

CLUBS & SOCIETIES HANDBOOK

MONSU.CAULFIELD

CLUBS HANDBOOK

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CLUBS HANDBOOK

1. WELCOME TO CLUBS & SOCIETIES

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

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

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

CLUB KEY CONTACTS

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

Selina Ho
2022 Clubs Officer
t: 03 9903 2595
clubs@monsu.org

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

Michelle Humphreys
Finance Officer (Available Wed + Thurs only)
finance@monsu.org

MONSU Workshop
workshop@monsu.org

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

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

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2. MONSU SERVICES & CONTACTS

THE WORKSHOP

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

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

We can help you with printing services from A5-A0, posters, banners and 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.

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

What can we do for clubs?

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

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

PRINTING ACCOUNTS

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

STUDENT RIGHTS + SUPPORT

t: 03 9903 2596
studentrights@monsu.org

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

GENERAL MANAGER

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

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

STUDENT ENGAGEMENT MANAGER

t: 03 9903 2175
amie.armstrong@monsu.org

Amie Armstrong develops and implements the student volunteer program including training and resourcing.

EVENTS/RISK MANAGEMENT COORDINATOR

t: 03 9902 0865
fintan.dowling@monsu.org

The Events/Risk Management Coordinator is Fintan Dowling. Fintan assists student representatives by developing, planning and implementing events to enhance the student experience on campus.

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2. MONSU SERVICES & CONTACTS CONT.

CREATIVE MANAGER

†: 03 9903 4691
mingen.koh@monsu.org

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

MARKETING + COMMUNICATIONS MANAGER

†: 03 9903 2525
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.

3. CLUB EXECUTIVE COMMITTEE ROLES + RESPONSIBILITIES

PRESIDENT

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

Responsibilities of President

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

VICE-PRESIDENT

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

Responsibilities of Vice-President

- Act as deputy chairperson at all meetings and chair meetings when the President is unavailable
- Ensure the club's activities are in line with the Club Constitution, Club + Society By-laws and MONSU Rules of Association
- Fulfil other duties as the committee may delegate
- Assist the President with all of their responsibilities as outlined in the previous section
- In charge of processing and submitting SARAH Risk Management Plans on behalf of the club
- Executing procedures to mitigate risk at club events

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TREASURER

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

Responsibilities of the Treasurer

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

SECRETARY

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

Responsibilities of the Secretary

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

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4. CLUB RESOURCES + RESPONSIBILITIES

RESOURCES

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

RESPONSIBILITIES

- Must bank via MONSU Finance
- Must charge a minimum annual membership fee (\$10 commencement Semester 1.)
- Must submit an AGM pack to MONSU (All clubs). Refer to AGM documentation available on the MONSU website - www.monsu.org

5. WORKSHOP RESOURCES FOR CLUBS

THE WORKSHOP

t: 03 9903 2525

e: workshop@monsu.org

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

The Workshop offers the following services for clubs as well as the public:

– Photocopying - laminating - binding - printing

Requests can be made directly at the Workshop or emailed to workshop@monsu.org. The cost will be charged to your club.

– Keys

Keys for your club lockers are kept at The Workshop. Please see a staff member at the 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.

– MONSU Venue Hire

You can hire the following internal spaces at MONSU; Common Lounge, Ramler Room, Student Lounge, Clubs Resource Room and Level 2 Meeting Room.

– Posters/Advertising

Any posters produced must have the MONSU logo on it and approved by The Workshop. Posters can be placed in various approved areas around MONSU Caulfield.

– Banner + Sticker Printing

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.

