



# clubs & societies

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# HANDBOOK

**QG** | QUT GUILD

# CLUBS & SOCIETIES

## HANDBOOK



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### Introduction

Clubs and societies are the heart of our university's culture. You give students an opportunity to make their time studying at university memorable and fun. This is both the Guild's and all clubs' paramount objective. Only by working together can we bring entertainment, experience and engagement to our students.

We have formulated this handbook to provide both new and existing clubs all the information you will need for starting and running your club. The information focuses on how a club can affiliate, run their day-to-day operations and correctly deal with our minimal regulatory requirements.

Regards,

QUT Guild Clubs Team

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### **Clubs Team - [Clubs@qutguild.com](mailto:Clubs@qutguild.com)**

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## KEY CLUB DATES

### Orientation Week (O-Week): 20<sup>th</sup> – 24<sup>th</sup> February 2017

QUT Orientation Week draws a large number of incoming students every year. This means that there is huge potential for your club to actively recruit new members, advertise your club, and hold events with new students. There is also an O Week in Semester 2 which is an excellent opportunity to recruit mid-year commencing students (especially for international focused clubs – as the majority of students are coming here on exchange).

It is highly recommended that your club takes advantages of these opportunities to build your club. Contact our Clubs Team to find out how.

### Market Week (Week 1): 27<sup>th</sup> February – 3<sup>th</sup> March 2017

This is the week where all new and existing students flock to QUT for the commencement of their classes in week 1. Market Week is run by QUT Guild and it includes corporate and business stalls as well as heaps of giveaways and activities. Again, it is highly recommended that your club participate in Market Week to recruit new members; particularly students above first year who may not have attended Orientation Week. Market Week is run in Semester 2 as well.

To participate and get the most out of this complete the Stall Application Form which we will email you, or contact our Clubs Team.



### Annual Clubs Conference

Each year in mid-February the Clubs Team holds the Annual Clubs Conference. This is where we give you all the exciting new updates for the year to come. It's a great opportunity for Executives to meet other clubs, and nominations for the Clubs and Societies Committee election.

Importantly, this is where we provide you with barbeque training so that you can utilise the equipment throughout the year for fundraising.

### Clubs Awards Night

Every year, QUT Guild recognises clubs for their contribution to enriching campus culture at QUT. Various awards are given in different categories.

Please fill out the online nomination form, which will be circulated by email, prior to the night. Clubs or individual Executives may apply for the following awards:

- Club of the Year Award
- New Club of the Year Award
- Event of the Year Award
- Faculty Club of the Year Award
- International Club of the Year Award
- President of the Year Award
- Treasurer of the Year Award
- Secretary of the Year Award

**Examples of other awards from previous years are:**

- Religious Club of the Year Award
- Special Interest Club of the Year Award
- Sports and Recreation Club of the Year Award
- Poster of the Year Award





## I. STARTING A CLUB

This section provides information about how to affiliate your new club.

Find all forms at <http://www.qutguild.com/clubs/start-a-club>.

### Step One: New Club Application

In order to start a new club you are required to fill out the [Expression of Interest to Affiliate form](#) (which can be found on our website) which includes:

1. The name of your proposed club or society;
2. Three unique aims and objectives of your club or society; and
3. The names of 20 interested current QUT students for non-sporting clubs, or 10 students for sporting clubs.

Send your form to the Clubs Team. Your properly completed form will be tabled at the Clubs and Societies Committee for consideration, and you will be informed of the decision via email.

### Step Two: Holding an AGM

Once your application has been approved, you will be required to hold your first Annual General Meeting (AGM). See the [Guidelines for running your AGM](#) (which can be found on our website) for more information about this important meeting.

Briefly, in this meeting you must:

1. vote on your Executive members' positions;
2. approve your new Constitution; and
3. keep minutes.

We suggest that you provide your draft Constitution to the Clubs Team before your AGM so that we can ensure that it meets our requirements before it is approved and avoid the possibility that any issues with it stall your club creation process.



The minutes of the AGM, your attendance list, a list of the elected Executives' contact details, and your approved Constitution must be submitted to the Clubs Team within two weeks of your meeting. As this is the first meeting, you will not be required to submit your books for audit. [Templates for the required documentation](#) can be found on our website and in the [Guidelines for running your AGM](#).

### Step Three: Opening a Bank Account

After Step Two, the Clubs Team will guide you through opening a bank account. You will need to nominate at least two signatories for the bank account, and they will need to make an appointment with the Clubs Team to fill out bank forms.

Once the bank account is open, the affiliation process is complete and your club is entitled to all the benefits of affiliation.



## II. OPERATING A CLUB

Clubs are expected to fulfil very basic requirements to remain affiliated, which are detailed below.

