal. If you'd like to learn more, or have any questions on how you could implement greener practices for your club, you can contact our Green Team at [greenteam@monsu.org](mailto:greenteam@monsu.org).

# MONSU CAULFIELD SERVICES+CONTACTS

## WORKSHOP

T: 03 9903 2525

E: [workshop@monsu.org](mailto:workshop@monsu.org)

L: Building S, Level 2

## THE WORKSHOP

The Workshop is staffed and funded by MONSU Caulfield and operated for many purposes. As an initiative established for you, the students, we're here to assist all students on campus with a variety of services and general enquiries.

We can help you with a range of printing services from A5–A0 prints, custom size posters, banners, custom vinyl, as well as binding and trimming services. The Workshop is your one-stop-shop for all printing and finishing services as well as general enquiries regarding MONSU Caulfield.

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:

- 15% off on all club related printing at Workshop
- Print meeting minutes and promotional material for your club
- Binding important club documents
- Booking MONSU Caulfield venues for club events and meetings
- Hiring out equipment and tables
- Processing cash deposits
- Hiring out lockers for clubs

Read more about Workshop at: [4. Club Resources + Responsibilities > MONSU Workshop Resources for Clubs.](#)

## STUDENT RIGHTS + SUPPORT

T: 03 9903 2596

E: [studentrights@monsu.org](mailto:studentrights@monsu.org)

L: Building S, Level 3

## STUDENT RIGHTS + SUPPORT

**Student Rights + Support** is a free, independent and confidential service provided to Caulfield and Peninsula undergraduate students. Student Rights staff provide advocacy and support to students on a range of issues such as unsatisfactory academic progress, appeals, academic misconduct, complaints against the university, special consideration applications, and much more. We also manage The Pantry program which provides students with temporary financial assistance for those experiencing financial hardship.

# MONSU CAULFIELD SERVICES+CONTACTS

## STAFF DIRECTORY

### CREATIVE MANAGER

T: 03 9903 4691

E: [mingen.koh@monsu.org](mailto:mingen.koh@monsu.org)

The **Creative Manager** is Ming-En Koh. Ming is responsible for all MONSU branding, and the visual representation of MONSU Caulfield. He also mentors the Esperanto editors, maintains the MONSU Caulfield website and coordinates visuals across the organisation.

### MARKETING + COMMUNICATIONS COORDINATOR

T: 03 9903 2525

E: [nicole.carmeni@monsu.org](mailto:nicole.carmeni@monsu.org)

The **Marketing + Communications Coordinator** is Nicole Carmeni. Nicole manages the digital representation of MONSU Caulfield across social media platforms, email releases and written content on our websites. She also ensures all written communication from MONSU Caulfield is representative of the organisation. Nicole is a complete whiz with all things marketing and comms-related, so if your club wants to bolster membership or event attendance, reach out to her for club marketing ideation and assistance.

### STUDENT DEVELOPMENT COORDINATOR — CLUBS, VOLUNTEERS

T: 03 9903 2525

E: [clubs.support@monsu.org](mailto:clubs.support@monsu.org)

E: [crew@monsu.org](mailto:crew@monsu.org)

The **Student Development Coordinator (SDC)** is Elle ('L') Ketterer. Elle is responsible for coordination and development across all volunteers (including Student Representatives and administering the Volunteer Programme MONSU Crew) and all clubs. Elle utilises a wellness approach to leadership and incorporates mental health, welfare and safety into all aspects of development and support.

If you have club related inquiries, always email [club.support@monsu.org](mailto:club.support@monsu.org). Please do not send clubs-related emails to Elle's [name@monsu.org](mailto:name@monsu.org) domain.

### EVENTS COORDINATOR

T: 03 9902 0865

E: [clubs.events@monsu.org](mailto:clubs.events@monsu.org)

The **Events Coordinator** is Sam Petrooulias. Sam assists student and club representatives by developing, planning and implementing events to enhance the student experience on campus. With 8+ years of experience in the events industry, Sam has a wealth of knowledge which can be utilised by clubs to ensure the safe running and successful execution of events. If you need assistance with event ideation, wish to elevate your membership through events, or have any event related questions, feel free to reach out to Sam using [club.events@monsu.org](mailto:club.events@monsu.org).

### GENERAL MANAGER

T: 03 9903 2175

E: [lyn.nye@monsu.org](mailto:lyn.nye@monsu.org)

Our **General Manager**, Lyn Nye, is here to provide support to student representatives and manage and oversee all services and departments at MONSU Caulfield.

# 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. The President is often seen as the head honcho but it takes humility and patience to effectively sculpt a Presidency under your care, as well as a dedication to listening to others, even when they disagree with you.

You will develop keen strengths in these areas and while it does take a lot, the rewards are high too. Don't brush aside this opportunity because you think you can't do it. Opportunities for support and development are here for you. You can do this and when you do, it will shine brightly on your resume.

## RESPONSIBILITIES OF PRESIDENT

- Lead by example; model and disseminate thriving MONSU Caulfield values in all settings, demonstrating the highest standards of diversity and inclusion
- Be well informed about all club activities
- Develop delegation skills to reduce stress on yourself and others
- Have a good working knowledge of the duties of all office bearers and sub-committees, take care not to conflate this with overreaching or micromanaging others
- Manage and chair committee meetings (**See 12. Club Meetings**)
- Manage your club Annual General Meeting (AGM)
- Represent the club at the Caulfield campus. This will involve attending Presidents meetings and may involve going to functions or campus meetings
- Be a supportive leader of all members. Determined by the members, canvas them to learn how you're doing and how to improve
- Build a safe environment where others feel comfortable to provide feedback including what makes them uncomfortable
- Prepare proper procedures in case of urgent matters, mental health safety matters, or disclosures of inappropriate behaviour
- Ensure that the planning and budgeting for the future is carried out according to 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; liaise with the Treasurer, Secretary, and VP to be sure all admin is running smoothly
- Ensure the committee perform set duties; if there are snags, approach resolution with MONSU Caulfield values in check
- Ensure that all tasks necessary for running the club are performed or delegated
- Have a thorough knowledge of the Club Rules of Affiliation (**Appendix A**), incorporation requirements and the various club requirements
- Plan and coordinate the year's activities, following consultation with other committee members
- Develop and apply values-based or servant-based leadership qualities
- Be sure to provide a comprehensive handover which includes written notes/records and a robust verbal training. This should include taking the new President to meet your contacts and colleagues



# CLUB EXECUTIVE COMMITTEE ROLES + RESPONSIBILITIES

## VICE PRESIDENT

The Vice President acts as support person for all other club executives. They also fulfil the role and responsibilities of the President, should the President be absent. The VP is a jack of all trades! This is a great role for those who know they make an ideal 'second-in-command' or want to develop further leadership skills before biting off a Presidency. The list may look shorter but don't let that fool you, the VP should have a fully briefed understanding of all club executive roles to effectively support each. This role positions you to stand out with management support experience whilst also preparing you for the next leadership role, whether that is in another voluntary capacity or in your career following Monash.