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

6. EVENT MANAGEMENT

BOOKING A VENUE ON CAMPUS

MONSU VENUES

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

COMMON LOUNGE

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

RAMLER ROOM

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

STUDENT LOUNGE

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

CLUBS RESOURCE ROOM

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

LEVEL 2 MEETING ROOM

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

WORKSHOP

t: 03 9903 2525
workshop@monsu.org

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

- Function Fact Sheet (For all on campus events booked through MONSU)
Refer to Appendix B
- Replace with SARAH Risk Management Plan Submissions

MUV VENUES

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

Common venues that Clubs & Societies book through MUV are:

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

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

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EQUIPMENT BOOKINGS

MONSU provides the following equipment to clubs free of charge:

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

TRESTLE TABLES

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

PORTABLE BARBEQUE

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

AUDIO VISUAL EQUIPMENT

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

EQUIPMENT HIRE FORM

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

EFTPOS MACHINE

EFTPOS Machine: An EFTPOS machine can be booked through the Workshop to assist with club tickets or membership sales anywhere on campus.

The hiring of the EFTPOS machine involves strict monitoring of income. The machine must be booked well in advance as it is in high demand.

MONSU EQUIPMENT

If free, MONSU equipment can also be booked for your events. To book this equipment, you must contact Events/Risk Management Coordinator, Fintan Dowling to ensure your hire dates do not clash with MONSU events.

Equipment available to book:

- Marquee and Weights
- Active PA's
- MONSU Beanbags

OFF-CAMPUS EVENTS

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

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

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

Monash University Risk Management Forms

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

Consent

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

Respect and Responsible

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

Alcohol & other drugs at Monash University Events: Guidelines

https://www.monash.edu/_data/assets/pdf_file/0016/147040/alcohol-drugs-events.pdf

CLUB FUNCTION FACT SHEET

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

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

PROCEDURE FOR ORGANISING A FUNCTION

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

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

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

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

SELECTING A DATE FOR YOUR FUNCTION OR EVENT

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

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

If you want to hold an event that will link in with the MONSU Caulfield Activities events or theme weeks (for example: Stress Less, Multicultural Week, Orientation Week or Sexv n' Sexv week) please consult with the Activities Committee and

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

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

SPONSORS ON CAMPUS

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

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

MARQUEES, PEGS OR STATES IN THE COMMON LAWNS

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

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

WRITTEN AGREEMENTS FOR EVENTS

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

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 they can only take 150 people, you would be dealing with 50 very disappointed attendees. However, if you have a written agreement in place, you can use that as a way of getting a refund for the cost of the boat. While you will still have 50 disappointed attendees, you will be able to refund them for the party cruise without incurring your club additional costs. A written agreement discourages a venue from doing this in case of legal ramifications.

7. RE-AFFILIATION

Clubs + Societies Training

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

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

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

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

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8. FINANCE

MONSU ACCOUNT

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

PUTTING FORWARD MOTIONS FOR FINANCIAL TRANSACTIONS

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

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

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

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

FORMAT OF ACCOUNT CODES

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

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

Income (or) Expense Code - Club Code

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

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

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

DEPOSITING FUNDS AT THE WORKSHOP

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

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WITHDRAWAL OF CLUB FUNDS FROM THE MONSU ACCOUNT

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

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

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

HOW TO PAY AN INVOICE

To settle an outstanding invoice follow the procedure below:

1. Motion must be raised and passed at the executive meeting.
2. Submit a Finance Expense Request with a set of minutes authorising the expenditure and the original invoice and hand it to The Workshop. The original invoice must include an Australian Business Number (A.B.N), date, amount and the supplier's name.
3. When satisfied, your payment will be approved and processed by 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 G - Clubs Expense Reimbursement Form.

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

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

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

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

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

CASH FLOATS

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

RECORD KEEPING

The club Treasurer should always have financial records sufficiently accurate and up to date so that if someone in your club asks you what the account balance is.

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STATEMENTS OF ADMINISTRATION CHARGES

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

ANNUAL STATEMENT & AGM PACK

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

AUDITS

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

ADDITIONAL RESOURCES

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

9. FINANCIAL MANAGEMENT GUIDELINES

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

CLUBS ACCOUNT

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

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

Because of this, it is essential that all financial transactions have the proper documentation (minutes and required form[s]) prior to being actioned. Meeting minutes with the appropriate motions are attached to all transactions; therefore it is very important that these are done properly.

