

Guide to starting a UC Life! Club or Society



If you have browsed through the list of clubs and societies on the UC Life! website and haven't found one that meets your interests; why not start your own?

This document outlines everything you need to do in order to start a social or cultural club or society at the University of Canberra.

If you are looking to start an Academic Club, contact academicclubs@canberra.edu and for Sporting Clubs, contact sportatuc@canberra.edu.au

The first step is to ensure that your club or society meets the criteria set by UC Life! The club/society must:

- Be unique to the University of Canberra (UC)
- Be open to all UC students
- Have at least 10 current UC students interested in joining
- Have at least 4 individuals interested in being on the Executive Committee in the roles of President, Vice President, Secretary and Treasurer
- Charge a membership fee
- Be designed to engage with UC students
- Have a least 20% of their members enrolled as current UC Students to be eligible for funding.

Please note that all new clubs will be put on a 6-month trial before being given access to regular affiliation funding. Clubs may be eligible for a startup fund in their first 6 months with a max of \$500.00.

Please follow these 5 easy steps to start up your own UC club or society:

1. INTERESTED MEMBERS

Requirements

- The first step in establishing a new club or society is to find other motivated and interested people to join or help run the club. You must provide UC Life! with a list of the names, student IDs and contact details (phone number and email) of a minimum of **ten UC students** who are interested in joining the club.
- Your list should also include a list of **four individuals** interested in being on the Executive Committee in the roles of President, Vice President, Secretary and Treasurer.
- Before the Inaugural General Meeting (IGM) **you cannot take any membership fees**, you can only take details (name, email, student ID, phone number) of people who are interested in joining your club. Then you can invite them to attend your IGM and ask them to become paying members following your IGM.
- Membership of all UC Life! affiliated clubs and societies **must be open to all UC students**. Any club that hinders or prevents students from joining or attending events may be disaffiliated.

How to gain interested members:

New clubs and societies should actively promote themselves with the aim of gaining as much exposure as possible across the UC community. There are several ways that this can be achieved including:

- Posters on the concourse/refectory – Use poster boards only
- Speaking at lectures and tutorials related to the club
- Creation of a public Facebook page
- Word of mouth
- Market Day Stall
 - Clubs that are in the process of starting up may hire (free of charge) a stall for Market Days. Market Days are held every Wednesday during semester. If you wish to host a Market Day Stall you must submit your business plan first (Step 2) first to uclifeclubs@canberra.edu.au and ask about hosting a Market Day Stall to increase your interested members.
- Ask UC Life! to advertise the club on their Facebook page

2. BUSINESS PLAN

The next step is to complete a business plan outlining the operations of the club and submit it to UC Life!. The business plan must include the following information:

- 1. Aims and Objectives**
 - a) What are the big picture items that the club would like to achieve? (Please list)
- 2. What?**
 - a) Expand on each aim/objective detailing steps to be taken to achieve them
- 3. When? – When will things happen within the club?**
 - a) How often will meetings take place?
 - b) Date/frequency and type of events
 - c) Other special activities to take place
- 4. How? – How will you plan to execute the running of your club?**
 - a) Structure of committee
 - a. Executive must be President, Vice President, Secretary and Treasurer
 - b. Committee members e.g. what other roles will your club have? E.g. Events Coordinator, Marketing Coordinator, General Committee Members etc.
 - b) Other special committees, i.e. for particular events/projects undertaken by the club e.g. Communications Ball Committee
 - c) Funding:
 - a. How will funds be raised to support the club and its endeavors?
 - b. Membership fee – what price will members be charged to join the club? (minimum \$1)
 - c. What funding will be received from other sources not including UC Life!. i.e. sponsorship, fundraising
- 5. Why? – What is the purpose of the club/society?**
 - a) Why is the club going to exist?
 - b) Who will it service?
 - c) What existing need will the club's creation address at UC?
 - d) Advantages of having such a club/society on campus, i.e. links to University/faculty's aims/objectives or other identified needs

Once completed, the business plan, the list of interested members (including student IDs, phone number and email) and list of 4 potential executive committee members can be sent to UC Life!