## RESPONSIBILITIES OF VICE-PRESIDENT

- Assist the President with all of their responsibilities as outlined in the previous section, especially in regard to upholding MONSU Caulfield Values and creating a safe environment
- Act as deputy chairperson at all meetings and chair meetings when the President is unavailable (**See 12. Club Meetings**)
- Ensure the club's activities are in line with Club Rules of Affiliation (**Appendix A**)
- Fulfill other duties as the committee may delegate
- Be in charge of processing and submitting SARAH Risk Management Plans on behalf of the club
- Executing procedures to mitigate risk at club events
- Support other executives and members and lead by example; be the first to complete trainings and offer guidance to others on how to complete them
- Attend additional trainings to augment your club's needs
- Be sure to provide a comprehensive handover which includes written notes/records and a robust verbal training. This should include taking the new Vice-President to meet your contacts and colleagues

# CLUB EXECUTIVE COMMITTEE ROLES+RESPONSIBILITIES

## TREASURER

The Treasurer is the chief financial officer for your club. The Treasurer is directly responsible to the President of the club and, indirectly, to its members. Treasurers are the unsung heroes of many establishments. This role is great for organised people who seek to solidify their systematic approaches and will demonstrate to employers, beyond an entry-level development, that these skills have been sharpened. There are few administrative, business, not-for-profit, or supporting roles which don't love to see 'Treasurer' on a resume. It's synonymous with 'I know what's up and can figure out a fair few things independently'.

## RESPONSIBILITIES OF THE TREASURER

- Uphold all MONSU Caulfield Values and demonstrate these in all settings for all members, to build a culture of safety, wellness, and health which acknowledges inclusion and diversity
- Acknowledge problems may arise, particularly financial problems, and rise to meet those with collaborative solutions
- 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
- Teach others how to properly use financial forms; develop leadership in understanding finance protocols and procedures
- Immediately deposit all monies received into the clubs MONSU Caulfield account
- Make all approved payments and send out invoices within 5 business days from received date
- Be the primary signatory on all finance forms submitted to MONSU Caulfield. The only exception is when you are claiming a reimbursement for yourself. You need to be fully aware of how finance forms work
- 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 (1<sup>st</sup> January – 31<sup>st</sup> December) are completed by the end of December so they will be included in the annual MONSU Caulfield audit
- Make sure people claim their reimbursements promptly so that it's easy to keep a track of the effective balance of your account. Don't run the risk of losing track of how much people are owed, or you may find that at the end of the year expenditure has exceeded both your expectations and your available funds
- Prepare an annual financial report to present at the club's AGM
- Keep photocopies of all forms and receipts submitted to finance
- Work with the Secretary to be sure all memberships for executive and non-executive members are tracked and paid (**See Membership Responsibilities under Club Responsibilities**)

# CLUB EXECUTIVE COMMITTEE ROLES + RESPONSIBILITIES

## 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. Great Secretaries aren't born, they are made, so hop in today to self-advocate, start building into your own development, and learn new skills. It really isn't as tough as you may think but will quickly help to build your confidence as you navigate through paperwork that, perhaps at one point, made you feel #vom. Once you get in the groove of it, you'll be able to teach others how to navigate through complexity, minutiae, and simple complexities too. This role will greatly assist you to demonstrate leadership capabilities across administrative, financial, and business roles.

## RESPONSIBILITIES OF THE SECRETARY

- Uphold all MONSU Caulfield values and demonstrate these in all settings for all members, to build a culture of safety, wellness, and health, which acknowledges diversity and inclusion
- Prepare agendas and minutes for meetings
- Develop leadership skills in teaching others how to set agendas and what information should be included for official minutes
- Book meeting rooms
- 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, checking club emails at least 3 times weekly
- 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 develop a thorough understanding of the club's constitution, the rules of affiliation (Appendix A) and any other legal obligations. You should have a copy of the club Rules of Association (also known as the constitution) at every meeting
- Work with the Treasurer to be sure all executive and non-executive memberships are tracked and paid (**see 4. Club Resources + Responsibilities > Membership Responsibilities**)
- Be sure to provide a comprehensive handover which includes written notes/records and a robust verbal training. This should include taking the new Secretary to meet your contacts and colleagues

# CLUBS RESOURCES+ RESPONSIBILITIES

## GENERAL RESOURCES

The following are the key resources available to your club provided by MONSU Caulfield, for being an affiliated club:

- Access to MONSU Caulfield staff support, including training and development
- Free use of MONSU Caulfield Meeting Rooms
- Free hire of MONSU Caulfield equipment
- Access to the Clubs Resource Room
- Access to a Club Locker
- Access to a Club email address
- Financial support from MONSU Caulfield
- Free or discounted use of Monash University Venue resources

## GENERAL RESPONSIBILITIES

These responsibilities are non-negotiable and must be maintained and upheld to be an active club under MONSU Caulfield:

- Uphold and model MONSU Caulfield values
- Bank via MONSU Caulfield Finance. This includes all monies from memberships, events, products, or promotions
- Use MONSU Caulfield’s ticketing system for all events. This includes selling tickets for all events, another entity, sponsor, venue, etc.
- Consult with the EvC for all events (this does not include AGMs, SGMs, or regular meetings)
- Consult with the SDC for all sponsorship agreements
- Submit an AGM pack to MONSU Caulfield each year. Refer to AGM documentation available on the MONSU Caulfield website at [www.monsu.org](http://www.monsu.org) or email [club.support@monsu.org](mailto:club.support@monsu.org)
- Follow all club rules, regulations and constitutions for events and training **(Appendix A)**

## MEMBERSHIP MANAGEMENT RESPONSIBILITIES

- You must charge a minimum annual membership fee of \$10, or \$5 if the member is joining only for Semester 2.
- Club memberships begin 1 January and end 31 December of the same year. Members joining later in the year in Semester 2 still need to purchase membership again on 1 January the following year, like all members.
- Remember to track your memberships across all members. Clubs are responsible to track non-student or non-Monash members.
- All Monash students are eligible to become members. They can sign into MONSU Caulfield’s website portal with their Monash login details and purchase membership.
- Non-Monash individuals can login into MONSU Caulfield’s website portal via the guest account but cannot purchase membership; these are non-financial members and must be tracked by a club.
- There are limited options to run discounts on memberships for temporary periods of time. To discuss this further please contact [club.support@monsu.org](mailto:club.support@monsu.org).
- All executive members must have updated and current membership; remember to process this immediately for all executives.
- To purchase a membership, each person must sign into the website login with their Monash student account information. Do not select a guest account!
- If you are purchasing memberships for other members, be sure to track the confirmation number and assign it to the appropriate member in a spreadsheet. Keep a folder with confirmation screenshots for easy retrieval.

# CLUBS RESOURCES + RESPONSIBILITIES

## MONSU WORKSHOP RESOURCES FOR CLUBS

The MONSU Workshop is your one-stop-shop directly on campus for all things printing and production. All MONSU Caulfield clubs have access to a range of different resources and facilities that are provided and facilitated by the Workshop. The Workshop offers the following services:

### PRINTING, BINDING AND PHOTOCOPYING

Requests can be made directly at the Workshop in Building S, Level 2, or emailed to [workshop@monsu.org](mailto:workshop@monsu.org). All paper print costs will be charged to your club. For all vinyl printing costs, please speak to the Workshop to arrange a quote, and payment upon pick up.

### 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 Workshop staff and costed to your club. Just let our staff know which club you are printing on behalf of and they will charge it to your club's account. The funds will be deducted from your club account at the conclusion of each semester. This applies to all paper printing only. All vinyl print jobs (banners and stickers) are to be paid upfront at the Workshop counter.

### BANNERS AND STICKERS

The Workshop can now print custom banners & stickers for each club on demand. Pricing is specific for each job so clubs will need to email the Workshop directly with job specifications prior to receiving a quote. These jobs cannot be deducted from a club printing account and must be paid for upon pickup. Clubs may then reimburse members through the standard process. Please allow up to 2 weeks notice from quote to production.

### CLUBS RESOURCE ROOM & LOCKERS

The Clubs Resource Room (CRR) is located in Building S, Level 2. Each club has an allocated locker space in this room, where you can also kick back and host club meetings. Keys for your club lockers are kept at The Workshop. Please see a staff member at the Workshop desk to borrow your locker key in exchange for your Student ID.

