



**CLUBS &  
SOCIETIES  
HANDBOOK  
2020**

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## Welcome

Welcome to the MONSU Peninsula Clubs & Societies Handbook! This is intended as a guide to help and guide you through your year ahead as a club official. If you want to know how to write minutes, conduct your AGM or book a room this is the essential document for you.

Please read the handbook prior to the start of the semester. Knowing the procedures and rules that you need to abide by as a club official will make your year a lot easier and more enjoyable. It also helps the MONSU staff. The Club Resources section on the MONSU website has templates and other important information so make sure you check it out.

Enjoy your year, have fun, do amazing things, and come together at the end of year for the MONSU Appreciation Evening where all your hard work gets celebrated and rewarded – a night to remember!

Clubs are at the very heart of life at Monash and you have a very important role in keeping that heart beating.

***If you do have questions and concerns:***

**Visit** – Ground Floor, Building U

**Call** – (03) 9904 4217

**E-mail** – [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au)

**Website** – <https://monsupeninsula.org.au/club-resources/>

## About MONSU Peninsula

The Monash University Student Union (MONSU) Peninsula aims to enhance the university experience of students through a variety of regular events, services & support programs. Student Council consists of elected student representatives who represent all Peninsula campus students on the important issues that affect all university students.

MONSU Peninsula is a separate organisation to the University enabling us to represent Peninsula students without bias. We are fully funded by the Student Services and Amenities Fee (SSAF) that all students pay on a yearly basis. We are also a NFP incorporated association registered with the ACNC. We hold an AGM every year to report on our financials and conduct yearly elections to appoint our Student Council.

MONSU Peninsula provides [free food & activities](#) during various themed weeks throughout the semester such as Orientation Week, Student Survival Week, Stress Less Week and Diversity Week, as well as our weekly BBQs – MONSU Mondays.

MONSU also provides [Student Welfare](#) programs like Breakfast Club, Tucker Trolley, Placement Relief Fund, Food Bank and [Student Rights & Support](#). Student Rights & Support is a free, confidential service provided by MONSU for all undergraduate students who need advice, referral, advocacy or a friendly chat about their experience at Monash.

The [MONSU Service Desk](#) offers a variety of services for students including lost property, ticket sales, merchandise sales and postage.

You can also get involved with [volunteering](#) at our events. Volunteering is a great way for students to get involved in the Peninsula Campus community and make a positive contribution. Volunteers are rewarded for their time and also gain valuable skills that can be added to your resume.

MONSU Peninsula endeavours to make the year fun and exciting, primarily based on what you, the students, would like to see and participate in. So if you have any ideas or suggestions, please feel free to come in and say hi to any of the Student Representatives or contact us via:

E-mail: [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au)

Facebook: <https://www.facebook.com/monsupen>

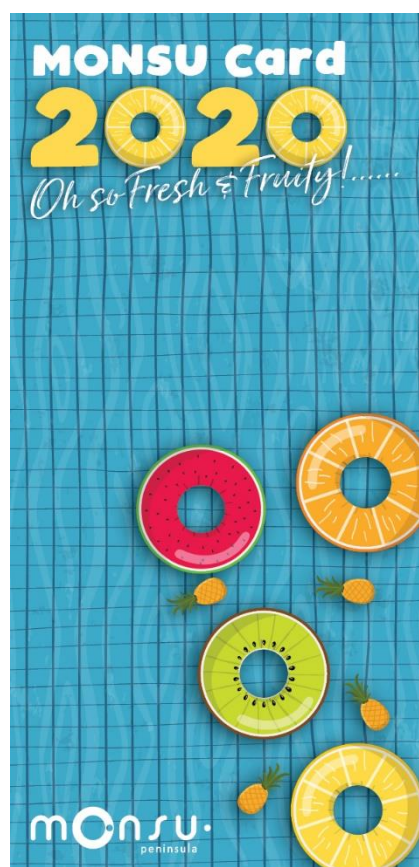
Instagram: <https://www.instagram.com/monsupeninsula/>

Snapchat: <https://www.snapchat.com/monsupeninsula>

## MONSU Card & Club Memberships

All undergraduate students of Monash Peninsula are automatically members of MONSU Peninsula and are entitled to attend all of our events and access all of our services. MONSU is continuing with its additional membership program called the MONSU Card in 2020.

One of the perks of signing up for the MONSU Card is discounted club membership. Every MONSU Card member is entitled to a \$5 discount for all special interest clubs and for one non special interest club of their choice. MONSU will reimburse the club the amount so the club is not out of pocket.



Anyone can sign up as a member of your club: current Monash students, past Monash students and even faculty staff. However, only current Monash Peninsula students are eligible for a club executive position or to vote at the AGM. All club executives MUST be a paid member of their club – no membership, no position.

