



Charles Sturt
University

Student Clubs Handbook

Division of Student Experience

For further information please contact clubs@csu.edu.au

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Introduction

Charles Sturt University clubs help to enhance every student's university experience through the activities and opportunities that they provide.

This handbook is your first point of reference for any questions regarding clubs. Keep it handy – you will find it a valuable resource throughout the year.

It defines how you:

- Establish your club
- Understand how to affiliate
- Gain an understanding of how a committee functions
- Organise events
- Manage the finances of your club

Key Dates

First Quarter (Jan>Feb>Mar)	Clubs Training Clubs Day	Training will be delivered face to face by your SRCO. Dates TBA An opportunity to promote your club, and for members to sign up
Early October	AGM	Clubs should start holding AGM's and handing over to new committee
31 st October	Re-Affiliation	Last day to re-affiliate your club for the coming year.

Club Types

Clubs are divided into three categories:

- Academic: Business, Veterinary Students Association, Rural Health+ etc.
- Social and Cultural: Life Christian Students, Indian Cultural Society, Rotaract etc.
- Sport and Recreation: Equine Student Association, Ski and Boarding Club, Basketball, Football etc.

Clubs Policy and Procedures

The [Clubs Policy](#) outlines the purpose and expectations of clubs; the requirements for establishing and affiliating clubs and the governance of all clubs. Your club must become familiar with the policy to ensure they are meeting the expectations of being a Charles Sturt University Club.

Within the Policy are various procedures relating to clubs including [The Affiliation and Operations Procedure](#) and the [Sponsorship Procedure](#).

Clubs are also subject to the Finance Policies and Procedures of the University and your SRCO will be able to guide you so as your club is operating legally and within these guidelines.

Starting a new club

Affiliation

Affiliation is the process by which clubs seek approval to be formed, operate and be formally recognised as a part of the University.

Why Affiliate?

When your club is affiliated, you can apply to your SRC to receive financial support, you will receive organisational support and, most importantly, legal protection.

Affiliation may also provide you with access to a range of resources through the Division of Student Experience including:

- use of CSU venues/rooms/fields to conduct your club events, activities and meetings
- Campus facilities including BBQ facilities
- staff support – policy, procedural, financial, event and project management support
- funding
- access to various University or SRC owned resources and equipment

Who can affiliate?

We welcome applications for affiliation from all current students, to create new clubs that align with the University's values to bring vibrancy to campus and connections for Charles Sturt students and the community. As an affiliated club you must operate within the regulations of affiliation and promoting positive behaviour and experiences for all students and members that reflect the core values of Charles Sturt University.

You will need at least 8 members to start a club (or less at the discretion of the campus Student Representative Committee).

How to start a new club

1. Talk to your SRCO.
2. Promote your idea through the student body (social media, posters, in class talks etc) to gauge interest. For more support and ideas contact clubs@csu.edu.au.
3. Affiliate with Charles Sturt University by:
 - a. Holding your Inaugural General Meeting (IGM) – Advertise a time and date, invite your interested members, follow the [clubs AGM template](#) to identify the below and record in the online [Affiliation](#) form:
 - i. **Club rules and club mission:** should be achievable and realistic and clearly identify what the club plans to do and why it is being created. Clubs must contribute to a positive student experience and embody the values of the University.
 - ii. **Designated email address:** Having a continuing generic email that can be accessed by all execs will ensure that information is retained by the club over the years, as committee members change.
 - iii. **Executive list:** Clubs must elect an executive committee made up of: President, Vice-President, Secretary and Treasurer. Contact details of each Office Bearer must be included on the affiliation form.
 - iv. **Membership list:** You will need at least 8 members to start a club (or less at the discretion of the campus Student Representative Committee) and maintain at least 60% student

membership within the club.