### TRESTLE TABLES

Please see Workshop staff to borrow a trestle table. You will need to sign out your table and leave your Student ID. Tables can be borrowed anytime within Workshop opening hours.

### MONSU CAULFIELD VENUE HIRE

You can hire the following internal spaces with MONSU Caulfield; Common Lounge, Ramler Room, Student Lounge, Clubs Resource Room and Level 2 Meeting Room. Read more under Event Management.

### POSTERS/ADVERTISING

Refer to **Appendix B** for the full list of guidelines. Any posters produced must have the MONSU Caulfield logo and your club logo on it and be stamped and approved by the Workshop. Posters must be in English and/or have a full English translation alongside text in any other language. Posters can be placed in various approved areas around MONSU Caulfield. Any posters found around campus or on MONSU Caulfield noticeboards that are unstamped or not in an approved place will be removed by Monash Security.

## BOOKING VENUES ON-CAMPUS

There are two primary kinds of events clubs can run, on-campus or off-campus events. Each kind of event requires a different process. There are many venues available for on-campus events, as well as equipment which can be booked. Please note all spaces on-campus require a booking, including outdoor communal spaces. This is because Monash Security require briefings on who is using what spaces, as well as to avoid clashes with University events. You will also need to ensure that your club event date and time does not clash with any MONSU Caulfield or Monash University events by consulting the Events Coordinator.

## MONSU CAULFIELD VENUES

### RAMLER ROOM | BUILDING S, LEVEL 3

- Suitable for formal meetings, seminars
- Built in projector and surround sound
- Large boardroom table and seating
- Capacity: 30 people

### COMMON LOUNGE | BUILDING S, LEVEL 2

- Suitable for seminars, workshops, larger meetings, or small movie/club nights
- Built in projector and surround sound
- Furniture is easy to move around to create an open space
- Capacity: 30–40 people

### STUDENT LOUNGE | BUILDING S, LEVEL 2

- Suitable for larger, casual events, workshops, socialising
- Large open space with plenty of seating
- Capacity: 40–60 people

### CLUBS RESOURCE ROOM (CRR) | BUILDING S, LEVEL 2

- Suitable for small, casual meet ups, with tables and seating available but no closed privacy
- Communal room for all clubs to use, where club lockers are located
- Central table with seating available
- All tables, floors, and walkways must be kept clean and free of debris. Lockers must be cleaned and sanitized every semester. CRR is checked daily and all items found outside lockers will be donated weekly
- Capacity: 12 people

### MEETING ROOM | BUILDING S, LEVEL 2

- Suitable for small meetings like executive or committee meetings
- This meeting room is located in the MONSU Student Representative Offices
- Formal meeting room with a boardroom table, seating and projector
- Capacity: 8-10 people

### HOW TO BOOK A MONSU CAULFIELD VENUE

You will need to contact the MONSU Workshop to book one of the above rooms. When making a booking, ensure that you provide adequate notice (1 week minimum) and have completed the following forms:

Function Fact Sheet (**Appendix C**). For all on campus events booked through MONSU Caulfield, please consult with the EvC.

SARAH Risk Management Plan. Consult with [club.events@monsu.org](mailto:club.events@monsu.org) to ensure correct risk management procedures are followed in this step. [Click here](#) to view the Event Risk Management Plan instruction module.

Please note MONSU Caulfield venue bookings are on a first in, best dressed basis. Please plan ahead where possible to ensure you can freely book your desired room.

### MONASH UNIVERSITY VENUES (MUV)

All MONSU Caulfield Clubs can also book other spaces on campus via Monash University Venues (MUV). Bookings through MUV are made directly through the University, and not The Workshop. The EvC can help you to make this booking.

Common venues that Clubs + Societies book through MUV are:

- Tutorial rooms
- Lecture theatres
- Caulfield Campus Green (The Lawn)
- The Caulfield Blue Courts
- Soundshell

### HOW TO BOOK A MONASH UNIVERSITY VENUE

To book a venue, head to: <https://forms.monash.edu/venue-booking> and select the venue you wish to book. Clubs must make a booking using their MONSU club email address for it to be attributed to your club and be free of charge. If you try to book an MUV venue through your student email or personal email, you may have to pay hire charges for the room.

## EQUIPMENT BOOKINGS

MONSU Caulfield provides the following equipment to clubs free of charge:

### TRESTLE TABLES

To borrow a table please go to the MONSU Workshop. You will be asked to hand in your student ID card and complete a sign-out sheet. Trestle tables are stored at Building S, Level 2, in the glass cube room opposite Workshop. 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 and the BBQ is left in a clean state. Failure to do so can result in charges to your club.

### AUDIO VISUAL EQUIPMENT

Audio-visual equipment can be hired free of charge from the Workshop, these include the PA, Projector and microphones.

### OTHER EQUIPMENT

If available, other MONSU Caulfield equipment can also be booked for your events. To book, you must contact the Events Coordinator to ensure your hire dates do not clash with MONSU Caulfield events. Other equipment available to book:

- Marquee and Weights
- Beanbags
- Umbrellas

## HOW TO HIRE EQUIPMENT WITH MONSU CAULFIELD

Equipment Hire forms must be completed for all equipment hire with the exception of trestle tables. These forms can be found on our website and at **Appendix D** to then be emailed to the Events Coordinator for submission.



## OFF-CAMPUS EVENTS

When organising an event off-campus, you will need to ensure that:

- As with on campus events, your event does not fall on the same day as a similar MONSU Caulfield or Monash University event
- Your club must discuss all club events and functions with the Events Coordinator (this does not include regular meetings, or AGMs) and your club must be current with all compliance to rules. SDC and EvC will make sure that there are safeguards in place across several areas, including written agreements, risk management, and appropriate training
- Any sponsorship agreements must be approved by the SDC before signing, with a minimum of 20 business days given for approval

**Before signing or writing any agreement on behalf of your club, it is ESSENTIAL that you make an appointment with the SDC 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 Caulfield 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/ohs/sarah](http://www.monash.edu/ohs/sarah)

### Consent

[www.monash.edu/students/support/respectful-communities/resources/respectful-relationships/accordians/what-is-consent](http://www.monash.edu/students/support/respectful-communities/resources/respectful-relationships/accordians/what-is-consent)

### Respect. Now. Always.

[www.monash.edu/about/who/equity-diversity-inclusion/respect-at-monash](http://www.monash.edu/about/who/equity-diversity-inclusion/respect-at-monash)

### Alcohol & other drugs at Monash University Events: Guidelines

[www.monashclubs.org/Files/Monash-Events-Alcohol-Guidelines.aspx](http://www.monashclubs.org/Files/Monash-Events-Alcohol-Guidelines.aspx)

## FUNCTION FACT SHEETS

A Function Fact Sheet provides MONSU Caulfield and Monash University with an overview of your planned event. This information gets passed on to Monash Security and will be used in case of emergency or any issues that may arise at your event. MONSU Caulfield process these forms on your behalf. A Function Fact Sheet (**refer to Appendix C**) must be submitted to the Events Coordinator for approval, at least 10 business days 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 AN EVENT

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 and events should be made via the Events Coordinator ([club.events@monsu.org](mailto:club.events@monsu.org)) using the Function Fact Sheet.**

1. As a committee, decide on the event details well in advance. Do not advertise your event until the procedure outlined here has been completed.
2. Contact Events Coordinator to discuss the event.
3. Fill out the Function Fact Sheet and submit it at least 10 business days prior to your event being held. Larger events or events in high-peak times should be submitted 20 business days in advance, to provide time to assess risks.
4. A risk assessment form (SARAH) must also be filled out for all other events besides committee meetings. Failure to comply with timeframes, event/function guidelines, or club rules may result in your application being denied.
5. Submit the Function Fact Sheet to the Events Coordinator via email. All risk assessment forms (SARAH) are to be completed online via the Monash OH&S website. Await approval or contact from the Events Coordinator before advertising the event.

