



STUDENT GUILD

Student Club Handbook



ACKNOWLEDGEMENT OF COUNTRY

**We acknowledge the
Traditional Owners of the land.
We pay our respects to their
Elders, past and present, and
the Aboriginal Elders of other
communities.**



Clubs @UniSQ

Student clubs at the University of Southern Queensland (UniSQ) are the glue that binds academic and non-academic life together. A program facilitated by the UniSQ Student Guild (SG) enables students to get creative. From launching rockets, to knitting ninjas, and football champs, our clubs unite students from all walks of life under one awesome banner.

Students can gain valuable experience through serving on a club committee and have a heap of fun as well. So why don't you dive right in for the chance to forge friendships, make unforgettable memories, and even pick up skills that could turbocharge your career!

This handbook is your ticket to kickstarting and steering a UniSQ SG student club. Got queries or need an extra boost? The SG clubs & societies team (C&S Team) are just a message away!

Walk-in times

Reach out to the C&S Team to have a chat. Come and talk to one of our Club Coordinators during our flexible walk-in times. Walk-in appointments are best for short, simple, easy to attend to issues. Walk-ins are always encouraged! Check our website for opening hours and locations.

If you require a longer catch up, or have a lot of questions, shoot through an email to formally book a meeting. Alternatively, reach out on the number or email listed below.

Contact C&S Team

Address: 20 Baker Street,
Darling Heights Toowoomba
Phone: (07) 4688 0700 - Option 4
Email: clubs@studentguild.com.au
www.studentguild.com.au/clubs



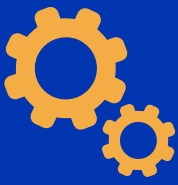


**STUDENT
GUILD**

Club MANAGEMENT



How to run a successful club: Be open to new experiences, make new friends, and don't be afraid to step outside your comfort zone.



Club management

All UniSQ SG affiliated clubs need to adopt and implement good management practices to ensure the success of the club and the safety of their members.

Clubs and societies are invited to attend a variety of club specific events each year that can help to boost their profile and attract new members. These events include: Student Expos, orientation days and other student engagement events organised by UniSQ and UniSQ SG.

Clubs will be notified when these events approach and the C&S Team will assist with stalls and other equipment needs.

Club executive teams are also required to attend training to help them utilise the full functionality of the QPay app and to upskill their governance and leadership capacity. These sessions will also be promoted well in advance to ensure maximum attendance.

SG Club News

To stay updated on UniSQ SG Club News we recommend that all club executives join the UniSQ SG Clubs Hub.

In addition, we also suggest the following to ensure club members stay well informed:

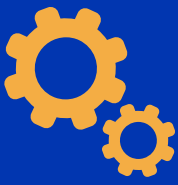
1. the use of a dedicated club's email for all club-related communications (e.g. bookings, funding, events planning, sponsorships);
2. club executives check club emails regularly;
3. club executives monitor UniSQ SG social media; and
4. internal communications are conducted via the QPay communicate function so all club members stay informed about meetings, events and changes.

Sponsorships & Partnerships

Clubs have the opportunity to secure additional income through sponsorships and partnerships. To establish these relationships with external organisations and businesses, clubs should prepare a sponsorship prospectus that details the value proposition, benefits to the organisation and evidence, citing past event statistics, that being a sponsor can deliver.

It is important that clubs ensure that any potential sponsors understand that these arrangements are with the club and not with the university. First talk to the C&S Team for advice, ideas and support.





How to Run a Successful Club

Success in managing a club at UniSQ hinges on design, collaboration, and strong leadership. Historically, effective clubs have ensured they:

- offer compelling benefits to members;
- maintain proper bookkeeping and governance documentation; and
- engage in regular marketing to maintain a favourable brand perception among potential sponsors.

Club Constitution

The club's constitution serves as a foundational governance document and is important for all SG Clubs.

Constitutions define the core activities and principles that will govern club management and goal facilitation.

Constitutions address the general principles of club operations including the purpose of the club along with guidance on how the club will consider issues such as gender & cultural balance, access and inclusivity, codes of conduct and responsibilities.

It is a requirement of affiliation that clubs adopt the model constitution provided [here](#).

This is one of the first things a new club needs to establish. Changes to a constitution can only be made at an AGM or at a SGM.

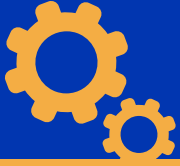
Governance Documents

Success in club operations depends on maintaining essential governance documents, including the:

1. [Club Constitution](#)
2. [Executive Meeting minutes](#)
3. [The Code of Conduct](#)
4. [Receipt books for all club purchases](#)
5. [Up-to-date Profit and Loss Statement](#)
6. [Up-to-date Asset Register](#)

To ensure the accessibility and regular upkeep of these documents, we require that all SG clubs use a sharing platform like Google Drive to organise the information annually.





Club Bank Account

Once a club has held their IGM, submitted their affiliation application, and received an approval email, the C&S Team will assist in the process of setting up a bank account for the club.