(uclifeclubs@canberra.edu.au).

If approved, UC Life! will provide the constitution template for the club to complete.



3. CONSTITUTION

A constitution is a formal document which governs the rules by which your club must operate. It provides details regarding the Executive Committee, the number of members needed to form a quorum, election procedures, and the purpose and structure of the club. All new clubs must use the constitution template provided by UC Life!.

If the club has any issues with the template provided, the club may arrange a meeting with UC Life! to discuss. The club may create their own additional club policies; however, the proposed policies must be approved by UC Life! before being adopted by the club.

Once the constitution template is complete, it must be sent back to the Campus Life Coordinator for approval (and editing if necessary).

You will be notified as to whether the document is satisfactory or whether there are changes that need to be made prior to it being adopted at the IGM.

4. INAUGURAL GENERAL MEETING (IGM)

The IGM is the first official meeting for all club members. At this meeting, the constitution is adopted, office bearers are elected, and ideas are put forth and discussed for future activities. At this meeting, minutes must be taken, and all new members must pay a membership fee and have their details recorded (including name and student ID number). Below is an outline that should be followed at your IGM:

Prior to the meeting

- Ensure UC Life! is aware of your upcoming IGM, including details such as time, date and location. Notice must be given at least 7 days prior to the meeting.**

DO NOT HAVE YOUR IGM WITHOUT THE PRIOR APPROVAL OF UC LIFE!

- Book a room for your meeting
 - o timetable@canberra.edu.au for tutorial rooms
 - o <http://canberra.libcal.com/booking/rooms> for Library rooms and study spaces above the refectory
 - o conferencecentre@canberra.edu.au for Seminar Rooms in building 24 (clubs are allocated one booking free of charge per year)
- Ensure as many potential club members as possible are invited to the IGM (e.g. you might promote the IGM on your Facebook page)
- Ensure all potential nominees are aware of committee positions available and how to nominate themselves/others
- Read and complete the constitution template provided by UC Life! and have it approved prior to your meeting

At the Meeting – See below for minute’s template

- Appoint someone to record the minutes at the meeting (elected Secretary will record minutes at all future meetings)
- Introduction:** welcome all those present and outline the reasons for having the meeting. Discuss the reasons for starting the club and open the floor to any questions regarding the start up of the club
- Motion to Start the Club:** Put forward a motion to start the club
- Constitution:** Put forward a motion that the constitution be accepted. Once the motion is passed, the constitution becomes the rules by which the club is governed from that point onwards
- Membership Fee:** Decide club membership fee
- Election of Committee Roles:** Executive Committee should be made up of the following four positions: President, Vice President, Secretary and Treasurer. The club may appoint as many additional Committee Members as necessary to ensure the efficient operation of the club. Nominees for each position must be voted upon, with the nominee who receives the highest number of votes being elected into that position

- Open Club Bank Account:** Discuss and record in the minutes the appropriate information for opening a club bank account. (See Step 5 and refer IGM Minutes Template further down in this document)
- Contact UC Life!** Nominate person to submit the IGM minutes to UC Life! (uclifeclubs@canberra.edu.au) within 7 days of the meeting.
- At the conclusion of voting, the newly elected club Treasurer shall collect membership fees from all present, hence making them official members of the club. Make sure to obtain a receipt book and issue a receipt for each payment. Also, ensure that you record full contact details and student numbers (if applicable) for all members.

After the Meeting

- Submit IGM minutes to UC Life!
- Go through the UC Life! Manage Your Clubs webpage and familiarise yourself with the information available
- Open your club bank account with the Commonwealth Bank at UC (following the instructions on this document)
- Deposit your membership money into your new club bank account
- Set a date for the next club meeting and decide how often committee meetings will be held (at least monthly is recommended).