### SELECTING A DATE FOR YOUR EVENT

The date you select for your event will impact how successful it is. Failure to comply with these rules may result in rejection of your SARAH.

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 EvC prior to scheduling your event. For example, do not plan an 'After Exams Party' on the same night or week as the MONSU Caulfield After Exams Party.
- If you want to hold an event that will link in with the MONSU Caulfield events or themed weeks (for example: Stress Less, Multicultural Week, Orientation Week or Safe n' Sexy week) please consult with the Event Coordinator to discuss.
- 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 Student Experience (EvC + SDC) team immediately before 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.

## EVENT SPONSORSHIP

### OFF-CAMPUS SPONSORS

All sponsorship agreements must be approved by the SDC to be sure there are no conflicts of interest between MONSU Caulfield and the sponsor. Do not sign a sponsorship agreement without the SDC's approval. Doing so may result in disciplinary action. Note there are further guidelines for sponsors on campus.

### ON-CAMPUS SPONSORS

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 Marketing + Communications Coordinator and CC the SDC. 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

All external guests on campus who are invited or guests of a club require induction and approval from Monash University. Examples of this include guest speakers at your events, external guests/visitors representing the club at stalls on campus, sponsors, or anything on campus as part of an event where there is a non-student attending. The University requires them to be inducted and approved to attend and this is a non-negotiable requirement which MONSU Caulfield also adheres to with all sponsors and on-campus guests/speakers/facilitators representing our organisation.\*

\* **Sponsorship Note:**

Please contact to the SDC and EvC if this is relevant to your event and we can advise you on this process.

## GENERAL HOUSEKEEPING FOR ALL EVENTS

### USE OF THE CAMPUS GREEN

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 the EvC.

### WRITTEN AGREEMENTS FOR EVENTS\*

When organising an event, you need to ensure that you have a safeguard in place, in the event that a venue or sponsor may want to change the terms of the agreement that you have made. 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. Remember to reiterate this in the disclaimer at the bottom of the agreement, this step is essential. We have our own written sponsorship agreement that clubs must use (**See Appendix G**).

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 party cruise for 200 people and the company you are going through decides that the Vy 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 party cruise without incurring your club additional costs. A written agreement discourages a venue from doing this in case of legal ramifications.

\* **Written Agreement Approval:**

Please contact the SDC for approval of all written agreements for events or with sponsors who aim to run events that clubs promote.

## GENERAL HOUSEKEEPING FOR ALL EVENTS

### CLEANING

Venues and facilities (including the BBQs) must be cleaned after your event. BBQ's must be fully cleaned and turned off properly. Failure to properly clean and turn off BBQ's will result in a ban on your club using them for 1 year.

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 being charged.

For extra bins or additional cleaning, they need to be ordered through by requesting a 'Scout' — charges may apply. Please make a time to see the EvC to discuss extra requirements for your event should you need it.

### DECORATIONS + LIGHTING

No interior/exterior attachments or decorations are permitted anywhere on campus without prior consultation with the SDC or EvC. For use of any lighting equipment, please reach out to us approval as fairy lights must not be placed over garden beds or added to trees.

### OPEN FLAMES

Open flames in the form of torches, candles, BBQs (not belonging to MONSU Caulfield) etc. are not permitted on campus.

### NOISE

Amplified music must be kept to a minimum and must have prior approval from Monash Buildings & Property. 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. Please discuss any potential loud noise your event may make on campus with the EvC.

### SIGNAGE

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 Workshop located on Level 2, Building S for poster approval. The poster policy is available at [www.monsu.org/clubs/resources/](http://www.monsu.org/clubs/resources/)

### TOILETS

Access to toilets must be provided via easy access to existing toilets on campus. Large events may require extra cleaning staff to be present to stock and clean between sessions — cleaning charges apply.

### DELIVERIES / PICK-UPS

Storage is not available on campus and any equipment or material delivered without consultation to the MONSU Caulfield Workshop cannot be accepted. Anything left in communal spaces may be returned or discarded at a cost to the event organiser. Vehicles are not permitted to enter campus grounds unless organised in advance with the Events Coordinator. Drop off/loading of equipment can also be arranged with the Events Coordinator and will be passed on to the Monash Security for consideration.

**All incoming club executives need to complete re-affiliation each year. This includes club training and completion of certifications and other trainings, some of which are compulsory and some strongly encouraged.**

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. Clubs training will also be posted as a video on MONSU Caulfield's website for future reference. There will be Q&A sessions twice a year, which will be communicated via the clubs newsletter. Please make sure your club email inbox is checked regularly so the clubs newsletter is not missed.

If your club executives do not currently have the certifications listed below, please start the process of obtaining them today as many take some time to complete. Below are the mandatory and recommended certificates for club committee members. Some of these certificates are available through Monash Short Courses or can be done externally with reputable industry insurers.

#### MANDATORY

- **Food Safety Handling Certificate (Level 1 certificate):** All executives of your club should have this qualification in order to serve food at a club event. At least one executive must be certified.
- **Responsible Serving of Alcohol Certificate (RSA):** All executives of your club must have this qualification in order to serve alcohol at a club event.
- **Working with Children Check (Volunteer):** Every club executive must have this.
- **Incident Control Management Scenario Training:** At minimum, two executive members of each committee per every 50 attendees must have this qualification in order to hold an event off-campus. For large scale events, a club may need to recruit members to assist so that there is one person trained for every 25 attendees.
- **Mental Health First Aid Certification** is free through Monash and will greatly improve your club's ability to balance health and safety in your club and at your events. Clubs must have at least one MHFA Certified executive member for every 20 members. If your club has more than 100 members and all executives are MHFA certified, a club should encourage its members to become certified to assist with club mental health safety standards.

#### RECOMMENDED

**First Aid, First Aid in an Education and Care Setting** are each separate trainings which will put you ahead of the flock on your CV and will put you in the strongest position to lead with preparation. Knowing how to respond to emergencies won't just develop your leadership skills, it will place you to respond quickly and effectively to your club while assisting with event risk management. There are countless places to procure these certifications but we recommend MSA's Training and Professional Development.

Please [click here](#) to view more resources.

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

### MONSU CAULFIELD ACCOUNT

All club bank accounts are managed by MONSU Caulfield. Clubs are NOT allowed to operate their own bank accounts. Clubs that operate their own, separate bank account are contravening MONSU Caulfield policies and will face disciplinary action under 9.2 of the Requirements of Affiliation. This includes collecting money from sponsors, events, memberships, products, and more, even if that money is being given or returned to sponsors, venues, etc. All money coming into a club must be deposited with and held with MONSU Caulfield.

All sponsorship agreements must be approved by the SDC. All invoicing that a club may need to do will be completed by MONSU Caulfield Finance. Clubs are not to independently invoice or receive invoices outside of MONSU Caulfield oversight.

### 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. Agendas and meeting minutes should always include all receipts, invoices, or relevant financial records. The Secretary needs club members 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 email address and make sure that the Treasurer receives (or are aware of) any correspondence related to club finances, such as invoices. Check your emails regularly to make sure that invoices do not become overdue.

### FORMAT OF ACCOUNT CODES

Every finance form to be filled in requires an account code. Refer to Appendix E - 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)**

### DEPOSITING CASH FUNDS AT THE WORKSHOP

All cash income received (sponsorship, membership and function) by the club **MUST** be deposited at The MONSU Workshop. Clubs are required to deposit funds at the Workshop at least once per day, usually once you have finished selling tickets/ memberships for that day.