Beyond the basic things we require from you, we hope that your affiliation with QUT Guild will enable your club to be as awesome as you envisaged it to be.

You can find all the guides, forms and templates for running your club at <http://www.qutguild.com/clubs/club-resources>

### Stay in Contact

The simplest and most important duty is staying in contact with the Clubs Team. If there is any change of contact details, please let us know immediately. Pop into the Guild Office regularly and have a chat with the Clubs Team so we know about the awesome things your club is doing. (This helps us out when we're deciding the end of year awards too...)

### Duties of the Executives

All Executives have the duties which are contained in your club's constitution. All Executives are responsible for creating club events and ensuring that you club is the best that it can be. Below is a description of the more specific duties of each portfolio.

#### President

The President is responsible for coordinating the club's overall activities and administration. Your role involves being spokesperson for the club, convening and chairing meetings, and ensuring continual communication with club members and the Clubs Team.

The Clubs Team will send all official notices to the President, meaning that you must communicate with the rest of your Executive about QUT Guild correspondence or your club could miss out on great opportunities.



Lastly, the President is responsible for the efficient and smooth handover to the new Executive at the end of each year. This includes ensuring there's an Executive team to come after you so that the club can continue to operate even after you're gone.

### Vice-President

The Vice-President acts as the President in their absence, and should assist the President in their duties.

### Secretary

The Secretary is responsible for keeping and maintaining the membership list so that you can contact your members, and for insurance purposes. Your club membership list also plays an important role in determining your club's funding so it is imperative that it is up to date and current, and that it is provided to QUT Guild after each O Week.

You're also responsible for creating and circulating agendas for meetings and keeping meeting minutes. These are important club documents that you must archive so that they can be handed over to Executives in the future – that's your job.

You're also responsible for calling your AGM, keeping AGM minutes and an attendance list, and providing them to the Clubs Team. If your club wishes to amend its constitution, you will be responsible for drafting the changes, liaising with the Clubs Team to receive their approval for the amendments, and keeping an official copy of the club's constitution when it is passed.

The Secretary must also forward contact details of the new Executive to the Clubs Team after the AGM.

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### Treasurer

The Treasurer's role throughout the year is to manage the club's finances. This is an important role, as you owe a duty to your members to manage their funds correctly.

You must keep a receipt book and an asset register throughout the year, and create a profit and loss statement at the end of the year to be submitted to the Clubs Team for the annual audit. See the 'Managing Your Finances' section for more information about these requirements.

You're also responsible for being the financially savvy one – you should ensure that the club doesn't overspend, and that membership fees are being collected.

### **Operating Your Bank Account**

Setting up a bank account and maintaining current signatories is a crucial part of operating your club. The following steps give you a brief understanding of how this works. If you have questions or require assistance please contact either:

Clubs: [clubs@qutguild.com](mailto:clubs@qutguild.com)

Or the Guild Treasurer: [treasurer@qutguild.com](mailto:treasurer@qutguild.com)



### Creating a Bank Account & Changing Signatories

Your Executive will change yearly after each AGM. So that you can continue to authorise payments after the change of your Executive, you should see us as soon as possible after your AGM to get your bank signatories updated. This is done as follows:

1. Arrange a time to come into the Guild offices to fill out the bank forms. A minimum of two signatories are required, but it is recommended that a club has three signatories (in case a member of the Executive leaves unexpectedly or is away on holiday).
2. Executives who are applying to be a signatory on the account must be present upon the submission so that the ID verification process can take place.
3. The Clubs Team will authorise the form and drop it at the bank on behalf of the club.
4. The Clubs Team will notify the Executives when the changeover has occurred, and internet banking information will be issued.

If you require assistance or have questions please contact the treasurer.

### Operating Your Club Account

1. Depositing club money: Executives may physically deposit money at any Commonwealth Bank branch. Please use your club's deposit book.
2. Withdrawing club money: Only Executives who are signatories on the account may withdraw money. At least two signatories must be present.



### Closing the Account

If you find that your club has become dormant or, for instance, you do not have an Executive for the new year, you may wish to close your bank account and cease to be a club.

1. Collect an account closure form from the Guild office or request one from the Clubs Team and fill out as instructed.
2. Return the completed form to the Clubs Team.
3. The Clubs Team will authorise the form and drop it at the bank.
4. Executives who were bank signatories will be notified for the last time.

### **Managing Your Club's Finances**

It is very important that club finances are managed accurately. You owe a duty to your club to manage your finances carefully and correctly. There is a [guide for keeping financial records](#) on our website, and it has been summarised below.

Unless your club has stipulated a different financial year in your Constitution, your financial year will be from December to November.

### Cash

You will find that your club accrues cash, for instance, after students pay their membership fees during O Week. You must deposit cash as soon as possible into your bank account, which you can do by visiting any Commonwealth branch with your club's deposit book.