The best time to sign up new members is during the first few weeks of semester. All club memberships must be processed through MONSU – either via the MONSU stall during Orientation, the MONSU Service Desk during semester or via the MONSU website. During Orientation, clubs do not need to process any payments as it will all be done through the central MONSU stall.

We will be selling all club related items through the MONSU website. Payments can be made via PayPal.

## Key Dates for 2020

### Semester 1

Tuesday 18/02:	Clubs Training
Week 0 (24/02 - 28/02):	Monash O Week
Tuesday 25/02:	Wominjeka - Official Campus Welcome
Week 1 (02/03 - 06/03):	MONSU Welcome Fest + Twilight Festival
Week 4 (23/03 - 27/03):	Student Survival Week #1
Week 8 (27/04 - 01/05):	One World Week
Week 12 (25/05 - 29/05):	Stress Less Week #1

### Semester 2

Week 1 (27/07 - 31/07):	MONSU ReOrientation Week
Week 5 (24/08 - 28/08):	Student Survival Week #2
Week 8 (14/09 - 18/09):	Diversity & Inclusion Week
Friday 16/10:	MONSU Appreciation Evening
Week 12 (19/10 - 23/10):	Stress Less Week #2

## Club Resources

All clubs and societies have access to a range of different resources within MONSU Peninsula.

### MONSU Staff Support

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

### MONSU Peninsula Service Desk

Offers the following services to clubs:

- Printing | Photocopying | Laminating | Binding | Postage

Each club is entitled to a printing budget of \$25 per semester for posters and finance paperwork.

- Ticket & Merchandise Sales

Service Desk staff can sell tickets and merchandise on behalf of clubs.

### MONSU Clubs Room & Club Lockers

All clubs have access to the Clubs Room in Building U. It is a great space to hold meetings or small events. There are tables and chairs for approximately 35 people with access to AV equipment as well. All clubs also have lockers in the Clubs Room. These lockers are labelled and can be accessed with a special code. Please see the Service Desk to reset your codes or for the master key.

### Free On Campus Venue Hire

One of the benefits of being a Club is access to MONSU Peninsula and Monash University facilities. And the best part is these venues are usually free! Please refer to “Venue Hire” in the Events section for more information.

### Free Equipment Hire

All clubs are able to borrow MONSU Peninsula equipment subject to availability. Please refer to “Equipment Hire” in the Events Section for more information.

## Club Executive Roles and Responsibilities

Taking on the responsibility of a leadership position within your club/society is very rewarding as it enables you to learn many new skills. It does also come with some challenges so be mindful of your limitations. In order to succeed, club executives need to work together and be accountable to the members of their club. Your general responsibilities include:

- Organising regular activities and events for club members
- Recruiting new members at the start of every year
- Responsibly managing the spending of club finances
- Maintaining regular communication and promoting all events to club members

The minimum requirements for a club executive committee are President, Treasurer and Secretary. In addition to these, you can develop more specific positions to help share the workload e.g. Marketing Officer or Events Officer. There should be an odd number of club executives to avoid quorum or voting issues during meetings. You can only hold one club executive position in the same club executive at a time.

### **President**

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

#### **Responsibilities of the President:**

- Manage and chair committee meetings
- Oversee and coordinate the activities and administration of the club
- Plan and coordinate the years activities, following consultation with other committee members
- Ensure the committee perform set duties
- Ensure that all tasks necessary for running the club are performed or delegated
- Have a good working knowledge of the clubs' constitution (if applicable), Rules of Affiliation, and the duties of all office bearers and sub-committees
- 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



### Chairperson

For a meeting to be conducted in an effective and efficient manner, a chairperson must always be appointed. This person is generally the most senior position on the committee, i.e. the President, but this isn't always the case. In most cases, however, it is best to appoint someone who has a great deal of experience. The responsibilities of the chairperson are:

- To start the meeting at the specified time, unless quorum (50% +1) has not been reached.
- To put forward a motion that the minutes of the previous meeting(s) be approved and if approved, to sign them as chairperson.
- Announce agenda items and other business in turn.
- In debate or discussion, to maintain an impartial presence, ensure relevance of points being made, confine speakers to time limits if required and to preserve order at the meeting.
- To decide on the wording of motions.
- To announce method of voting, i.e. a secret ballot and to announce the results of all votes.
- To make a casting vote if required.
- To explain matters to those in doubt.
- To announce the time, date and location of the next meeting.
- To close the meeting.

### Vice President

- Act as deputy chairperson at all meetings and chair meetings when the President is unavailable
- Ensure that the club completes a Clubs Event Form before holding an event
- Fulfill other duties as the committee may delegate
- Assist the President with all of their responsibilities as outlined in the previous section
- The Vice President must have a thorough understanding of the club's constitution (if applicable), the Rules of Affiliation and any other legal obligations.