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 it is.

Non-cash funds can be deposited into your club account via communications with [finance@monsu.org](mailto:finance@monsu.org).

### WITHDRAWAL OF CLUB FUNDS FROM THE MONSU CAULFIELD 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 Finance by midday Wednesday each week.

### HOW TO PAY AN INVOICE

To settle an outstanding invoice follow the procedure below:

1. A motion must be raised and passed at your club executive meeting.
2. Submit a Finance Expense Request form with a set of minutes authorising the expenditure and the original invoice and email it to [club.support@monsu.org](mailto:club.support@monsu.org) and [finance@monsu.org](mailto:finance@monsu.org). The original invoice must include an Australian Business Number (ABN), date, amount and the supplier's name.
3. When reviewed for accuracy, your payment will be processed by MONSU Caulfield Finance.

### 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 F**).

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 and ensure approval.

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 club has funds to cover. *Continued* →

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.

\* **Reimbursement Note:**

Make sure everyone understands that they must keep proof of receipts. Photos are acceptable, however they must be legible and MONSU Caulfield reserves the right to decline any receipt photos. Receipts must have an itemised list of the items purchased and the ABN of the supplier.

All reimbursements\* must be approved at a committee meeting after the purchase has been made. Please ensure the following steps:

1. Address need for expenditure authorisation at meeting 1, meeting minutes should show this pre-authorisation.
2. Address reimbursement at meeting 2, meeting minutes should show approval.
3. Both sets of meeting minutes should accompany the reimbursement form with any relevant receipts, invoices, etc.

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

## RECORD KEEPING

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

## 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 club's printing account from the MONSU Workshop.

## ANNUAL STATEMENT & AGM PACK

Every year clubs are required to hold an Annual General Meeting (AGM) 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. MONSU performs internal audits and may contact your club to retrieve financial records at any time.

## 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](http://www.monsu.org/clubs)



# 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 a club's 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. If this is the case, please talk to your Clubs Officer and SDC asap.

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.

## 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 an event is viable and will bring income to your club, please contact the Event Coordinator to discuss if there may be any assistance available.

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 club's 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 breakeven every year. You are allowed to make a profit, however these funds must be reinvested in the club to offset any over expenditure for activity or events that made a loss.

## CASH HANDLING

Digital money handling is strongly preferred over cash. Cash can easily be lost or stolen. It is very important to minimise the cash kept on hand. The Workshop is available for you to deposit cash for your club if necessary, so please ensure that you utilise this service. Otherwise, digital financial transactions are preferred.

Clubs are responsible for their own cash management and maximising the accountability and transparency of their cash handling. Keep records of all cash received and spent (receipts). Without these records it is impossible to do a proper financial report and creates barriers to transparent financial record keeping. *Continued* →

# FINANCIAL MANAGEMENT GUIDELINES

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 Treasurer's 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 the Clubs Officer or SDC. Important documentations to record are as follows:

- Committee meetings
- Budget spreadsheet
- 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. Please ensure you email MONSU Caulfield Finance for your club profit and loss statement before you begin the report. The Treasurer is required to prepare a Cash Flow Statement, which summarises 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 (Workshop \$100)
- Club stamp (Stamps R Us \$60)
- Club merchandise (T-shirts ×30, \$180)

## 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
- Don't keep any funds from product sales, memberships, events, ticketing of any kind, or 'event promotion' outside of MONSU Caulfield accounts, even temporarily
- All ticketing for all club events, including events hosted by multiple stakeholders must run through MONSU Caulfield's ticketing system and bank accounts

## FINANCIAL MANAGEMENT GUIDELINES

- If there are funds to distribute to other stakeholders, prior approval must be obtained from the SDC and if approved, funds will be distributed from MONSU Caulfield to the external stakeholder, never independently from club to external stakeholder
- All events and sponsorship agreements must be approved by SDC/EvC to confirm that MONSU Caulfield's risks are managed and there is no financial conflict of interest or other conflict of interest

## WHEN A SPONSOR IS GIVING YOUR CLUB MONEY

Before signing any agreement you **MUST** discuss it with the Student Development Coordinator (SDC) because the agreement will be legally binding.

If MONSU Caulfield has approved the sponsorship arrangement in writing, please follow the procedure below:

1. Complete a **Club Sponsorship Agreement**, refer to **Appendix G**, inclusive of the terms and conditions agreed between the club and the sponsor.
2. Complete a **Club Invoice Request form**, refer to **Appendix H**, including the company name, address and email.
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 SDC for approval. Once approved, it will be handed to the MONSU Caulfield Finance. 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 SDC to receive written approval as the club will face disciplinary action if this process isn't adhered to.

For more information, please refer to:

- **Appendix G**, Clubs Sponsorship Agreement
- **Appendix I**, New Club Sponsorship Process Flow
- **Appendix J**, MONSU Caulfield Sponsorship Rules

### 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 K, Clubs Example Agenda**). Agendas must include all documentation for consideration at the meeting, like reports, proposals, receipts, and forms to be submitted.
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 a meeting room if required.
5. Advertise the meeting to club members, if applicable, eg: the AGM or a General Meeting.

### AT MEETINGS

1. Bring previous minutes (all meeting minutes should be held on a drive which is handed over each year to incoming executives), constitution, all correspondence and other relevant documents.
2. Take minutes at the meeting. Include who was present (list full names with titles) 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.

[Click Here for Meetings and Motions Training](#)

### 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. They are a legal document and must be prepared, corrected, and stored appropriately.
2. Attend to any correspondence promptly.
3. Maintain a full 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 to attend the meeting. The notice of a meeting can be distributed:

- Via the email database of all your club members
- Displayed on posters throughout approved University noticeboards and MONSU Caulfield 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 L, 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. Make sure to list titles next to the names of attendees.

### RECORDING A MOTION TO REIMBURSE

Motions must be specific, clear, and precise. Who is to be reimbursed, how much money is to be reimbursed and for what specific expense? When recording decisions about money or reimbursements, one cannot put forward a motion such as: "That everyone is to be reimbursed for the money they have personally spent for O-Week".

### 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, eg: Kate Mulvaney, is reimbursed an amount, eg: \$194.94, for the particular items they purchased, eg: 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:** *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 F, Club Expense Reimbursement**.

## QUORUM

To reach quorum in a meeting means that you have the minimum attendance needed 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. If you're unsure on how to appropriately chair a meeting head to the Clubs Resources page of our website for some notes on this.

## COMMITTEE MEETINGS

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 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.

### PURPOSE OF AGM

The primary reason for holding an AGM is to elect the club committee for the following term of office. Any club member who is a Caulfield-enrolled Undergraduate 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. Full handover, including taking incoming committee members to meet colleagues, contacts, and important stakeholders should be arranged at the AGM. Failure to provide a robust handover will result in damage to the club, increasing the likelihood a club will cease to operate.

### PREPARATION FOR THE AGM

- Inform Clubs Development and your Clubs Officer of the date, time and location of the meeting.
- Give a minimum of 10 academic days notice before the AGM to all club members.
- Notice should be given to members via posters in Building S and approved notice boards, email lists, social media and any other viable methods and must include the time, date and location of the AGM.
- An agenda should be available to all potential attendees prior to the AGM.
- AGMs must be held between weeks 8–10 of Semester 2 to prepare for the following years operations.

### AT THE AGM

- The outgoing President is usually the chairperson (unless position of chairperson has been delegated to another executive) 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 clubs constitution).
- MONSU Caulfield Rules of Affiliation (**Appendix A**), **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 reaffiliation 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 10 of Semester 2.

Do not elect or nominate individuals who are not eligible without the written authorisation of the Student Development Coordinator. For information on executive committees and memberships email [club.support@monsu.org](mailto:club.support@monsu.org).