FINANCIAL SUSTAINABILITY & SOLVENCY

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

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

BUDGETING

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

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

CASH HANDLING

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

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

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

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TRANSACTIONS AND RECORD KEEPING

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

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

FINANCIAL REPORTING

Towards the end of year all Treasurers are required to prepare a report for the club's AGM. This includes the period from the last AGM to the current AGM. Please ensure you email the finance officer. Please ensure you email the finance officer for a club profit & loss statement before you begin the report. The Treasurer is required to prepare a Cash Flow Statement, which summarizes all the income and expenditure for the year. Note: This includes ONLY the actual transactions.

ASSETS

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

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

AVOID FINANCIAL MISMANAGEMENT

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

10. SPONSORSHIP

WHEN A SPONSOR IS GIVING YOUR CLUB MONEY

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

1. Complete a Club Sponsorship Agreement - Refer to Appendix J, inclusive of the terms and conditions agreed between the club and the sponsor.
2. Complete a Club Invoice Request form - Refer to Appendix I, 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 Clubs Coordinator for approval. Once they are satisfied it will be handed to the Finance Officer. The Finance Officer will email you the invoice; you are then required to pass it to your sponsor.

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

- Refer to Appendix K - New Club Sponsorship Process Flow
- Refer to Appendix L - MONSU Caulfield Sponsorship Rules

12. CLUB MEETINGS

PREPARING FOR A MEETING

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

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

AT MEETINGS

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

BETWEEN MEETINGS

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

INFORMING YOUR MEMBERS ABOUT A MEETING

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

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

WRITING MINUTES

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

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

CLUBS HANDBOOK

THE FORMAT FOR RECORDING A MOTION TO REIMBURSE

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

THE PROCESS FOR APPROVING AND RECORDING A REIMBURSEMENT:

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

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

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

Moved: N. Lee

Seconded: D. Kang

CARRIED

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

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

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

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

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

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

Ahmed suggested that members be given a smaller discount. For example, members could buy tickets for \$45 and non-members for \$50. Lee thought that it was most important to give discounts to members, and that if the ticket price should rise for anyone it should be non-members.

Peter, Max and Lilly agreed with Sarah.

The discussion resulted in the following motion being put forward.

CLUBS HANDBOOK

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

*Moved: S. Trinh
Seconded: P. Rogers
CARRIED*

For further information, please refer to Appendix G.

QUORUM

To have quorum in a meeting means that you have the minimum attendance to commence the meeting. Quorum is generally defined as 50% plus one of your club executive members. This means that you cannot commence a meeting until you have the majority of voting members. For example, if there are six people eligible to vote in a meeting, then quorum has been reached once four people arrive. A meeting cannot commence without quorum.

RESPONSIBILITIES OF THE CHAIRPERSON

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

TYPES OF MEETINGS

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

Committee Meeting

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

Annual General Meeting (AGM)

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

AGM INFORMATION - PURPOSE

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

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

PREPARATION FOR THE AGM

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

CLUBS HANDBOOK

AT THE AGM

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

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

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

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

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

OTHER THINGS TO REMEMBER ABOUT THE AGM

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

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

CLUBS & SOCIETIES HANDBOOK

APPENDICES

CLUBS HANDBOOK

APPENDIX A - MONSU CAULFIELD POSTER POLICY

MONSU CAULFIELD POSTER POLICY

Location

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

Anywhere on Level 2.

The stairwell near the entrance closest to Coles Supermarket

The stairwell between Level 2 and 3.