## 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:

- Be the primary signatory on all finance forms submitted to MONSU. The only exception is when you are claiming a reimbursement for yourself.
- Liaise with the Secretary to ensure that expenses have been approved at club meetings through a proper motion number
- Ensure that club payment forms and invoices/receipts are submitted in a timely fashion
- Prepare and present on a regular basis financial statement to the committee at meetings
- Immediately deposit all monies received into the clubs MONSU account.
- Ensure that accurate accounts and records exist regarding all of the organisation's financial transactions, including up-to-date records of all income and expenditure – see MONSU Finance regularly for updates
- Coordinate and be primarily responsible for the preparation of budgets for individual events.
- 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.
- Ensure that the club does not keep monies in an external bank account
- The Treasurer must have a thorough understanding of the club's constitution (if applicable), the Rules of Affiliation and any other legal obligations.

## **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**

The Secretary is a vital part of all meetings and is responsible for administration. This includes:

- Agendas and minutes for meetings
- Book meeting room(s)
- Giving ALL committee members due notice before meetings, confirming details such as time, date, place 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 (if applicable), the Rules of Affiliation and any other legal obligations.

# Annual Requirements for Clubs

## Clubs Training

All Club Executives are required to attend training as it will help prepare you for the year ahead. At training, the requirements of your respective positions will be explained and you will be given information about how to meet these requirements and you will also be provided with the resources to assist you.

## Online Training

1. LiLO ([www.monash.edu/students/leadership/leap](http://www.monash.edu/students/leadership/leap))
  - a. Committees 101
  - b. High-Performing Teams
  
2. Free Food Safety Course by Department of Health and Human Services (<http://dofoodsafely.health.vic.gov.au/>)

## On Campus Training

Please add Tuesday 18th February 2020 to your calendars for our Clubs Training Day. The session will run from 10:00am until 2:00pm in the MONSU Clubs Area in Building U. Lunch and other refreshments will be provided. The main aims of the session are for you all to mingle and get to know each other, find out how to successfully run your clubs and hopefully learn a few tips and tricks to get you through the year!

## Off Campus Event Training

If your club is holding an off-campus event, you will need to attend the Incident Control Management Scenario training run by TeamMONASH. It is recommended that at least 4 members of each committee attend the training PRIOR to your club holding their off-campus event. You can book into a session via their [online booking system](#).

## **Annual General Meetings (AGMs)**

At the end of every financial year (July 1 to June 30) all clubs must hold an Annual General Meeting. This is not just a great learning experience – for the Incorporated Clubs, it's a LEGAL REQUIREMENT. All Incorporated Clubs are Incorporated Associations and amongst other legal requirements, it is necessary to hold an AGM each year where the President, Secretary and Treasurer report on the year's activities, membership and financial situation.

### **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. Once nominations close, the members present 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 MONSU 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 the Student Union building and notice boards, the club newsletter, e-mailing list, and any other methods and include the time, date and location of the AGM.
- An agenda should be available to all potential attendees prior to the AGM.

### **At the AGM**

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

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

A copy of the MONSU Peninsula 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.

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.

# Communication

## **E-mails**

MONSU will regularly send out club information to the e-mail addresses listed in the contact details section of the affiliation kits and AGM packs. Please make sure that your committee details are up to date and let MONSU know if anything changes.

Each Club is provided with an official @monsupeninsula.org.au e-mail address which is a shared Monash mailbox. The e-mail address is linked to the President's student e-mail address. This e-mail will be the one displayed on the MONSU website for public enquiries.

## **Facebook**

Please join the MONSU Clubs & Societies Facebook group - <https://www.facebook.com/groups/2157801334492426>

## **Pigeonholes**

Each Club is provided with a Club Pigeonhole. This is like a letter box where your mail will be delivered and where the MONSU Team can leave documents or items for you to pick up.

The Peninsula pigeonholes are located on the ground floor of Building U, in the Student Council area next to the MONSU Service Desk.

Check at least once per week, as they may be important documents for you to collect.

## **Clubs Council Meetings**

Clubs Council meetings are a great opportunity to get feedback from the clubs about how they are going and work out how MONSU Peninsula can improve its systems and procedures to better support and develop them. Each meeting will be catered for to encourage student participation and as a form of reward and recognition. There can be up to 2 meetings a semester. Each club must send a few representatives to this meeting.

## Marketing & Branding

Great marketing is essential for the success of your club activities and events. You might have the greatest event planned but if your members do not know about it, then it all goes to waste. If your club is visible and active, your members will be more engaged and interested in what you do and what you have to say.