### AGM AND REAFFILIATION PACKS

Clubs must fill out an AGM pack following their AGM. Forms are sent out from the SDC and must be filled out and returned by week 11 of Semester 2. This is a verification process to ensure all executives are eligible to hold the positions. Then, clubs must submit reaffiliation packs, which verify certifications and provide mandatory training.

**Reaffiliation packs should be submitted by 1 December.** If your club is experiencing unavoidable delays in submission, the absolute deadline for reaffiliation submission is before the beginning of Semester 1. Failure to do this may mean your club can not participate at O-Fest as your club is not verified until this process is complete.

Note that these packs take time to fill out and that each executive member should plan accordingly. In some cases, executives will need to book and complete trainings before they can attach appropriate verification and submit the form.

If you have not received your AGM pack to fill out from the SDC after your AGM or cannot locate this, you can also view the link to complete the pack on our website under Clubs Resources.

# CLUBS + SOCIETIES HANDBOOK

APPENDICES  
A–L

## MONSU CAULFIELD CLUB RULES OF AFFLIATION (BY-LAWS)

### 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. "Donor" means a person, group, business, organisation, or entity who provides a service, currency, or benefit to a club in a unidirectional manner, where the club receives a donation but does not provide an exchange.
- 1.8. "Donation" means a service, money, time, material-goods, or any other value added.
- 1.9. "Attendee" means a person who has, does, or will attend events hosted by a club but 1) has not been granted membership privileges, and/or 2) does not attend meetings, AGMs, SGMs, etc.,
- 1.10. 'Advisor' means a person who provides consultation, counsel, advice, or guidance to a club, its members, or its Executive Committee, for the purpose of club administration, governance, training, or initiatives. "Registered Club" means a Club or Society whose Registered Club Application has been approved by the MONSU Caulfield Student Council.
- 1.11. "Active" club status means a club which is a registered club, is compliant with all rules and by-laws, and is currently operating.
- 1.12. A "MONSU Caulfield Staff Member" means a full-time, part-time or casual employee of MONSU Caulfield
- 1.13. 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 is determined by MONSU Caulfield, from time to time. Clubs may choose to charge less than the minimum, running temporary discounts for brief periods, with permission: contact [club.support@monsu.org](mailto:club.support@monsu.org) for details. If a club wishes to permanently charge less than the minimum, they must apply to the MONSU Caulfield Student Council for approval and should raise their concerns with the Clubs Development Coordinator and Clubs Officer to make the application to Council.
- 3.2. All Club members must sign up via the MONSU Caulfield website and pay the membership fees. Membership must be non-discriminating.

## MONSU CAULFIELD CLUB RULES OF AFFLIATION (BY-LAWS)

- 3.1. All Monash students are eligible to become members; all Monash students can sign into MONSU Caulfield portals with their Monash login details and purchase membership.
  - a) Members attend general meetings, including AGMs or SGMs and with the exception of Non-Financial members, have voting privileges where voting privileges apply to members, and are not club event attendees.
  - b) Clubs must keep current records on membership for Non-Monash members and Non-Financial members, which should at minimum record full name, email address, contact number, medical conditions, and how each was linked to the club (e.g., through sponsorship, events, social media, club promotion, etc.,)
  - c) Clubs are not permitted to charge a membership fee to non-financial members.
  - d) Non-Monash individuals can login into MONSU Caulfield portals via the guest account but cannot purchase membership through MONSU Caulfield portals; 1) clubs will need to collect membership fees directly and deposit with MONSU Caulfield, 2) Non-Monash members do not have voting rights and are not Non-Financial members, 3) Non-Monash members cannot comprise more than 25% of club's overall membership.
  - e) All memberships must be tracked by Clubs and should be audited/updated by the Secretary and Treasurer. MONSU Caulfield may ask for full membership records at any time; it is expected that records are kept neat so it is clear to see who is a Non-Financial member, who is a Non-Monash member, who has paid membership (with confirmation codes), etc.,
- 3.2. Executive committee members are to keep current records 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.
- 3.3. Membership/medical forms must be readily accessible when clubs and societies are on excursions or trips.
- 3.4. No MONSU Caulfield Student Council Executive member, or the Clubs Officer, may hold a committee position with any Club or Society.
- 3.5. 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 members with voting rights 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 members with voting privileges.
- 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.

## MONSU CAULFIELD CLUB RULES OF AFFLIATION (BY-LAWS)

### 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.
- 5.3. If a Club or Society wishes to adopt its own rules of association, it must:
  - a) Secure approval, in writing, from the Clubs Development Officer
  - 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 + Societies finances will operate thorough and tidy 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, ticketing accounts, or any accounts where currency is received, kept, stored, or otherwise held. All clubs must use MONSU Caulfield ticketing and banking accounts.
- 6.2. If a club or society is found to be operating their own bank accounts, ticketing accounts, or financial accounts outside of MONSU Caulfield oversight, 1) the club's funds will immediately be frozen until full records for the account(s) are provided to MONSU Caulfield, the account(s) are closed, and the account(s) are presented to the Finance Officer of MONSU Caulfield, 2) the matter will be referred to the MONSU Caulfield Student Council for disciplinary action. The club's active status will be revoked until an outcome has been reached by Council.
- 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 written permission has been received from the Clubs Development Coordinator.
- 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 and By-Laws; all sponsorship arrangements must be approved, in writing, by the Clubs Development Coordinator. If sponsorship arrangements are approved, they must be signed in a written sponsorship agreement provided by MONSU Caulfield.
- 6.10. All donation arrangements must be authorised, in writing, by the Clubs Development Coordinator, and must be banked in accordance with 6.1. Thorough inquiry into a Donor will be undertaken to assess legitimacy and possible conflicts of interest.
- 6.11. 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 written permission has been granted by the Clubs Development Officer or MONSU Caulfield Student Council.

## MONSU CAULFIELD CLUB RULES OF AFFLIATION (BY-LAWS)

### 7 COMMITTEE MEETINGS

- 7.1. Committee Meetings must be conducted in the format outlined in MONSU Caulfield Clubs + Societies Handbook. Committee members are expected to read/watch all training videos and links provided to them to run appropriate, professional meetings. If there are issues understanding the Clubs + Societies Handbook, any training provided, or any materials provided for this purpose, the club will contact the Clubs Development Coordinator for advice.
- 7.2. Quorum for a club committee meeting shall be 50% of the Executive Committee plus one (1).

### 8 COMMITTEE MEMBERS

- 8.1. The President, Vice President, Secretary and Treasurer must be Monash Caulfield-enrolled undergraduate student members of the respective club.
- 8.2. For Clubs with memberships ranging from 40–300 members, 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. Pursuant to Clubs Development Coordinator discretion, eligible clubs may be permitted two executive committee positions if
  - a) total club membership is less than 20 members
  - b) additional training requirements are satisfied
  - c) two Executive members are fulfilling duties of a President, Vice President, Treasurer, and Secretary with tracked development records. The Clubs Development Coordinator will notify clubs, in writing, when authorisation has been made.
- 8.4. Pursuant to Clubs Development Coordinator discretion, eligible clubs may be permitted three executive committee positions if
  - a) total club membership is less than 40 members
  - b) additional training requirements are satisfied
  - c) three Executive members are fulfilling duties of a President, Vice President, Treasurer, and Secretary with tracked development records. The Clubs Development Coordinator will notify clubs, in writing, when authorisation has been made.
- 8.5. For clubs with 300+ members, the Executive Committee of a club or society must comprise at least four people, who must hold the positions of President, Vice-President, Treasurer, and Secretary, with an additional two committee members. Pursuant to Clubs Development Coordinator discretion, eligible clubs satisfying additional training requirements may be granted an additional two positions on the Executive committee, not to exceed eight total executive members. The Clubs Development Coordinator will notify clubs, in writing, when authorisation has been made.
- 8.6. The President, Vice President, Secretary, and Treasurer 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.
- 8.7. All Executive Committee positions are to be offered to and filled first by Caulfield-enrolled undergraduate students. No Caulfield-enrolled undergraduate student shall be deprived of the opportunity for an Executive Committee position in favor of a non-Caulfield undergraduate enrolled student.