Example of IGM Minutes:

Inaugural General Meeting of the **INSERT CLUB NAME**

Club Name:

Meeting Date:

Meeting Location:

Meeting Start Time:

Attendees:

Apologies (those unable to attend):

Welcome

INSERT NAME welcomed everyone that was present and **OUTLINED REASONS** for starting the club. **INSERT NAME** also provided the opportunity for those present to ask questions and make any comments. **RECORD QUESTIONS ASKED AND COMMENTS MADE.**

Motion to Start the Club

INSERT NAME put forward a motion to the start the club. Motion was accepted by all present.

Constitution

Motion was put forward to adopt the UC Life! Club/Society Constitution as the official governing document of the club, containing the rules and regulations by which the club is bound. The motion was accepted by all present.

Membership Fee

Membership fee was decided to be \$**_**.

Election of Committee Roles

Nominees:

- President – **INSERT NAME/S**
- Vice President – **INSERT NAME/S**
- Treasurer – **INSERT NAME/S**
- Secretary – **INSERT NAME/S**
- **ANY ADDITIONAL COMMITTEE MEMBER POSITIONS**

Elected

- President - **INSERT NAME**
- Vice President - **INSERT NAME**
- Treasurer - **INSERT NAME**
- Secretary - **INSERT NAME**
- **ANY ADDITIONAL COMMITTEE MEMBER POSITIONS**

Open Club Bank Account

- There is to be at least three signatories listed on the account (President, Vice President & Treasurer) in addition to UCU staff
- Two signatories must sign off on any transactions.

- Bank signatories are: **NAME, DATE OF BIRTH, MOBILE NUMBER** (President), **NAME, DATE OF BIRTH, MOBILE NUMBER** (Vice-President) & **NAME, DATE OF BIRTH, MOBILE NUMBER** (Treasurer)
- Signatories to have NetBank access are: **NAME (POSITION), NAME (POSITION) & NAME (POSITION)**
- All new signatories will go to the bank together to open the bank and become signatories on the account.

Contact UC Life!

- **INSERT NAME** (usually the newly elected secretary) will email UC Life! (uclifeclubs@canberra.edu.au) a copy of the IGM minutes within 7 days of the meeting

INSERT ANY OTHER AREAS OF DISCUSSION e.g. Events, frequency of committee meetings etc.

Meeting closed.

Meeting end time:

Next meeting scheduled for:

President's Signature

Vice President's Signature

Treasurer's Signature

5. OPEN A CLUB BANK ACCOUNT

Step 1: At the IGM, the following things need to be discussed and recorded in the minutes:

- State there must be a minimum of three signatories on the club bank account at all times
- State that a minimum of two signatories are required to sign off on any transactions
- Confirm the details (name, position, date of birth, phone number) of who the bank signatories on the club account will be (must be President, Vice President and Treasurer)
- State who out of the signatories will have NetBank access and their position on the committee
- The new signatories will take a copy of the signed IGM minutes and club constitution to the UC Life! office then the UC Commonwealth Bank branch. Record that this is happening in your meeting minutes
- The minutes must then be printed and be hand signed by all three signatories (President, Vice President and Treasurer)

Step 2: Email a copy of your meeting minutes to uclifeclubs@canberra.edu.au within 7 days of the meeting to receive confirmation that the minutes have been recorded correctly. Also provide an estimated time of when all signatories can go to the UC Life! office and the Commonwealth Bank together so that UC Life! can have the required form ready for you to pick up.

Step 3: Once you receive confirmation from UC Life! that your minutes are correct, go to UC Life! office to collect the 'Bank Account Change of Signatories' sheet, meeting minutes signed by UC Life and copy of your club's constitution from your club's mailbox. You do not need to complete anything on these forms.

Step 4: Go to the UC Commonwealth Bank branch with the following:

- All new committee members who are bank signatories
- Photo identification (drivers license/proof of age card/passport) for each person
- Documents collected from UC Life! (Co-signed meeting minutes, bank signatory form, club constitution)

For more information:

UC Life! Campus Life Coordinator

Meeting Requests:

Phone: 0458 709 183

Email: uclifeclubs@canberra.edu.au