### Marketing

Some great marketing tools include:

- Club Stalls during Orientation/Themed Weeks
- E-mail to past members inviting them to sign up again
- Regular E-mail Newsletter to current members during semester
- Social Media account(s) to keep in touch with members
- Posters on Building U Noticeboards (get posters stamped at MONSU Desk)
- Posters on Faculty Noticeboards (check with Faculty admin first)
- Word of Mouth / Lecture Bashing

### Materials

All clubs now have their own branded banners and tablecloths which are stored in the Clubs Room. Please use these materials during club events.

### Branding

Every poster should have two logos – your club logo & the MONSU logo.

By including the MONSU Peninsula logo on all publications, such as posters, your club is acknowledging the support of MONSU Peninsula and identifying itself as a registered club of the Student Union. The logo is available in different colours online via the MONSU Peninsula website. If you need it in a different format, please speak with the MONSU Team.





## Event Planning

Events are an integral part of all MONSU Peninsula clubs and societies. Please read the information below to ensure that you provide your members with memorable and successful events.

### Clubs Event Form

All on campus and off campus events need to be reviewed by MONSU Peninsula before being advertised to club members. Please fill out the [Clubs Event Form](#) via the MONSU Website. There may be requirements or regulations that need to be addressed by MONSU Peninsula before your event can proceed.

### Off Campus Events

From 1 December 2016, Team MONASH, as a directorate within the Campus Community Division, has the University's organisational oversight of ensuring that all approved off campus non-academic representative activities undertaken by the University student community 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 the University. This includes but is not limited to sports teams, student clubs and societies events, and faculty camps.

Effective from February 1st 2017 all groups organising off campus non-academic activities need to notify the University of these activities via the following online form: [Online event notification form](#).

### When to Hold your Event

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

- Do not clash with another activity on the same day, especially if it is an on-campus event. Check the MONSU Peninsula events calendar via the website.
- Consider combining with MONSU event / themed week - If you want to hold an event that will link in with any of MONSU's regular events or themed weeks, please chat with the MONSU team as we are always keen to work together.
- Remember to take into consideration the academic cycle / placement schedule.

## Venue Hire – On Campus

### ***MONSU Peninsula Spaces to Book***

Areas that you can book include:

1. MONSU Peninsula Student Lounge (with mounted projector and screen)
2. MONSU Peninsula Meeting Room
3. MONSU Peninsula Clubs Room
4. MONSU Peninsula BBQ Area (near the Hockey Pitch)

All bookings need to be made at least 7 days in advance via email to [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au). The email should clearly state the:

- Time period (example: 4pm-5pm)
- Expected number of attendees
- What the room/area will be used for
- Whether food or drinks will be served
- Name and phone number of a contact person

### ***Monash University Venues to Book***

Tutorial rooms, lecture theatres and the BBQ area near the Library may be used for free when booked for club use. Clubs may book Monash spaces by contacting Monash University Venues through their website.

Please await booking confirmation prior to advertising your members of the location of the meeting/event.

Please make sure that you leave the room/area clean, neat and with the same furniture configuration as when you arrived. Any costs associated with damage to the room will be charged to the club.

### ***Is there an 'after hours' charge?***

Don't worry, there are no additional costs involved with booking MONSU Peninsula / Monash University spaces after hours.

### ***What about security?***

When you make your booking with the Service Desk, they will contact security with the details of your meeting/event to arrange for opening/closing up of the indoor venues.

### Venue Hire – Off Campus

When hiring an off campus venue, it is important to get all the details in writing. Most venues will require you to sign a booking agreement or to pay a deposit. Please get one of the MONSU Team to read through the agreement before signing anything. A written agreement is a document that details all the terms you have negotiated and is signed by both parties. Any document that details and agreement between two organisations and is signed by both parties is legally binding.

### Equipment Hire

Please send all equipment hire requests via email to [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au) at least 7 days in advance for the following:

- Trestle tables/plastic chairs
- Marquees
- Audio-visual equipment including projector
- BBQ Utensils/Platters
- Popcorn machine
- Inflatable movie screen (request will be forwarded to campus management)

### Alcohol & Food Handling

Clubs are not allowed to sell alcohol during their events on campus. You can provide limited amounts to your members during an on campus event with the following conditions:

- Alcohol service must be limited to a specific cordoned off area – students are not allowed to walk off with open cans
- Drinks must be opened for attendees by an RSA qualified club executive

If your activity involves the preparation and service of food, you are required to follow Food Safety regulations. Poor food handling = food poisoning. Club executives should either have their FSH qualifications or the Free Food Safety Course by Department of Health and Human Services - <http://dofoodsafely.health.vic.gov.au/>.