## MONSU CAULFIELD CLUB RULES OF AFFILIATION (BY-LAWS)

- 8.1. In the case that no Caulfield-enrolled student can be identified or located to stand for a Club and Society's Executive Committee, non-Caulfield students may be offered Executive Committee positions if
  - a) reasonable and verifiable efforts have been made to offer the opportunity to a Caulfield-enrolled student
  - b) the Executive position is not the President, Vice President, Secretary, or Treasurer
  - c) Non-Caulfield members do not exceed 50% of the entire Executive Committee
  - d) Clubs Development has been consulted and provided approval in writing.
- 8.2. Advisors to Executive Committees must not be Non-Financial or Non-Monash members

### **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, posters, Club websites)
  - b) Displaying MONSU Caulfield banners at events
  - c) Verbal acknowledgments at events, including sponsor 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.

## LOCATION

MONSU Caulfield manages the poster boards in Level 2 of S Building. Posters are only permitted on designated notice boards or they will get removed from Monash Security staff. There are 3 noticeboards in Building S, Level 2, and 1 in the stairwell between Level 1 and Level 2. You may also place posters on **every second** yellow pole on the Level 2 outdoor walkway that goes from Building S to Building K.

## APPROVALS

Clubs must include the MONSU Caulfield logo (which can be downloaded from [www.monsu.org](http://www.monsu.org)) and their own club logo on all posters. All posters must be taken to the MONSU Workshop to receive an approval stamp before being put on noticeboards. Any poster without the approval stamp gets removed by Monash Security and MONSU Workshop staff daily.

## AFFIXING MATERIAL

Posters on approved noticeboards can be put up with pins. Blu-tack must be used on the outdoor yellow poles. 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 Workshop.

## LANGUAGE

All posters must be written in English, or contain a full translated version to English on the same poster if featuring another language.

## 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 meantime, the MONSU Caulfield President or MONSU Caulfield Clubs Officer can act on behalf of the Council. All poster must follow the above conditions outlined here to be approved.



## FUNCTION FACT SHEET (FFS)

**Event Type**

---

What is your Event Type: (Please circle)

Meeting <input type="radio"/>	Event <input type="radio"/>	Other <input type="radio"/>
-------------------------------	-----------------------------	-----------------------------

If OTHER, please specify:

---

**Event Details**

---

Event Title:

---

Hosting Club/Group/Department:

---

Details of Venue:	Number Attending:	
Date of Event:	Start Time:	End Time:

Description of Event:

---

**Event Organiser Details**

---

Name:

---

Phone Number:	Mobile Number:
Email Address:	Number Attending:

Important Guests on Campus <i>(eg. Senior University Staff, Government Representative)</i>	YES <input type="radio"/>	NO <input type="radio"/>
---	---------------------------	--------------------------

**SARAH Reference Number**

---

SARAH Ref #:

---

**MONSU.CAULFIELD**

Level 2, Building S  
2 Princes Avenue  
Caulfield East 3145

+61 3 9903 2525  
hello@monsu.org  
@monsu.caulfield

<b>FUNCTION FACT SHEET (FFS)</b>					
<b>Food and Catering</b>					
Having your event catered?	YES <input type="radio"/>	NO <input type="radio"/>			
If YES, please provide the name of the caterer:					
Please provide a copy of the catering license to MONSU Workshop.					
Will MONSU Caulfield reps/ Club Members be handling food?	YES <input type="radio"/>	NO <input type="radio"/>			
If YES, please provide the following: - 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:				
<b>Equipment Hire</b>					
Do you need Equipment Hire for this event?	YES <input type="radio"/>	NO <input type="radio"/>			
Please circle what you need:					
PA <input type="checkbox"/>	Projector <input type="checkbox"/>	Microphones <input type="checkbox"/>			
BBQ <input type="checkbox"/>					
Other:					
<b>Hire Conditions</b>					
<b>MONSU Caulfield Obligations</b>					
1. Allow the club/organisers to use and take equipment until it is due back, according to the times stated in the Function Fact Sheet form.					
2. Provide Equipment to the customer in good working order.					
<b>Representative Obligations</b>					
1. On the commencement of equipment hire pay the agreed hire fee.					
2. Use the equipment for the intended purposes and nothing else.					
3. Cover all costs incurred in the repair of damaged or replacement of equipment caused by the negligence of the representative or representative's event.					
4. Ensure hire times above are stipulated and adhered to—failure to do so will result in a late fee					
5. (20% of hire costs) and restrictions on future hiring of equipment.					
Please Sign:	Date:				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>MONSU.CAULFIELD</b></td> <td style="width: 33%; text-align: center;">Level 2, Building S 2 Princes Avenue Caulfield East 3145</td> <td style="width: 33%; text-align: right;">+61 3 9903 2525 hello@monsu.org @monsu.caulfield</td> </tr> </table>			<b>MONSU.CAULFIELD</b>	Level 2, Building S 2 Princes Avenue Caulfield East 3145	+61 3 9903 2525 hello@monsu.org @monsu.caulfield
<b>MONSU.CAULFIELD</b>	Level 2, Building S 2 Princes Avenue Caulfield East 3145	+61 3 9903 2525 hello@monsu.org @monsu.caulfield			

## EQUIPMENT HIRE FORM

Submission of the Equipment Hire Form must be completed **TWO** weeks prior to the event.

- A package can be arranged to suit your specific requirements for the event/activities.
- Please speak with MONSU Service Desk to negotiate hire costs.
- When submitting electronically, please edit in Adobe Acrobat, Microsoft Word or Google Doc

### Event Details

Event Name:

Date of Event:

Venue:

Equipment Required (please tick)

PA

Projector

Microphones

BBQ

Other:

Pick Up Date:

Pick Up Time:

Drop Off Date:

Drop Off Time:

### Contact Details

Club/Committee Name:

Person Responsible for the Equipment:

Student ID:

Mobile Number:

### Hire Conditions

#### MONSU.Caulfield Obligations

1. Allow the club/organisers to use and take equipment until it is due back, according to the times stated in the Function Fact Sheet form.
2. Provide Equipment to the customer in good working order.

#### Representative Obligations

1. On the commencement of equipment hire pay the agreed hire fee.
2. Use the equipment for the intended purposes and nothing else.
3. Cover all costs incurred in the repair or replacement of equipment caused by the negligence of the representative or representative's event.
4. Ensure hire times above are stipulated and adhered to—failure to do so will result in a late fee
5. (20% of hire costs) and restrictions on future hiring of equipment.

Please Sign:

Date:

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**CLUB FINANCE  
ACCOUNT CODES**

<b>MONSU CAULFIELD ACCOUNT LIST — CLUBS</b>	
<b>INCOME</b>	
<b>ACCOUNT #</b>	<b>ACCOUNT NAME</b>
4-1100	Advertising
4-1140	Function
4-1282	Membership
4-1330	Sponsorship
4-1850	Merchandise
<b>EXPENSES</b>	
<b>ACCOUNT #</b>	<b>ACCOUNT NAME</b>
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 & Accomodation
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

## CLUB EXPENSE REIMBURSEMENT

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.

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.