- v. **Membership fee & inclusions:** This is a great way to get funds into your club's bank account, but you must make sure members get something for their fee.
- vi. **Budget:** This would incorporate the above fee structure. It may also include a submission requesting funds required to get the club up and running, email clubs@csu.edu.au for all SRC funding agreements.
- vii. **Regulations:** The rules and regulations of your club will identify:
 - how often your meetings are to be held
 - the structure of the club
 - how the executive will be appointed (and how often)

Remember, if you have any questions or need help with any of this documentation contact your SRCO: clubs@csu.edu.au.

Re-Affiliation

Reaffiliation for existing clubs

Cubs must reaffiliate with the University each year.

Reaffiliating clubs must have all documentation submitted through the online affiliation form by 31st October, to ensure a smooth process for the following calendar year.

Running your club

Annual General Meeting (AGM)

AGMs must be held by all clubs and should be held in Session 2. It is recommended that they are held after the session break to give plenty of time to submit affiliation forms before 31st October. The AGM will form the foundation of the affiliation process.

The AGM must:

- Be advertised with at least 2 weeks' notice, including positions available for nomination;
- Your club must include in the notification how nominations and voting will take place;
- The Secretary must take minutes on the correct template. All relevant documents can be found [here](#)
- Carefully review and complete the AGM template. The AGM minutes must include
President's report,
Treasurers report,
List of events and achievements,
Inventory list,
Election outcomes,
Club rules (new or confirmation of existing)
Mission for the coming year and any other general business.

Once your AGM has been held, you should submit your [reaffiliation submission](#) as soon as possible.

Club Executive Positions

Clubs should have a President, Vice President, Secretary and Treasurer. Outside of these positions clubs can decide on which further Committee Positions they may require for their club.

Clubs Training

Club executives are required to attend a face to face training session. Training sessions will be communicated out to clubs by your SRCO. It is compulsory for club executives, events officers and merchandise officers to attend training.

It is highly recommended that all other non-executive committee members also attend training.

Training provides all the information you need to know to run your club successfully.

Responsibilities

As an affiliated club, your club and its members are responsible to positively promote the University, and act according to the policies, values and the beliefs of the University.

Breaching these responsibilities can see your club disaffiliated, or members may be given academic reprimands.

Your SRCO will help guide you with these policies but failure to operate inside the policies and procedures, but ignorance, or blatant disregard for the policies will not be tolerated.

Club executives should be familiar with, and act inside the policies listed below:

- [Clubs Policy \(including Community Clubs Policy\)](#)
- [Clubs Procedure – Affiliation and Operations](#)
- [Alcohol and Other Drugs](#)
- [Finance Management](#)
- [Governance Rule](#)
- [Harassment and Bullying Prevention](#)
- [Prizes, Scholarships and Grants](#)
- [Risk Management](#)
- [Student Misconduct Rule](#)
- [Student Charter](#)

Finance

All club income and expenditure is to be accessed through the University finance system, and your SRCO is here to assist.

Club Policy states that:

(31)All student club finances must be held within the University finance system. Affiliated clubs must not maintain a separate bank account.

There are several ways to spend your clubs' funds.

All expenditure **must** comply with strict finance policies.

It is imperative that the committee understand and follow these processes to avoid lengthy delays in paying accounts, or be personally liable for the expenditure.

Expenditure:

How to spend your money:

To spend money, the club must provide valid meeting minutes to your SRCO.

These minutes must include the following:

- Who the money will be spent with
- The amount
- What the expenditure is for
- Expenditure must be correctly minuted – motioned, seconded and in favour voting members must be listed

Airplus

Airplus is a limited option designed for online purchases.

Some vendors will not accept them online or in store. Contact your SRCO and they will email you a PDF that contains a credit card number.

It works best for click & collect or online orders. It will not work in store at places such as Coles, Woolworths, Kmart or Big W. Discuss purchases with your SRCO as they may have knowledge on where they are currently working.

It requires manual entry of a card number and a lot of stores are unable to do this.

Due to security limitations, Airplus cards can only be used at a single vendor. It can however, be used multiple times if the value hasn't been exhausted at the same vendor.

The full amount loaded on the card doesn't need to be spent, only the amount of the transaction will be debited from your club account.