### Ticket Sales

Tickets can be sold online or from the MONSU Service Desk. Please provide the following details:

- Event Name & Description
- Date, Time & Location
- Maximum Number of Attendees
- Price – Members vs Non Members
- Poster
- Ticket Sales Start & End Dates

## Finance Procedures

### **MONSU Account**

Every club affiliated with MONSU Peninsula is required to operate a bank account through the MONSU financial system. Clubs are NOT allowed to operate their own bank accounts and should avoid purchasing goods with cash without proper receipts.

### **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. Please refer to the Accounts List and Club Codes List, which can be obtained from the MONSU Peninsula Clubs website or from the back of this handbook.

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

Income (or) Expense Code - Club Code

For example, if the Coffee Lovers Society wanted to purchase some coffee beans for an event, you would fill in a Club Payment form with the code:

6-2020 (expense code for catering) – C9111 (Club Code)

### Depositing Funds at MONSU

All income received by the club should be deposited at the MONSU Service Desk. Please deposit any money as soon as possible for security reasons. When depositing funds tell the MONSU Team which club the money is for and the type of income i.e. membership fees, function income, trip income, sponsorship etc.

NOTE: All cheques received by your club (for example, sponsorship income); need to be addressed to "MONSU Peninsula Inc." – not to your club's name. The money will be credited to your account.

### Withdrawal of Club Funds from the MONSU Account

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

1. Payment for Invoice/Supplier via EFT or cheque
2. Reimbursement for Club Member (over \$50) for club expenses that they have incurred via EFT or cheque
3. Reimbursement for Club Member (under \$50) for club expenses that they have incurred via Petty Cash

Payments via EFT or cheque are processed on a weekly basis, during semester and throughout semester breaks. A Club Payment Form needs to be submitted by 12noon on Wednesdays.

### Reimbursements

Sometimes it is more convenient for club members to purchase small items for the club and be reimbursed afterwards. When you take out money out of your own pocket on behalf of the club you can get your money reimbursed.

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

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

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

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

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

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

### How to Pay an Invoice / Reimburse Club Member

Please use the following procedure:

1. If it has not already been done, at a committee meeting raise a motion indicating the expense incurred and have a motion passed that payment be made from the clubs' account.
2. Fill in a CLUB PAYMENT form, sign it and get another club signatory to sign.
3. Attach the copy of the meeting minutes and the original invoice and submit everything to the MONSU Desk to approve.
4. When satisfied, the Admin & Events Coordinator will sign the forms and pass it to MONSU Finance.

NOTE: All invoices for your club expenditure (for example, venue hire, merchandise); need to be addressed to "MONSU Peninsula Inc." – not to your club's name. The money will be debited from your account.

### Sponsorship Income

Club income mostly comes from membership fees. Sometimes clubs can obtain sponsorship income in the form of a discount to members or merchandise, however sometimes companies part with some of their money.

If you require an invoice on behalf of your club, please see MONSU Finance.

Always review sponsorship agreements to make sure they are financially sound and will not cause the club financial loss if the agreement is broken. Please consult the MONSU Team prior to signing any documents as they may be legally binding. Use the following procedure:

### Cash Floats

If the club is holding a function where money is being collected at the door or tickets need to be sold in advance, a float will be required to provide change to customers. 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 and give to the MONSU Service Desk 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 following day.

## **Financial Statements**

Financial statements will be printed off regularly and placed in the pigeonholes. If you need one in between these times, you can request for a financial statement to be printed or e-mailed to you. Please allow 1-2 working days.

## **Australian Business Number (ABN)**

Every Incorporated Club can apply to have their own ABN. This is an 11-digit number, which identifies each club for tax purposes. When dealing with suppliers and sponsors, clubs will often be required to quote their ABN so you should have this number available.

## **Finance Codes for Clubs & Societies**

<b>INCOME CODES</b>	
4-2140	Event Income
4-2165	Fundraising Income
4-2282	Membership Income
4-2330	Sponsorship Income
4-2340	Merchandise Income

<b>EXPENSE CODES</b>	
6-2010	Advertising & Promotion / Branding (Showbags etc.)
6-2020	Catering Expenses
6-2030	Merchandise Expenses
6-2040	Prizes & Rewards
6-2050	Fundraising Expenses
6-2060	Professional Membership
6-2070	CAV Annual Fee
6-2080	Function / Event Expenses including: Decorations, Performers & Entertainment, Security, Venue Hire, Printing, Equipment Hire, Stationery related to function

<b>CLUB CODES</b>	
C9400	HPE Social Club
C9410	Campus Christian Movement
C9620	Monash University Nursing & Midwifery Club (MUNC)
C9630	Monash Entrepreneurs Society (MES)
C9640	Peninsula Business Student Society (PBSS)
C9643	Monash University Paramedic Society (PARASOC)
C9646	Monash University Physiotherapy Society (MUPS)
C9650	Monash Green Thumbs Club
C9655	Peninsula Society of Music
C9663	Society of Occupational Therapy (SOOT)
C9670	HongKostralia

## **Club Meetings**

Any successful club should hold meetings on a regular or semi-regular basis. This provides an opportunity for committee members to touch base with one another and focus on which direction they are taking the club in. It also demonstrates that you are an active and serious club.