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

### Detail of Expenses

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

Expense Type (eg. Stationary, catering)	Expense Code	Club Code	Amount (\$) inc. GST
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
	6-	C	
<b>TOTAL:</b>			<b>\$</b>

### Bank Details

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

Please tick here if your bank details have not changed.

Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

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## CLUB EXPENSE REIMBURSEMENT

**Club Contact Form**

Person Responsible \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

Club: _____	Date Submitted _____
-------------	----------------------

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Issues with Form**  
(Staff Only)

Issues with Form Submitted: \_\_\_\_\_

Other Notes: \_\_\_\_\_

Club Contacted of Issue?

Contact Notes: \_\_\_\_\_

Checked by (Staff Only): \_\_\_\_\_ Date: \_\_\_\_\_

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## 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 'Club'**

Signature	Date:
Signed by:	

**MONSU.CAULFIELD**

Level 2, Building 5  
2 Princes Avenue  
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hello@monsu.org  
@monsu.caulfield

## 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

**Please note, if you are sending an invoice to a sponsor:**

- Attach the MONSU Sponsorship Agreement
- Please sign off any new sponsorship agreements with MONSU's Club Coordinator.

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 invoiced for**  
Club Treasurer to complete this section.

Description	Income Code	Qty	Unit Price (\$)	Amount (\$)
	4-			
	4-			
	4-			
	4-			
	4-			
	4-			
			<b>TOTAL:</b>	<b>\$</b>

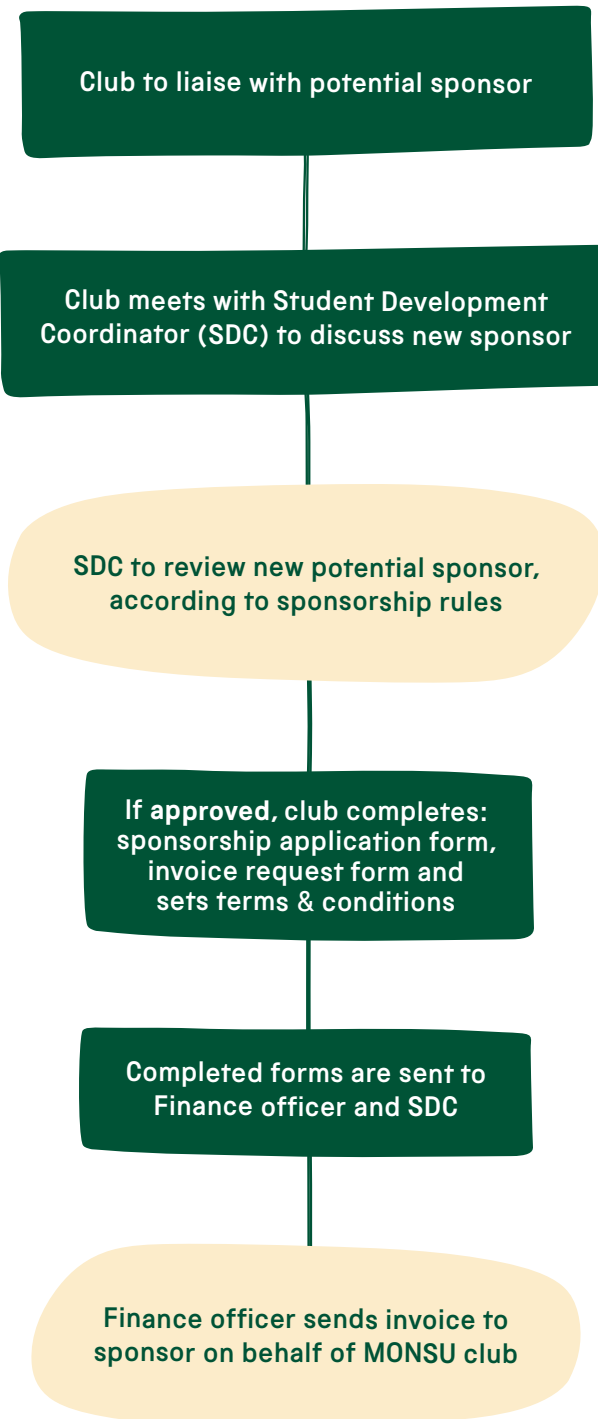
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## NEW CLUB SPONSOR PROCESS FLOW



# MONSU CAULFIELD SPONSORSHIP POLICY

## 1 DEFINITIONS

- a. **Clubs + 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; and/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.
  - e. **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.
  - f. **Sponsor** means a person, group, business, organisation, or entity who provides a service, currency, or benefit to a club in a transactional relationship or arrangement. Usually this is in exchange for promotion, presence, or otherwise accessing the reach of the Sponsor's target audience, demographic (students), or interest group.
2. Clubs + 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 + 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 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 + 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 Development Coordinator of MONSU or their delegate
    - b. they receive consent, in writing, from Monash University.

# MONSU CAULFIELD SPONSORSHIP POLICY

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, 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. however, sponsors may, with authorisation from the Clubs Development Coordinator, 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 + Societies must seek written permission from the Clubs Development Coordinator, or their authorised delegate
  - a. before any sponsor is invited onto the campus for promotional purposes;
  - b. before advertising or otherwise promoting a sponsored event or sponsored club event;
  - c. before advertising or otherwise promoting a Sponsor's event.
8. Clubs + Societies must receive authorisation from the Clubs Development Coordinator before entering into any new sponsorship arrangements during the course of the year.
9. Thorough inquiry into a Sponsor will be undertaken to assess legitimacy and possible conflicts of interest. Sponsors who have previous Monash Club members on their boards or executive committees, or are otherwise employed by or provide decision-making roles in a volunteer capacity for the Sponsor will not be approved.
10. Clubs + Societies must ensure that sponsorship agreements are fully documented and outline the terms of the sponsorship, using the MONSU Sponsorship agreement. Refer to Appendix G.
11. MONSU Caulfield will request that a club or society disclose all details relating to sponsorship arrangements within ten (10) calendar days of the request being issued and may request full sponsorship details, invoices, and payments at any time.
12. MONSU Caulfield reserves the right to take disciplinary action against Clubs + Societies found to be in breach of these rules.

**Monash Study Hard Club**  
Meeting 2/16  
Held in the **MONSU Student Lounge**  
on **March 16, 2016** at **6.00pm** .

**AGENDA**

**1. Preamble**

Those present:	<i>Louise McEvoy</i> <i>Sarah Phillips</i> <i>Evan Tucker</i> <i>Nicole Day</i> <i>Mark Williams</i> <i>Sam Morris</i>	President V. President Treasurer Secretary General Committee General Committee
Apologies:	<i>Kieran Walker</i>	General Committee
Proxies:	None	

**2. Minutes of the Previous Meeting**

**3. Business Arising**

3.1. *O-FEST Report*  
*Sarah* to report

3.2. *Membership marketing campaign*  
*Mark* to report

**4. General Business**

4.3. *Stationary* reimbursement  
*Evan* to report

**5. Other Matters**

5.4 *Upcoming International students Week*  
*Nicole* to report

**6. Date of Next Meeting**

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

**MINUTES**

**1. Preamble**

Those present:	<i>Louise McEvoy</i>	President
	<i>Sarah Phillips</i>	V. President
	<i>Evan Tucker</i>	Treasurer
	<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**

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 28. 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.*

### **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*

*Seconded: Nicole*

*Action: Mark to organise a new facebook page.*

### **4. General Business**

#### **4.1 Stationary Reimbursement**

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

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

*Moved: Mark*

*Seconded: Nicole*

### **5. Date of Next Meeting**

*March 30 in the Student Lounge at 6pm.*

*Meeting ended: 7.15pm.*