### Receipt Book

It is mandatory that your club keeps a receipt book. If you follow the below steps your receipt book will be sufficient.

1. We recommend that you keep your documents in a binder or notebook, or preferably, digitally in a Word document.
2. At the end of each month, print a bank statement and keep it in the front of your book.
3. Each transaction listing should have a correlating receipt/deposit entry thereafter, for the same monetary amount as the transaction.
4. For instance:
  - a. The first transaction on your bank statement is an electronic funds transfer (EFT) for \$500 to a shirt supplier. The first page in your receipt book will be the invoice which shows that you ordered 25 club shirts for \$20 each, with a total of \$500.
  - b. The second transaction on your bank statement is a cash deposit for \$100 which you made through a Commonwealth branch. The second page in your receipt book will be a statement from the Treasurer explaining that the \$100 cash was 50 memberships taken during O Week for \$2 each.
  - c. The third transaction on your bank statement is an EFT for a reimbursement to a club Executive for \$350. The third page in your receipt book will have the receipts paid for by that club Executive: a banner for \$100, stationary for \$50, and a bar tab for \$200.
5. If you find any transactions in your statement that you don't recognise, contact the Clubs Team immediately and we can liaise with the bank on your behalf.

You must have the required invoice or receipts before authorising a payment out of your club's bank account. Particularly with Executive reimbursements, it's easy to trust people when they say, "I'll get you that receipt later," but you're jeopardising your club's ability to re-affiliate if those receipts aren't provided or are lost.

You can find an example of a receipt book in our [guide for keeping financial records](#), which can be found on our website.





### Profit and Loss Statement

When you have finalised your receipt book for the financial year, you must summarise your transactions into a profit and loss statement. This will show you whether you made a profit or a loss over the course of the financial year.

A template for a [profit and loss statement](#) can be found on our website.

### Asset List

When club's money is spent on assets – such as t-shirts, banners, soft drinks etc – the club must maintain control of those assets, and the assets must only be applied for club purposes. For this reason it is important that the Treasurer keeps a list of current assets.

You can find a template of an [asset list](#) on our website.

### End of Year Audit

At each AGM your Treasurer should table the following documents, to be passed by the meeting:

1. Your completed receipt book;
2. Your profit and loss statement;
3. Your asset list.

At the end of the year, QUT Guild will request the above documents for auditing. It is a requirement that you submit these to remain affiliated. Books that are not sufficient may result in disaffiliation.

## **Guild Club Funding**

Clubs are eligible for Guild funding at the beginning of each semester. To apply for funding an executive can fill out a club funding form located on the Guild website under 'clubs', 'club resources' and 'funding'. Once applications are closed, they will be assessed at a clubs and societies committee meeting and clubs will be notified of their amount of funding. If you have any questions or problems, contact the clubs team.



## Managing Your Membership

Clubs will be required to charge a compulsory fee of minimum \$2 per member. This investment encourages a new member to promote activity within the club and encourages them to take an active role in the club. Paid members also receive coverage by insurance, whereas unpaid members may not receive any insurance coverage. It is a requirement that you send us an updated membership list after each O Week for funding and insurance purposes.

A template for your [membership list](#) is available on our website.

## Holding Club Meetings

The key to running a successful club is to hold regular club meetings. Planning events via email or Facebook might get things decided but getting together in a room generates excitement and a sense of contribution amongst your team. One of the many benefits of being a Guild affiliated club is that you are entitled to book rooms on campus with us for your meetings, and QUT Guild has meeting spaces as well.

You must keep minutes of all meetings of your club. A template for [meeting minutes](#) can be found on our website.

## End of Year Handover

### Annual General Meeting

Every year, affiliated clubs are required to hold an AGM to elect a new Executive for the following year. It is important that this process takes place in a fair, democratic and timely fashion to ensure that your club is ready to go for the new year.

Refer to the [Guidelines for running your AGM](#) (which is available on our website) on how to hold your club's AGM.

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### Keeping us in the Loop

At the end of each year, we require that you submit the following things to the Clubs Team to remain affiliated for the new year:

1. AGM minutes and attendance list;
2. current Constitution;
3. contact details of the new Executives; and
4. documents for the financial audit.

Please contact the Clubs Team immediately if any of these requirements are not met.

### **Disaffiliation**

Should your club fail to meet the requirements for an affiliated club, you could be subject to disaffiliation. The following things are the types of things that could result in your disaffiliation:

1. your membership falls below twenty members;
2. you fail to comply with your constitution, or QUT Guild's Constitution, Regulations or Policy;
3. you fail to submit necessary documents (AGM minutes and attendance list, constitution, financial statements, Executive contact list); or
4. by resolution of your club's Executive, you undergo voluntarily dissolution.