### **Preparing For a Meeting**

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.
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 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



- 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.

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

### **The Format for Recording a Motion to Reimburse**

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

### **The Process for Approving and Recording A Reimbursement:**

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

*MOTION 2. 1/08: That Elise Redmond is reimbursed \$194.94, for the following expenses:*

- *\$11.90 for stationary*
- *\$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 by executive committee meetings without delay.

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

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

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

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

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

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

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

*Peter, Max and Lilly agreed with Sarah.*

*The discussion resulted in the following motion being put forward.*

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

*Moved: S. Trinh*

*Seconded: P. Rogers*

*CARRIED*

For further information, please refer to the example of minutes that is included in the appendix.

### **Quorum**

To have quorum (core-um) in a meeting means that you have the minimum attendance to commence the meeting. Quorum is generally defined as 50% plus one of your total voting 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.

- **General Meeting**

The General Meeting is a meeting open to either all club volunteers or all members of the club. This meeting is held for the purpose of communicating things to the club that everyone will need to know. This meeting could be held in the lead up to a large club event for the purpose of finding volunteers and explaining the event to everyone, etc.

- **Annual General Meeting (AGM)**

The AGM is a meeting that must be held by all affiliated clubs once a year. The primary purpose is to elect the new club committee for the following year. This meeting must be open to all club members for legal reasons. See page 3 for further information on AGMs.

## **Meeting Agenda Explanation**

### **The Elvis Presley Appreciation Society**

#### **Meeting 4/06**

*("4/06" indicates meeting number 4 in 2006)*

**Meeting Room 106, Building X, Monash University Clayton Campus**

**March 16, 2006 at 6pm**

#### **1. Preamble**

Those present: *(full names of those who are expected to attend)*

Apologies: *(Full names of those who have notified that they cannot attend)*

Proxies: *(People who have been nominated to attend by someone who cannot, in order to vote on their behalf on motions raised in the Agenda)*

#### **2. Minutes of the Previous Meeting**

The minutes of meeting \_\_\_\_\_ held on \_\_\_\_\_ are attached for acceptance.

*(Usually the secretary will put forward a motion that the minutes of the previous meeting be accepted. This motion must be moved, seconded and either carried or not carried, just like any other motion. Any amendments to the minutes should be clearly outlined in the minutes for this meeting.)*

#### **3. Business Arising**

##### **3.1 T-shirts:** Herbert to report.

*(This is business that was brought up in the previous meeting and in this instance Herbert was given the task to investigate the purchase of T-shirts and make a recommendation to the club. It would have been better if Herbert had notified the secretary as to exactly what the motion would be, and provide supporting documentation to justify the motion so that it could be attached to the agenda for consideration prior to the meeting.)*

#### **4. General Business**

*(These are new items that have recently arisen and were not discussed in the last meeting. In this instance Sue would like to raise the topic of getting concert tickets. It is most likely she will put forward a motion, or there will be an agreement that she conduct further research.)*

##### **4.1 Concert Tickets: Sue to report**

#### **5. Other Matters**

*(Those present may wish to discuss matters that arose after the agenda was distributed. It is preferable that these be kept to a minimum. It should not become a way of avoiding the process of submitting motions and agenda items in time to meet the agenda submissions deadline, as set by the secretary)*

#### **6. Date of Next Meeting**

*(The date of the next meeting is usually proposed by the President and committee members may raise concerns if they will be unable to attend. Generally speaking, meetings should be held at a regular time when it is known that everyone can attend)*

#### **Meeting Closed**

*(The time is officially announced by the President and noted here in the minutes.)*

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## **Meeting Agenda Example**

### **The Elvis Presley Appreciation Society**

#### **Meeting 4/06**

**Held at Doris' house, Frankston**

**on March 16, 2006 at 6pm.**

#### **1. Preamble**

Those present: Doris Merriweather (President)

Beryl Codswallop (V. President)

Cheryl Phillips (Treasurer)

Sue Magoo (Secretary)

Herbert Foster (Concert Co-ordinator)

Apologies: Fred Walker (1<sup>st</sup> year rep.)

