

# CLUBS & SOCIETIES HANDBOOK

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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:

## Get in touch!...



- Stop by the MONSU desk and say "hi!"
- Book a catch up via [google calendar](#)
- Email MONSU via [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au)
- Reach out on [Facebook](#) or [Instagram](#)!

# 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 finances 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, Stress Less Week and Equity, Diversity & Inclusion Week, as well as our Thursday Edits music and food events.

MONSU also provides **Student Welfare** programs like Breakfast Bar, Wellness Lounges, Placement Relief Fund, Life 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 Desk** offers a variety of services for students including lost property, ticket sales and merchandise sales.

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 gain valuable skills that can be added to their 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:

 [\*\*hello@monsupeninsula.org.au\*\*](mailto:hello@monsupeninsula.org.au)

 [\*\*instagram.com/monsupeninsula\*\*](https://www.instagram.com/monsupeninsula)

 [\*\*facebook.com/monsupen\*\*](https://www.facebook.com/monsupen)

# MONSU Card & Club Memberships

All undergraduate students of Monash Peninsula are automatically represented by MONSU Peninsula and are entitled to attend all of our events and access all of our services. MONSU also has a rewards program called the [MONSU Card](#).

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 faculty/academic clubs. MONSU will reimburse the club the amount so the club is not out of pocket.

## What Do I Get?.....

A MONSU Card gets you access to a world of sweet treats, crazy discounts, legendary status & more to ensure that your campus experience is a fun one!

When you sign up for a MONSU Card, you get to enjoy plenty of perks like:

- 🌻 Exclusive VIP offers & promos\*
- 🌻 Club membership discounts\*
- 🌻 Discounted MONSU tickets\*
- 🌻 Member only sweet treats\*
- 🌻 On & off campus perks\*

(\*Of course, T&C's will apply to each offer)

+ Heaps More!



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 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 or Stripe.

# Key Dates for 2023

## Semester 1

<b>Summer</b>	In person training	(Wed 15th Feb 10am - 2:30pm)
<b>Week 0</b>	O-Week	(Mon 20th - Wed 22 Feb)
<b>Week 1</b>	Welcome Fest	(Mon 27th Feb - Fri 3rd March)
<b>*Week 6</b>	Winter merch order finalised	(Fri 7th April)
<b>*Mid-Sem</b>	Ball venue booked	

## Semester 2

<b>Week 0</b>	O-Week	(Mon 17th - Wed 19th July)
<b>Week 1</b>	Welcome Fest	(Mon 24th - Fri 28th July)
<b>Week 8 - 11</b>	AGMs	
<b>Week 11</b>	MONSU Appreciation Evening	
<b>*Week 12</b>	Committee handovers	

**\*NOTE** suggested dates

# 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 Desk

- Offers the following services to clubs:  
Printing | Photocopying | Laminating  
Each club is entitled to a printing budget of \$25 per semester for posters and finance paperwork.
- Ticket & Merchandise Sales  
MONSU Desk staff can sell tickets and merchandise on behalf of clubs.

## MONSU Clubs Lockers

All clubs also have lockers in building U. These lockers are labelled and can be accessed with a special code. Please see the MONSU Desk to reset your codes or for the master key.

**\*The clubs lockers are currently unavailable until March 2023 due to renovations. Please come to the MONSU Desk to access club resources.**

## 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.

## Get in touch with MONSU!...

Got a burning question or just want to talk through some things? Make sure to get in touch! You can find us in person at the MONSU Desk or online via Email, Facebook or Instagram

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

 [instagram.com/monsu\\_peninsula\\_clubs](https://www.instagram.com/monsu_peninsula_clubs)

 [facebook.com/monsupen](https://www.facebook.com/monsupen)



# 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 voting issues during meetings. You can only hold one club executive position in the same club 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% of the committee +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 a 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.

# Club Executive Roles and Responsibilities

## 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
- 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 – these will be emailed to the club once a month
- 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 an 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 committee members 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.

## Off Campus Event Training

If your club is holding an off-campus event, you will need to attend the Incident 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 [My Development](#). There will be a session available during the February in person training.