Approvals

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

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

Affixing Material

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

Amount

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

Duration

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

Language

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

Conditions

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

CLUBS HANDBOOK

APPENDIX B - FUNCTION FACT SHEET

FUNCTION FACT SHEET (FFS)

Event Type

What is your Event Type: (Please circle)

Meeting	Event	Other
---------	-------	-------

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 (eg. Senior University Staff, Government Representative)	YES	NO

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

MONSU.CAULFIELD

Last updated: 01/07/2022

©MONSU Caulfield Inc. 9903 2525
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www.monsu.org

CLUBS HANDBOOK

APPENDIX B - FUNCTION FACT SHEET

FUNCTION FACT SHEET (FFS)

Food and Catering

Having your event catered?	YES	NO
----------------------------	-----	----

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	NO
---	-----	----

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:

Equipment Hire

Do you need Equipment Hire for this event?	YES	NO
--	-----	----

Please circle what you need:

PA	Projector	Microphones	BBQ
----	-----------	-------------	-----

Other:

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 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:
--------------	-------

MONSU.CAULFIELD

Level 2, Building S
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Last updated: 01/07/2022

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CLUBS HANDBOOK

APPENDIX H - CASH FLOAT REQUEST FORM

CASH FLOAT REQUEST FORM

Please select

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

– If you require a float, you must hand in this form 1 day **BEFORE** the date of your request.

– Cash float forms handed in on the day of request will not be accepted.

Details of Club / Department requesting float

Please fill out the details below.

Club Name/Department:	Person Completing Form:
Phone:	Position in Club/Department:
Date of Float Request:	Time Float Request:
Reason Float is Required: (i.e. function, ticket sales)	

Breakdown Requirements

Notes	QTY	Coins	QTY
\$100		\$2	
\$50		\$1	
\$20		50c	
\$10		20c	
\$5		10c	
		5c	
		TOTAL	

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

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

TOTAL Float: \$

Club Representative:

Signature:

CLUBS HANDBOOK

APPENDIX J - CLUB SPONSORSHIP AGREEMENT

CLUB SPONSORSHIP AGREEMENT

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

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

- e.g. Media coverage on posters, digital screens, website and social media pages of the Clubs business.
- Sponsor agrees to provide the following to the Club for use in marketing and promotion materials:
- e.g. Artwork, logos and written promotional material as mutually agreed between the parties.

Terms

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

Signatures of parties

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

SIGNED on behalf of 'The Sponsor'