Proxies:

#### **2. Minutes of the Previous Meeting**

2.1. The minutes of meeting \_\_\_\_\_ held on \_\_\_\_\_ are attached for acceptance.

#### **3. Business Arising**

3.1. T-shirts: Herbert to report.

#### **4. General Business**

4.1. Band Competition: Sue to report

#### **5. Other Matters**

*Those present asked to present any matter that needs to be discussed.*

#### **6. Date of Next Meeting**

Meeting Closed: (time)

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## Meeting Minutes Example

### The Elvis Presley Appreciation Society

#### Meeting 4/06

Held at Doris' house, Frankston

on March 16, 2006 at 6pm.

#### 1. Preamble

Those present: Doris Merriweather (President)  
Beryl Codswallop (V. President)  
Cheryl Phillips (Treasurer)  
Sue Magoo (Secretary)  
Herbert Foster (Concert Co-ordinator)

Apologies: Fred Walker (1<sup>st</sup> year rep.)

Proxies: None

#### 2. Minutes of the Previous Meeting

2.1. The minutes of meeting 3/06 were presented for acceptance.

MOTION 1-4/06

“That the minutes of meeting 3/06 be accepted”

Moved: S. Magoo

Seconded: H. Foster

CARRIED

#### 3. Business Arising

##### 3.1. T-shirts:

Herbert reported that the club t-shirts for the upcoming Elvis Presley tribute concert on April 5, would be ready next week. The quote from Dodgy Clothing of \$240.00 for 20 t-shirts was the cheapest.

MOTION 2-4/06

“That the club authorise payment of \$240 to Dodgy Clothing for concert t-shirts.”

Moved: H. Foster

Seconded: D. Merriweather

CARRIED

#### **4. General Business**

##### **4.1. Concert Tickets**

Sue informed everyone that tickets for the upcoming uni band competition were now available and that she would like to organise for a group of club members to go together. The committee all agreed that this was a good idea. Sue was delegated the responsibility to find out more about ticket prices and gauge the interest of members.

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

Doris reported that the next meeting would be next Thursday March 23, at the MONSU Peninsula Meeting Room at 5pm. The secretary will book this.

Meeting ended: 7.15pm.



## Registered Groups, Affiliated Clubs & Incorporated Clubs

There are three different types of clubs at the Peninsula campus: 'Registered Groups', 'Affiliated Clubs' and 'Incorporated Clubs'.

### **Registered Groups**

All clubs start as registered groups. It is an opportunity for students with a shared interest to test the waters and see if there is enough interest among other students for a club to be successful in the long term. It is also an opportunity for those students to demonstrate that they have the commitment and organisational abilities to manage a club.

Registered Groups must conduct themselves in an appropriate and ethical manner for the good of their members. The group must always uphold the good reputation of MONSU Peninsula and Monash University. To this end, all clubs must adhere to the Rules of Affiliation. A copy of the rules can be obtained from the MONSU Peninsula website.

### **Affiliated Clubs**

Once a Club has been a Registered Group for the remainder of the calendar year in which it applied to the MONSU Peninsula Student Council and has at least 10 members, it can apply to the MONSU Peninsula Student Council to become affiliated. Most of MONSU Peninsula's clubs fall into this category.

Once Clubs and Societies have reached Affiliated Club status, they must continue completing the MONSU Peninsula Affiliation Kit every year afterwards by the prescribed deadline for the particular year. Continued affiliation with MONSU Peninsula is dependent on the club carrying out its operations in accordance with all MONSU Peninsula rules and regulations, and complying with the requirements of an affiliated club.

### **Incorporated Clubs**

Once an Affiliated Club has been successfully active for at least 12 months and has a minimum of 30 members, it can apply to become an Incorporated Club with Consumer Affairs. This enables the club to have its own legal identity. To date, there are only 2 Incorporated Clubs within MONSU Peninsula.

# MONSU Peninsula Inc. Poster Policy

## 1. Application

- 1.1 This policy governs the placement of posters and other notices within and surrounding levels one and two of the Student Union Building (Building U) located at Monash University, Peninsula Campus, McMahon's Road, Frankston.

## 2. Authorisation of Posters and Notices

- 2.1 All posters, notices and other printed information displayed within the Building U and its surroundings must be authorized.
- 2.2 Content of all posters that pertain to MONSU Peninsula matters, activities or initiatives must be approved by the President prior to publication.
- 2.3 Authorisation shall consist of the official Union stamp, the inclusion of the date and the signature of a staff member of MONSU Peninsula.
- 2.4 Authorisation can only be obtained through the MONSU Peninsula Service Desk located in Building U.
- 2.5 Posters and notices that are not duly authorised shall be removed immediately.