<b>Training Guide</b>	President	Vice President	Treasurer	Secretary	Event Team Members	Other Committee Members	Type	Length
<a href="#">Handover with prior committee member</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	In person or ZOOM	1 hour
<a href="#">Read Handbook</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Online	1 - 2 hours
<a href="#">MONSU Clubs Training</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	In person	6 hours
<a href="#">Committees 101</a>	Mandatory	Mandatory	Mandatory	Mandatory	optional	optional	Online	1 - 2 hours
<a href="#">Changing Minds Module</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Online	1 hour
<a href="#">Queer 101</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Online	1.5 hours
<a href="#">Incident Management Scenario Training</a> (*Mandatory if running off campus events)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Recommended	In person	2 hours
<a href="#">DoFoodSafely</a>	Recommended	Recommended	Recommended	Recommended	Mandatory	Recommended	Online	30 Minutes
<a href="#">BRIGHT</a>	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	In person or online	1.5 - 2 Hours
<a href="#">Running Events Safely - virtual workshop</a>	Optional	Optional	Optional	Optional	Optional	Optional	Online	1 Hour
<a href="#">Call it out</a>	Optional	Optional	Optional	Optional	Optional	Optional	Online	20 Minutes

# Annual Requirements for Clubs.....

## 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 (the next year). 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.

## Preparation for the AGM

- Read the [instructions](#)
- 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](#) and Club Constitution (for Incorporated Associations) 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.

## 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.

# Annual Requirements for Clubs.....

## More AGM information & guides

### Before

[Website resources](#) - Everything you need to successfully complete an AGM including the following:

- Instructions - Read before you set your AGM date
- Notice of AGM - Template of AGM notice you can send to members
- AGM Candidate Information - Template that potential candidates can use to be nominated if not able to be present
- AGM Proxy Form - To be used by members that are unable to attend to nominate someone to attend on their behalf

### During

[AGM Step by Step Guide](#) - Details for the meeting including example motions

[AGM meeting minutes example template](#) - Example ONLY to assist with minutes, motions & committee reports

### After

[Contact Details for the New Committee](#) - fill in at AGM and [email to MONSU](#)

[End of year form](#) - To be completed by one member of the current committee

## E-mails

MONSU will regularly send out club information to the email addresses listed in the club contact details provided. 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 email address which is a shared Monash mailbox. The email address is linked to the President's student email address. This email will be the one displayed on the MONSU website for public enquiries.

To view the club email follow this [guide](#).

## 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 have a Zoom option and dates/times discussed at Clubs Training Day. 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 don't 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
- Email 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 authorized at MONSU Desk)  
All posters must follow the [poster policy](#)
- MONSU Digital Screen displays in Building A, Building U – MONSU Desk & Building U – Student Lounge
- Posters on Faculty Noticeboards (check with Faculty admin first)
- Faculty promotion (need to talk to faculty)
- Word of Mouth / Lecture Bashing

## Materials

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

## Branding

Every poster needs two logos – [your club logo](#) & the MONSU Peninsula logo (Below).

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, see below, is available in different colours online via the [MONSU Peninsula website](#). If you need it in a different format, please speak with the MONSU crew.



## Posters

Posters can be used digitally or physically to advertise your club, events and merch. All posters need to follow the size guidelines and be **approved by MONSU before circulation**.

All physical posters must follow the [poster policy](#).

\*Check out the size guidelines on the next page.....



# Event Poster & Social Media Cheat Sheet

## Event Poster

- High quality PDF in A4 or A3 size
- Landscape works best....But up to you!
- Must include your club logo & the MONSU logo



## Website & Instagram Post

600 px x 600 px

## MONSU Screens & Instagram Story

1080 px x 1920 px

## Facebook Event

1920 px x 1005 px

\* HOT TIP keep the good stuff in the middle of the image with heaps of clear area around the edges so your creation isn't cut off on some devices!

# 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.

[On-campus event guide](#)

## 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

Performance, Representation and Engagement Programs (PREP) team, 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.

All groups organising off and on campus activities need to complete an [Event Risk Management Plan](#) in the [Safety and Risk Analysis Hub \(S.A.R.A.H\)](#).

Events running overnight & some higher risk activities must include additional documentation in each application.

[S.A.R.A.H guide](#)

## 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 to see **"What's On"**.
- 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. The Seahorse (with AV resources)
2. MONSU Peninsula Meeting Room
3. MONSU Peninsula BBQ Area (near the Hockey Pitch)

\*Building U is not accessible until March 2023.

All bookings need to be made at least 7 days in advance via email.