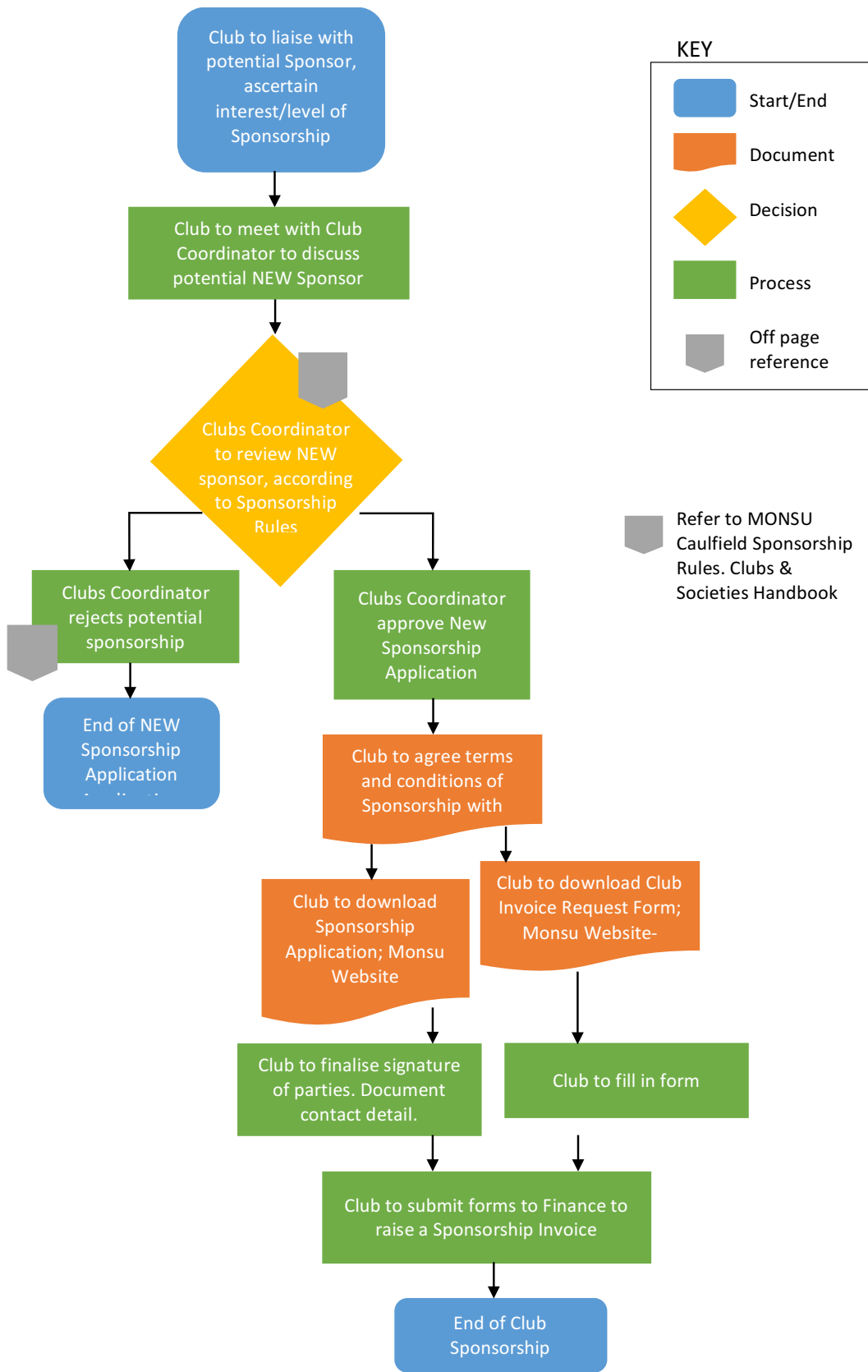
Signature	Date:
Signed by:	

SIGNED on behalf of 'Club'

Signature	Date:
Signed by:	

CLUBS HANDBOOK

APPENDIX K - NEW CLUB SPONSORSHIP PROCESS FLOW



APPENDIX L - MONSU CAULFIELD SPONSORSHIP RULES

MONSU CAULFIELD SPONSORSHIP RULES

1. Definitions

(a) **Clubs and Societies** means any MONSU affiliated organisation, whether incorporated or not, that:

- (i) carries on activities on the Monash University Caulfield Campus;
- (ii) provides services to students of Monash University;
- (iii) is a registered club or society with MONSU Caulfield; or
- (iv) any other group that the MONSU Student Council determines to be a club or society, from time to time.

(b) **Exclusive Agreements** means any arrangement, understanding or agreement, whether oral or in writing, where an external organisation provides any goods or services to the club or society on the condition the club or society does not utilise the goods, services or otherwise be affiliated with, any other sponsor.

(c) **External Organisation** means any organisation, club, society, body corporate, corporation, company, trust or any other body capable of entering legal transactions on its own behalf, that is not MONSU Caulfield.

(d) **Monash University** includes all Monash University campuses in Australia and overseas and Monash College. MONSU Caulfield means MONSU Caulfield Inc.

(f) **Sponsorship** means any arrangement, understanding or agreement, whether oral or in writing, between a Club or Society and an external organisation whereby one or both of the parties undertake to perform certain tasks, provide financial or non-financial support, or any other related good or service.

2. Clubs and societies may not obtain sponsorship from organisations whose activities, representations, or purposes can be considered obscene, racist, sexist, promoting illegal activity or is in any way likely to bring the club, MONSU Caulfield, or Monash University into disrepute.