The account's management and operation will remain the clubs' responsibility, however each club account needs to be audited annually by SG or the ATO (if the club has an ABN). The club executive training will cover how to manage the finances in an ethical and responsible manner.

It is important that clubs use and keep appropriate records and documents to meet audit requirements such as: invoices, reimbursement information and spending approval forms.

Insurance

Clubs require public liability insurance (PLI) for their members to cover them in case of accidents whilst they are engaged in club-related activities.

Public liability insurance is designed to protect the club executive (and the UniSQ SG and university) against claims resulting from accidents or injuries that occur as a result of club activities.

PLI also covers accidental damage to property owned or controlled by someone outside of the club. Claims for injuries, can be made via the Student Guild Incident Report and Sport Injury Claim Form found on QPay and to clubs@studentguild.com.au.

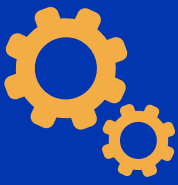
Affiliated clubs have PLI provided under the University's insurer. Part of the affiliation process requires clubs to complete a declaration of their "normal" activities. This is then submitted to the University insurance team annually for approval and to register the club for PLI cover.

While we do not discourage clubs from engaging in higher-risk activities (eg. rock-climbing, skiing, motorbike sports), these activities do require that risks are managed effectively.

In these cases SG will require a Risk Assessment Plan to be submitted prior to the undertaking of activities that are outside of the "normal" club activities to get confirmation that the insurance cover will still be valid.

Sometimes clubs are requested to provide a PLI certificate. In these cases, please email the C&S Team at clubs@studentguild.com.au with a completed risk assessment plan. The team will assess the request and submit the PLI Certificate directly to the venue on your club's behalf.





UniSQ SG Auditing and reporting

Maintaining good financial accountability and transparency of decision making and money handling is crucial. Clubs raise funds from membership fees, event tickets, sponsorships and fundraisers and this money needs to be accounted for and spent according to the club's constitution.

Ensuring transparency and legitimacy of club expenses is critical for club executives and an annual audit helps to keep everything compliant.

Helping the club executive with this task will form part of the compulsory training.

If your club has an ABN, then it will need to meet the reporting requirements of the ATO for Not-for-profit organisations (NFP).

Any club/society/association with an active Australian business number (ABN) needs to lodge an annual NFP self-review return to continue accessing income tax exemptions.

If your club does not have an ABN, then you will still need to be audited annually by the UniSQ SG, The forms required for this will be provided in the QPay portal.

The club treasurer will need to lodge the NFP self-review return each financial year to SG or the ATO between 1 July and 31 October of that year. The [flowchart on our website](#) will assist you to prepare for this and to ensure you meet the timelines.

You can also click this link for more information.

[How to prepare a self review](#)

[Not-for-profit self review](#)

ATO Not-For-Profit advice service

Phone: 1300 130 248

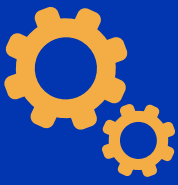
Email: atoendorsements@ato.gov.au

It is important to keep accurate records!

The club treasurer should maintain a record of all purchases and receipts. It is important that this can be produced at any time to show the financial position of the club both to the UniSQ SG and to the ATO.

Clubs that fail to comply with good financial practices risk not only dis-affiliation but also potential legal action from the ATO.





Examples of non-legitimate club expenses include:

- paying yourself to perform executive duties when club roles are all voluntary;
- paying for services that are classified as a conflict of interest (e.g., paying a friend to perform a website upgrade);
- purchasing merchandise or consumables for the purpose of income, where the profit does not go into the club's bank account;
- reimbursing a club member where they cannot provide receipts and/or where the purchase has not been authorised.

Using QPay to assist with good record keeping

QPay helps streamline financial and membership management for clubs, ensuring transparency and accuracy.

Examples of how QPay can help to manage financial transactions are:

Payments to Suppliers

When you've made a payment directly to a supplier, QPay requires that you upload a copy of a tax invoice and a tax receipt to ensure that there is a record of the payment and that it has been approved by the executive.

Reimbursements

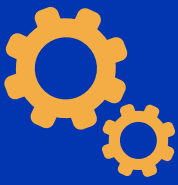
At times, it may be convenient for a club member, typically an executive, to cover club expenses and later get reimbursed from club funds.

To receive reimbursement, the member must provide valid tax invoices or receipts. It's essential to be diligent with documentation for reimbursement purposes as this is something that the ATO will carefully scrutinise.

Income into Club Account

As with expenses, all sources of income need to be clearly recorded and identified for transparency. For example, receipt of membership fees during Welcome Week, or revenue from a barbecue.





Club Meetings

To maintain open lines of communication and to achieve club objectives, regular club meetings are crucial. There are generally three types of meetings that clubs need to have.

These are:

- **Annual General Meetings (AGM):** These meetings are legally required once per year. It is at these meetings that the club executive positions are ratified, any changes to the club constitution are voted on and decisions are made about the goals and activities for the club for that year.
- **General meetings (GM):** Most clubs will hold several general meetings per year where members are updated about club activities and where they can vote on club decisions.
- **Special General Meetings (SGM):** These are the same as AGM's but are called out of the annual cycle for members to vote and/or discuss important changes or decisions. For example if a club executive leaves, a Special General Meeting would be needed to elect a new executive member.