The email should clearly state the:

- Date
- Time period (example: 4pm-5pm)
- Expected number of attendees
- What the room/area will be used for
- Whether food or drinks will be served
- If alcohol is to be served who has RSA Certificate to be able to serve
- Name and phone number of a contact person
- Name and phone number of a secondary contact person who will be present at the event

### 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 the MONSU Desk via [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au).

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 MONSU Desk, they will contact security with the details of your meeting/event to arrange for opening/closing up of the indoor venues. They will need a copy of your S.A.R.A.H so ensure you fill it out ASAP.

## 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 MONSU at least 7 days in advance for the following:

- Trestle tables/plastic chairs
- Marquees
- Audio-visual equipment
- BBQs/BBQ Utensils
- Popcorn machine
- Platters/General catering supplies
- Inflatable movie screen
- Fridge/Freezer Space for food storage pre/post event
- Bean bags & Picnic rugs
- Giant Games

## 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 the Department of Health and Human Services.

## Ticket Sales

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

- Event Name & Description
- Date, Time & Location
- Maximum Number of Attendees
- Number of tables / seats per table (eg: annual ball)
- Price – Members vs Non Members / Absorb or pass on additional fees
- Poster [\\*Check the MONSU Poster Policy](#)
- Sizes/Styles (for merch)
- 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".

## 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 within the handbook below.

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)

### INCOME CODES

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

### EXPENSE CODES

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

### CLUB CODES

<b>C9400</b>	HPE Social Club
<b>C9620</b>	Monash University Nursing & Midwifery Club (MUNC)
<b>C9640</b>	Peninsula Business Student Society (PBSS)
<b>C9643</b>	Monash University Paramedic Society (PARASOC)
<b>C9646</b>	Monash University Physiotherapy Society (MUPS)
<b>C9650</b>	Monash Green Thumbs Club
<b>C9655</b>	Peninsula Society of Music
<b>C9663</b>	Society of Occupational Therapy (SOOT)
<b>C9670</b>	HongKostralia
<b>C9635</b>	Saudi Association of Monash (SAM)
<b>C9500</b>	Board Games Society
<b>C9600</b>	Outdoors Club

# Finance Procedures.....

## Depositing Funds at MONSU

If income is received by the club should be deposited at the MONSU 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.

**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 two ways:

1. Payment for Invoice/Supplier via EFT
2. Reimbursement for Club Member for club expenses that they have incurred via EFT

Payments via EFT are processed on a weekly basis, during semester and throughout semester breaks.

## 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 club has funds to cover.

Make sure that everyone understands that expenditure needs to be approved by you before any purchases are made. This way you can make sure that expenditure does not exceed available funds.

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

**Note: Make sure everyone understands that they must keep 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

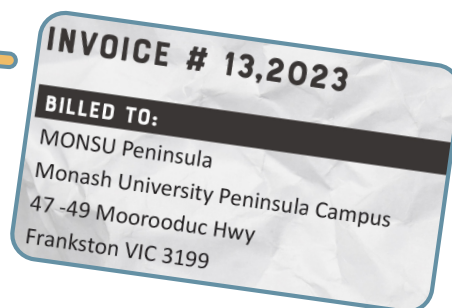
# Finance Procedures.....

## How to Pay an Invoice

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 **club payment form, meeting minutes and the original invoice** and submit as a combined PDF file to the MONSU Desk to approve.
4. When satisfied, the Clubs & Admin 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 clubs account. See example.....



## 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.

Review the [MONSU Peninsula Sponsorship Policy](#) before considering any sponsorship deals.

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

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

## 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 let the MONSU Desk know 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 emailed out monthly to the committee.

This will be an overview on how your club finances are going. This will reflect the period of the report so make sure to consider any potential income or expenses outside of the report date when reviewing.

# 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.
3. 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 to attend the meeting. The notice of meeting can be distributed:

- Via **bulk email** to all of 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 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 the executive committee at meetings without delay.

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

\* See example on the next page.....

## Club Meetings.....

*"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](#).

## 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.

[More information on AGMs.](#)

# 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](#).

## 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 all annual requirements 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.

Get in touch!...



- Stop by the MONSU desk and say "hi!"
- Book a catch up via [google calendar](#)
- Email MONSU via [hello@monsupeninsula.org.au](mailto:hello@monsupeninsula.org.au)
- Reach out to the [Clubs Monsu](#) account on Instagram!