3. Clubs and societies may not obtain sponsorship from any organisations who provide any of the following services:

(a) tutoring and training services that are similar to the teaching and learning services provided by Monash University; or

(b) English language training services intended to:

- (i) allow students to complete English language tests; or
- (ii) allow students to complete any other English language competency assessment required for entrance into a course at an Australian University or TAFE; or
- (iii) allow students to complete an English language assessment or competency test required for any purpose as required by the Department of Immigration and Border Protection; or

(c) migration services, including but not limited to:

- (i) the provision of advice to students regarding student visas, permanent residency, or any other relevant migration related issue;
- or
- (ii) the holding of seminars or information sessions relating to any relevant migration issue.

4. Clubs and societies may only obtain sponsorship from an organisation that engages in the activities outlined in clause 3 if:

- (a) they receive consent, in writing, from the Clubs Coordinator of MONSU or their delegate; and
- (b) they receive consent, in writing, from Monash University.

CLUBS HANDBOOK

APPENDIX L - MONSU CAULFIELD SPONSORSHIP RULES

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

CLUBS HANDBOOK

APPENDIX N - CLUB: EXAMPLE AGENDA

CLUB - EXAMPLE AGENDA

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

AGENDA

1. Introduction

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

Apologies: *Kieran Walker* (General Committee)

Proxies: None

2. Minutes of the Previous Meeting

3. Business Arising

3.1 *OFEST Report*
 Sarah Phillips to report

3.2 *Membership marketing campaign*
 Mark Williams to report

4. General Business

4.3 *Stationery* reimbursement
 Evan to report

5. Other Matters

5.4 *Upcoming International Students Week*
 Nicole to report

6. Date of Next Meeting

CLUBS HANDBOOK

APPENDIX O - CLUB: EXAMPLE MINUTES

CLUB - EXAMPLE MINUTES

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

MINUTES

1. Introduction

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

Apologies: *Kieran Walker* (General Committee)

Proxies: None

2. Minutes of the Previous Meeting
The minutes of meeting *1/16* were presented for acceptance.

MOTION 1-2/16

"That the minutes of meeting *1/16* be accepted"
Moved: *S. Phillips*
Seconded: *M. Williams*
CARRIED

3. Business Arising

3.1 OFEST Report

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

No Motion Required.

Action: Sarah to organise roster and committee help.

CLUBS HANDBOOK

APPENDIX O - CLUB: EXAMPLE MINUTES

3.2 *Marketing Campaign*

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

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

Moved: Sarah Phillips

Seconded: Nicole Day

Action: Mark to organise a new Facebook page.

4. General Business

4.1 *Stationery reimbursement*

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

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

Moved: Mark William

Seconded: Nicole Day

5. Date of Next Meeting

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

Meeting ended: *7:15pm*

APPENDIX P - CLUB AND SOCIETY RULES OF AFFILIATION

MONSU Caulfield Inc.
Club and Society Rules of Affiliation

- 1

DEFINITIONS

1.1 “MONSU CAULFIELD” means MONSU Caulfield Inc.

1.2 “Club” or “Society” means an association of people with a common objective, affiliated with MONSU Caulfield.

1.3 “Member” means any person that has paid the appropriate annual membership fee to a Club or Society.

1.4 “Non-Financial Member” means any person who has not paid the appropriate annual membership fee but has been granted membership privileges with the exception of voting-rights.

1.5 “Student” means a person who is currently enrolled at Monash University.

1.6 “Alumni” means a person who has previously been enrolled at Monash University.

1.7 “Registered Club” means a Club or Society whose Registered Club Application has been approved by the MONSU Caulfield Student Council.