Once the items have been purchased, you must immediately provide your SRCO with the receipts so your accounts can be reconciled.

You must not spend money on items that have not been authorised by the club.

Invoices/EFT (Electronic Fund Transfers)

Invoicing or EFT is the preferred payment method of the University and most suppliers. There are time constraints with payment via this method.

University policy requires quotes are obtained and a purchase order raised **prior** to engaging a supplier. If you are buying merch, paying caterers or booking entertainment, you are required get a quote and forward your quote to your SRCO promptly to allow for purchase order set up to ensure a smooth and timely payment process to your supplier. This must occur before any thing is signed, agreed to or production commences.

The University has a standard 30 day payment term.

This means that an invoice will be paid 30 days after it is received in the Finance system.

If the supplier is new to the University it can take several weeks to set them up in the finance system.

It is imperative that your SRCO receives a valid tax invoice from the supplier. Failure to do so can further hold up the process considerably.

Invoices and Quotes must be made out to the **Club and Charles Sturt University**, not an individual. They must also contain the Campus Address, *not a home address*. You can be made personally liable for invoices made out to yourself/other addresses.

Please work closely with your SRCO to follow correct processes. It is always preferable to obtain a quote. This will speed up payment processes.

Reimbursement

Students can be reimbursed for out-of-pocket expenses. All purchases must still be approved in a meeting or through flying minutes and sent with a copy of the tax invoice (not just the EFTPOS receipt) to your SRCO.

They will forward a reimbursement form for completion. Make sure your bank details in the student portal match to the bank details on the reimbursement form. Reimbursement can take a couple of weeks to complete.

Income:

EFTPOS Machines

Mobile EFTPOS machines, (SMART terminals) are available for use to take payments for all fundraising, canteen sales, on-the-door ticket sales, etc.

To access an EFTPOS machine – email clubs@csu.edu.au

NOTE: Wagga Clubs: email revenue@csu.edu.au, not clubs (min 24 hours notice)

A term and conditions form must be completed and signed during EFTPOS pick up.

Club must settle terminal immediately after trading and email settlement to revenue@csu.edu.au AND clubs@csu.edu.au within 24 hours from end of trade.

In your email include settlement, your club name, codes and what the transactions were for (eg merchandise, canteen sales etc)

Not adhering to the Terms and Conditions, including but not limited to, correct settlement and settlement notification within 24 hours from end of trade may also result in your club's right to the EFTPOS Smart Terminal being revoked and/or club being fined.

Banking

Charles Sturt is a cashless institution and therefore unable to pay anyone in cash and preferably not accept cash. Donations and ticket sales can be set up to be made online through the Online Shop as well as EFTPOS machines etc.

If cash is unavoidable (eg canteen and gate takings, fundraising) it is advisable to be banked within 48hrs of receiving the cash for security reasons. See your SRCO for bank deposit bags and further information. Please provide the amount banked to your SRCO to enable the funds to be correctly allocated to your club account.

Online Shop

The online shop is the best way to receive funds for the club. To request your SRCO to put items up on your shop, please copy the template below and send to clubs@csu.edu.au

Club Name:

Item to list: Merchandise/Memberships/Events/Donations/Other (specify below)

Item Description:

Price:

Description:

When do you want the shop open from and to?

For merchandise (if applicable):

What sizes are available? List all sizes

What colours are available?

Are the sizes – men's/women's/unisex

Do you have a set amount of stock available? If yes – list how much of each size/colour

Do you want to set how many items someone can purchase as a maximum or minimum?

Customisations (eg. Name printed on back)

For events:

Location

Start and finish times

Do you require dietary information (if applicable)?

Do you require attendee details (if applicable)?

Do you want to set how many tickets can people buy as a maximum or minimum?

Attach your image to upload as a PNG or JPG

Incident Reporting

All incidents associated with the club are to be reported. Injury to club members requires reporting to ensure coverage of insurance.

Please notify your SRCO as soon as practicable and complete the Incident report ensuring the name of the students and another other details you can get are included. Student ID number is very helpful.