All potential disaffiliations are subject to resolution by the Clubs and Societies Committee.



### III. GUILD SERVICES

QUT Guild offers a variety of services to affiliated clubs. The following is a brief overview of the services we provide to affiliated clubs. If there's anything else we might be able to help you with – just ask!

#### Equipment Hire

The Guild can provide clubs with the following equipment for free upon request:

- Marquee (3m x3m)
- Tables
- Esky
- Outdoor Games

To talk about booking equipment, contact the Clubs Team at least seven days prior to your event.



### Barbeques on Campus

Holding a barbeque is one of the best ways to fundraise for your club events and to promote your club on campus. This is an exclusive privilege offered only to Guild affiliated clubs.

We will provide you with the barbeque and all utensils for free. You will be required to provide the consumables for your barbeque, for example:

- sausages
- bread
- onion
- sauce
- napkins
- drinks
- gloves

Please note that barbeque bookings are in high demand and places are limited. To secure your barbeque booking, please contact the Clubs Team.

Applying for a barbeque:

To apply for a barbeque time a club executive must book a time that's available at either Kelvin Grove or Gardens Point through the clubs booking system found at:

SKEDDA URL

### Photography

The Guild provides free photography and videography services for club events. Photos taken at the event are uploaded on the Guild Facebook page, <https://www.facebook.com/qutguild>. All requests

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for photographers must be sent to the campus culture team and approved before the photographer will be covered. Clubs that circumvent this official approval process will be liable for any costs. Notice must also be given at least one week prior to the event if a photographer is required.

### Advertising

The Guild can provide many different avenues for clubs to promote your events or presence on campus.

#### Universe Magazine

The introduction of the new and improved Universe student magazine in 2017 has brought clubs the opportunity to promote themselves to all QUT students both in print and online. However, space is limited so any requests will need to be made at least four weeks in advance. Please note that not all articles/advertising submitted will be able to be accommodated.

#### Website – [www.qutguild.com](http://www.qutguild.com)

Every club has the opportunity to create a unique page on QUT Guild's website which you can edit. One of your club Executives can make an account with the Guild website to edit the club's page, or send an email to the Clubs Team to edit your page.

#### QG Universe Social Media

The QG Universe social media platforms (Facebook, Instagram and Snapchat) are an effective way for clubs to communicate with students. The page can post about the events you have coming up provided that we are given enough notice.

#### Noticeboards

The Guild provides affiliated clubs with the opportunity to put their event posters on our noticeboards. All posters must include the Guild logo and will need to be approved prior to printing. This service is subject to availability at the time.

In addition, there are many public noticeboards available around the campus where anyone can post without approval. Any inappropriate materials, however, may be removed by QUT security.

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### Banner Printing

The QUT Guild Marketing Department is able to print banners and posters in A2, A1 or A0 sizes. These are great for promoting your clubs during O-Week and Welcome Week. Contact [marketing@qutguild.com](mailto:marketing@qutguild.com) for the latest prices and deals.

### University Space

The Guild recognises that space is needed exclusively for clubs to hold their meetings, events or activities. Although you cannot contact QUT Facilities directly and make a room booking, we are able to make room bookings on your behalf. Just let the Clubs Team know what your preferred room is, and we'll do our best to get it for you. Please note that the University requires a minimum of two business days' notice to make a booking.

Alternatively, a club may gain access to the Clubs & Societies Resources Room in X224, Gardens Point where storage space, meeting space, computer and printing services are available.

If you require the club board room located at Gardens Point contact the clubs team to make a booking.

### Bar Bookings & Bar Tab Matching

The Kelvin Grove bar, the Grove, was renovated and opened in Semester 1 2015. In early 2013 the Gardens Point bar, the Botanic Bar, opened in the new Science and Engineering Precinct. Contact us to make a booking at either of our great bars.

When a club holds an event at either of the bars, there is a special dollar-for-dollar bar tab, up to the total value of \$500, available each semester. So, if a club places \$250 of their own money on a bar tab, the Guild will match an extra \$250. This can be split twice, into \$150, and \$100 so that it's not all wasted on the one event. If you use less than the amount, unfortunately you cannot regain that at a later date. E.g. if you use \$75 one time, and \$130 another time, you will not be able to use the \$45 left over. To take advantage of this offer, or to host an event at either Bar, please contact the bar manager at least one week prior to your event.

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### Insurance

Affiliated clubs may be covered by QUT or Guild insurance in certain circumstances. You may also obtain a Certificate of Public Liability from the Clubs Team if you require it to book a venue.

To discuss your insurance coverage with us, please contact the Clubs Team.

[If there's any other way in which the Clubs Team can assist your club, please do not hesitate to contact us.](#)