1.8 A “MONSU Caulfield Staff Member” means a full-time, part-time or casual employee of MONSU Caulfield Inc.

1.9 The “MONSU Caulfield Clubs Officer” means the student representative elected to the MONSU Caulfield Student Council whose primary role is to oversee the clubs of the Caulfield Campus and shall hereinafter be referred to as the Clubs Officer.
- 2

ESTABLISHMENT

2.1 Students wishing to establish a new club or society must first apply to become a Registered Club by completing 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 the MONSU Caulfield Student Council.

2.4 The value of the new club grant shall be determined by MONSU Caulfield, from time to time.
- 3

MEMBERSHIP

3.1 The minimum membership fee to be charged by clubs and societies is determined by MONSU Caulfield, from time to time. If Clubs and Societies choose to charge less than the minimum, they must apply to the MONSU Caulfield Student Council for approval.

CLUBS HANDBOOK

APPENDIX P - CLUB AND SOCIETY RULES OF AFFILIATION

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

4 ANNUAL GENERAL MEETINGS

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

5 RULES OF ASSOCIATION

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

CLUBS HANDBOOK

APPENDIX P - CLUB AND SOCIETY RULES OF AFFILIATION

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

6 FINANCE

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

7 COMMITTEE MEETINGS

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

CLUBS HANDBOOK

APPENDIX P - CLUB AND SOCIETY RULES OF AFFILIATION

8 COMMITTEE MEMBERS

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

9 ACKNOWLEDGMENTS

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

CLUBS HANDBOOK

APPENDIX Q - AGM PACK/TEMPLATE

CLUB AGM PACK

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

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

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

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

Checklist

Club Contact Details (2017-Current)	
Financial Statement Current Financial Year (Please attach current profit & loss statement)	
Contact details of NEW Executive Committee	
Club contact person over Summer Break	
50-100 word description for MONSU Website	
Minutes of your AGM (Please attach all reports)	

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

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2 Princes Avenue
Caulfield East 3145

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APPENDIX Q - AGM PACK/TEMPLATE

CLUB AGM PACK

Key AGM Data

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

Financial Report		Financial Report	
INCOME	Amount (\$)	EXPENSES	Amount (\$)
Sale of Merchandise		Trading costs (eg. purchase of merchandise)	
Fundraising		Rent/Hire Costs (eg. venues/equipment)	
Grants (Government etc.)		Insurance	
Donations		Office Expenses (eg. stationary, copying)	
Sponsorship		Fundraising Costs	
Other (please specify)		Other (Please specify)	
	TOTAL: \$	Surplus (Income-Expenditure)	
		TOTAL: \$	

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CLUB AGM PACK

Name, Details & Signature of NEW Executive Committee

These members will be delegates to the MONSU club email account

President

Name:

Student ID:

Contact Number:

Student Email:

Alternative Email:

Signature:

Vice President

Name:

Student ID:

Contact Number:

Student Email:

Alternative Email:

Signature:

Treasurer

Name:

Student ID:

Contact Number:

Student Email:

Alternative Email:

Signature:

Secretary

Name:

Student ID:

Contact Number:

Student Email:

Alternative Email:

Signature:

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Name, Details & Signature of NEW Executive Committee

These members will be delegates to the MONSU club email account

Position 1: (Please State)

Name:	
Student ID:	Contact Number:
Student Email:	Alternative Email:
Signature:	

Position 2: (Please State)

Name:	
Student ID:	Contact Number:
Student Email:	Alternative Email:
Signature:	

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

[illegible]

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APPENDIX Q - AGM PACK/TEMPLATE

CLUB AGM PACK

Declaration of Acceptance of MONSU Caulfield Rules of Affiliation

President

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

Name

Claimant's Signature:

Date:

Vice President

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

Name

Claimant's Signature:

Date:

Secretary

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

Name

Claimant's Signature:

Date:

Treasurer

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

Name

Claimant's Signature:

Date:

Submit AGM Application Form to MONSU Clubs Coordinator

Email: clubs.coordinator@monsu.org

Address: Level 2, 2 Princes Avenue, Caulfield East VIC 3145

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