Incident Report can be found here: <https://www.csu.edu.au/division/people-culture/incident-or-hazard>.

Insurance

Once affiliated, your club is covered by a number of insurance policies, protecting your club against legal action for physical loss, damage to property, personal injury and more. However, be aware if members of your club use information improperly, abuse their position or wilfully, dishonestly, fraudulently, criminally or maliciously do something or omit something that results in legal action taken against your club then your club will not be covered by such insurance. In this instance, liability rests with the club and its members, not the University.

The club and its members should be aware that it is expressly recommended by the University that members hold private health insurance including ambulance cover to ensure they are sufficiently protected in the event

of an accident.

Membership

Happy and engaged club members will create a positive environment and help build community.

Membership can be open all students, staff and community members.

Please remember that in order to maintain your status as a student club, 60% of members must be current students.

Clubs must:

- Maintain and provide to the University an accurate and up-to-date membership list that clearly identifies those who are current students.
This should be completed through the online shop (even Free Memberships);
- Collect all membership fees through the Online Shop.

Ordering Merchandise and/or Uniforms

Work with your SRCO when looking into merchandise and/or uniforms for your club.

The University does have arrangements with some suppliers.

University policy requires quotes are obtained and a purchase order raised **prior** to engaging a supplier. If you are buying merch, paying caterers or booking entertainment, you are required get a quote and forward your quote to your SRCO promptly to allow for purchase order set up to ensure a smooth and timely payment process to your supplier. This must occur before anything is signed, agreed to or production commences.

Refer to the Finance Section for more information on correct Invoicing and Delivery details.

ALL merchandise and uniform designs must be sent to clubs@csu.edu.au for approval before production commences.

Financial approval must also come from the University before agreements are entered into with Suppliers.

Clubs are bound by the [student clubs and associations brand guidelines](#). If you wish to use the Charles Sturt University logo in association with any club activity or promotion including merchandise and uniforms, you need to receive permission first. Email clubs@csu.edu.au who will assess your request and if approved will forward it to the Division of Strategy, Marketing and Analysis for final approval before confirming designs with suppliers.

Your SRCO will also be able to set up your sales of merchandise through the online shop. It is always advisable to take pre-orders where possible rather than ordering a quantity for sale.

Sponsorship

Increasing costs and reduced funding have led to a greater level of competition between clubs to attract members and competition for sponsorship.

It is very important that all clubs adopt a professional attitude towards sponsorship, relationships with sponsors and sponsorship administration – all Sponsorship agreements must be formally endorsed by the University.

You should be familiar with the [Student Clubs Sponsorship Procedure](#) which details the requirements for securing external funding.

Notably – Sponsors and their activities should align and comply with University values, policies, procedures and guidelines and not expose the University or Club to any legal or financial risks.

Events & Activities

Definitions

Student gatherings are categorised into two groups, activity, or event. The type of gathering determines the categorisation based on key criteria.

The event approvals process follows the University approvals process. This means that the larger the event, the higher up the approval authorisation chain it will go.

ALL Club Activities and events MUST have prior approval – even before advertising or marketing the event.

Activity

Examples of activities include cake stall, picnic, BBQ, sports training. The criteria for an activity is:

- Less than 50 participants/attendees
- No alcohol expected to be consumed
- Less than \$2000 financial outlay
- Activity approval time: 1-2 days

Event

There are different tiers of events. See below for categories and expected approval times:

Small event:

- 50-75 people
- No alcohol
- Budget up to \$5000
- Expected approval time: 1-2 days

Medium event:

- 75-250 people
- Alcohol expected to be consumed
- Budget up to \$8000
- May have a theme
- Expected approval time: 2-5 days

Large event

- Over 250 people
- Alcohol expected to be consumed
- Budget over \$8000
- May have a theme
- Expected approval time: 7-14 working days.

These events go to a higher level of approver and take time to be reviewed.