## 3. Location of Posters and Notices

- 1.1 Posters, notices and other printed material may be placed on designated pin-on notice boards in the Upper Deck Café and Student Lounge and outside on A-boards, and the external noticeboards.
- 1.2 Posters may not be placed on glass windows and doors, or painted areas without the permission of the University and President of MONSU Peninsula. Any material placed in these areas without permission will be removed immediately.
- 1.3 No more than the equivalent of fifteen (15) A4 sized and/or A3 sized posters of any one kind may be placed in the area covered by this policy.
- 1.4 Clubs/societies may display a maximum of four (4) posters in the Seahorse Tavern for upcoming events to be held in this location. Posters can only be displayed in the Seahorse Tavern with the permission of the Bar Manager.

## 4. Length of Approval

- 4.1 Posters and notices advertising events shall be approved until the day following the event. All others will be approved for a period not exceeding two weeks, unless approved otherwise by the President of MONSU Peninsula.
- 4.2 It is the responsibility of the club or society, or affiliated group to remove posters once the event being advertised is over.

## **5. Affixing of Posters**

- 5.1 All posters and notices are to be affixed by blu tack or drawing pins only. No other means of affixing posters shall be permitted.

## **6. Criteria for Poster Approval**

- 6.1 Posters and notices will only be approved for display in the Student Union building subject to the following criteria:
  - 6.1.1 Related to Student Union activities including Clubs and Societies and affiliated groups
  - 6.1.2 Related to Student Union Elections and approved under Election regulations
  - 6.1.3 Related to University matters
  - 6.1.4 Related to Community matters
- 6.2 Posters and notices will not be displayed if in contradiction with the by-laws or policies of the Union, except in so far as to expose the nature of such material and shall generally promote the aims of the Union.
- 6.3 No posters should be of a nature that can be considered obscene, racist, sexist or promoting illegal activity.
- 6.4 Affiliated groups must acknowledge the support of the Student Union by incorporating the appropriate logo or stating "affiliated with MONSU Peninsula Inc." on all posters.
- 6.5 No approval shall be given to commercial advertising except by approval of the President in special circumstances, and subject to ratification by MONSU Peninsula Inc. The display time may be extended at the discretion of the President, MONSU Peninsula Inc.
- 6.6 The MONSU Peninsula Student Council has the power to revoke the approval of any posters.

## 7. Amendments

7.1 Poster Policy amendments are decided by the MONSU Peninsula Inc. Student Council (or as delegated to the Peninsula Student Council Executive or Peninsula Summer Executive).

Adopted 23/02/09

## Clubs and Societies Sponsorship Policy

MONSU Peninsula acknowledges the right of affiliated clubs and societies to seek sponsorship from external organisations, and encourages clubs to do so as a means of increasing revenue, so more affordable activities and a broader range of programs can be offered to members. However, the following restrictions are placed on clubs and their sponsorship arrangements:

1. Clubs and societies are to refrain from seeking sponsorship from organisations whose activities can be considered obscene, racist, sexist, promoting illegal activity or in any way likely to bring the club or Monash University or MONSU Peninsula Inc as a whole into disrepute.
2. Where a club seeks sponsorship from an organisation with similar business interests to those of MONSU Peninsula Inc or its associated companies the following conditions apply:
  - (a) The club undertakes to advise the sponsor that it will not be allowed to promote itself directly on campus, or by circulation of promotional material on campus. Sponsors may however be acknowledged on promotional material produced and circulated by the club, where the material is primarily promoting the club or a club activity.
  - (b) Sponsorship agreements reached with these organisations cannot be exclusive agreements. ie. if sponsorship is arranged with a pub, the club/society must also be able to hold functions at other venues.
3. Clubs and societies must seek written permission from MONSU Peninsula before any sponsor is invited onto the campus for promotional purposes.
4. Clubs and societies must seek permission MONSU Peninsula before entering into sponsorship arrangements that are valued at more than one thousand five hundred dollars (\$1500) cash or kind, or have an agreement term exceeding the committees term of office.
5. Clubs should ensure that sponsorship agreements are documented in writing, outlining the terms of the sponsorship and ensure the document is signed by all parties involved in the sponsorship agreement.
6. Clubs and societies must report any sponsorship arrangements, including university faculty and department sponsorship/donations, with MONSU Peninsula at the beginning of first semester each year in the Affiliation Kit, and update MONSU Peninsula as additional sponsorship is obtained.
7. Where requested in writing by MONSU Peninsula Inc, clubs and societies must disclose all details relating to sponsorship arrangements. The club must supply this information within 10 days of the request being issued by MONSU Peninsula Inc.

MONSU Peninsula Inc reserves the right to take disciplinary action against clubs and societies, including withdrawal of the grant and/or disaffiliation, against any club found to be in breach of this policy.