Event approval process

All student organised gatherings are to be approved through the University event approval process to minimise risk and ensure a safe and inclusive environment.

Gaining approval also means that Charles Sturt can assist with the coordination of the event itself.

The following is a brief overview of the process:

- Speak to your SRCO before any planning is undertaken
- Visit the [event submission website](#) to get all the required documents. Ensure you complete the “Considerations” tab on the Risk Assessment Document.
- Submit your event request with plenty of time to spare
- Your SRCO will review the event and prepare the risk assessment based on the information provided.
- Wait for approval then advertise, and organise your event

Risk management

Risk management must be an integral part of all decision-making processes.

Ignoring the risks that apply to activities or events could impact on everyone involved in your events.

All clubs must work under the [University Risk Management framework](#). Club executives and members must be aware of any risk that needs to be mitigated within their areas of responsibility and will ensure that the SRCO is informed of emerging risk areas or near misses.

Different people will have different perceptions of the level of risk involved in particular activities, but it is important to understand everyone has personal responsibility to manage risks within their control.

SRCOs will work your club to identify these risks and appropriate controls to ensure Events can go ahead.

STUDENT REPRESENTATION AND CLUBS OFFICER (SRCO)

ROLE AND RESPONSIBILITIES

Each campus has an SRCO assigned to assist the SRC and clubs. The table below is a guide to how the SRCO's support and guide SRC's and clubs to achieve their goals.

ADMINISTRATION

- Coordinate sponsorships
- Payment of invoices
- Develop and deliver clubs training
- Online Shop – populating content as required
- Process affiliations
- Record keeping including agendas, minutes, club documents and logos
- Attend meetings for SRC's and some clubs
- Provide advice to the Clubs and SRC on University Processes
- Support Clubs and SRC as required to make connections with staff and divisions within the University.
- Complete Sponsorship Administration Tasks

FINANCE

- Help develop and monitor club and SRC budgets
- Pay invoices
- Provide Airplus cards
- Reconcile accounts and receipts

EVENTS

- Liaise with clubs and SRC's to develop the event calendar for the year
- Liaise with clubs and SRC's to work through events from initial planning to implementation
- Contact and book artists, venues and other stakeholders
- Develop risk assessments
- Delegate tasks to clubs and SRC members
- Approve events, review events that require higher delegated authority approval
- Collaborate with other divisions of the University on events and initiatives
- Campus lead for campus vibrancy activations

CLUB EXECUTIVE

ROLE AND RESPONSIBILITIES

Each Club is bound by and expected to work within the [Clubs Policy](#) and the Club Handbook. The table below is a guide to the tasks and roles the Club Executive members can be expected to undertake during their tenure on the committee.

ADMINISTRATION

- Participate in annual Club Training
- Maintain meeting agendas and minutes. Provide copies to SRCO
- Participate meetings (on campus and also the ALL Student Representation Zoom meetings)
- Develop and organise Club Merchandise
- Ensure Members are informed of club decisions, events and initiatives.
- Ensure AGM is held in a timely manner for Affiliation documentation to be submitted in full and on time
- Maintain good relationships and work with any governing organisations
- Submit Accident and Insurance information

FINANCE

- Liaise with SRCO to develop annual budgets
- Monitor expenditure throughout the year and keep accurate records of account balance
- Provide all invoices, quotes and financial requests to SRCO in a timely manner
- Handle EFTPOS machines according to policies and procedures
- Ensure Sponsorship process is adhered too and club is meeting responsibilities

EVENTS

- Generate ideas for events and activities
- Liaise with SRCO to determine event ideas and dates
- Liaise with SRCO to develop event plans and risk assessments
- Work through the event process to ensure events are advertised and promoted
- Abide by risk assessment and take responsibility for tasks assigned on risk assessments

Key working relationships for SRC's and SRCO's

- All students
- Student Representative Committees
- Student Club Executives
- ResLife
- Cheers
- Division of Safety, Security and Wellbeing
- University Events team
- Charles Sturt Faculties and Divisions
- Local businesses that support our clubs and SRC's