Executive Meetings

From time to time it may also be necessary for the club executive to meet without holding a full member meeting.

It is important that these meetings do not take precedence over general meetings where all members are able to provide their input to decision making. Accurate minutes need to be kept for these meetings which can be circulated to members at a later date.

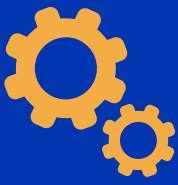
Meeting Minutes

Accurate minutes of meetings are crucial for keeping track and providing evidence of club decisions. Meeting minutes are often also required by authorities such as banks, the ATO and the student guild to ensure that due processes have been followed when it comes to the management of clubs and use of funds.

It is important that all meetings have a published agenda that includes: the day; date; time; and location of the meeting (whether virtual or physical); along with an outline of what will be discussed.

Meeting minutes need to record any apologies, attendees, discussions and a brief outline of decisions and discussion points. Minutes should also be reviewed by members to ensure that they are accurate. Minutes need to be kept, along with agendas for audit purposes.



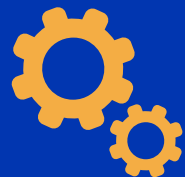


Meeting schedules

Most clubs will find it easier to manage if they agree on (and then publish) a schedule of meetings at the beginning of the year (usually at the AGM). This means that all members can diarise the meeting dates and it also ensures a more consistent approach to decision making. It is also important that members and the C&S Team are notified in advance of meetings. The table below provides a guideline of appropriate meeting notification times for SG affiliated club meetings.

Meeting schedule notification	Club Members	C&S Team
Executive Meeting	n/a	n/a
General Meeting (GM)	7 Days	n/a
Special General Meeting (SGM)	7 Days	7 Days
Annual General Meeting (AGM)	14 Days	14 Days
Inaugural General Meeting (IGM)	7 Days	7 Days
Constitution Amendments	n/a	14 Days





Annual General Meeting (AGM)

The AGM is a club's annual gathering where future leadership and focus can be determined. Generally, the executive will provide a review of the past year (membership, revenue, expenses, decisions) and then invite members to decide on the direction for the upcoming year. The AGM is also where new executives are elected, and members confirm their desire to continue affiliation with the UniSQ SG.

AGM Dates

AGMs should take place between August 1 and October 31 each year. It is not recommended that an AGM be conducted outside of this timeframe.

Failure to hold an AGM by October 31 may lead to a club losing their affiliation.

AGM Documentation

Here is your list of documents you need to host a valid AGM:

1. AGM agenda

The AGM agenda informs your members and SG of what will be discussed at your AGM. It also allows for members to propose changes and additional motions or topics to be discussed. SG has compiled a AGM agenda template which is available on our website.

This needs to be edited and sent to clubs@studentguild.com.au 14 days prior to the meeting.

2. AGM attendance list

This list must include attendee names, student numbers, current UniSQ student status, and student email addresses. It is essential to note who attended the meeting and to ensure that quorum has been met.

3. Executive contact details

This list should be kept updated with the UniSQ SG. It must include details like: names; student numbers; email addresses; and the best contact number.

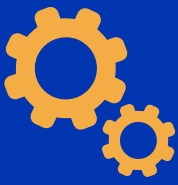
4. Membership list

A record of your members' details and status (student, alumni, staff, general) will help to ensure club compliance within the UniSQ SG policies. All student clubs must move their membership base over to QPay to ensure membership lists are up to date and membership payments are recorded.

5. Asset register

This is a list of all assets, like sporting equipment, merchandise and so forth to help keep track of what the club owns and where club assets are stored.





Annual General Meeting (AGM)

NOTE: All meeting templates and resources needed for meetings can be found [here](#)

6. Receipt book

A receipt book is essential for the Treasurer to keep track of purchases or any incoming funds. The receipt book should be accessible by all club members for transparency. The Treasurer should transfer information from the receipt book to the financial statements each month.

7. Profit & loss statements (P&L)

This document records the total revenue and total expenditure of the club over the year. A template is provided on the club's resource section of QPay.

Depending on club activity the P&L should be prepared monthly, or quarterly at a minimum, to ensure accurate record keeping and reporting to members of the financial position of the club.

8. Constitution

Important in setting up and running the AGM as it outlines the requirements for a quorum, whether and how proxies are managed, and each executive member's duties and responsibilities.

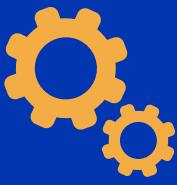
9. Executive Reports (President & Treasurer)

It is mandatory for both the president and treasurer to present reports at an AGM. Each report should be transparent and respectful in detailing the activities undertaken by each along with an acquittal of the roles.

10. AGM Minutes

The secretary should take meeting minutes and complete the necessary sections of the AGM submission application.





Cessation of Activity and Closing of Accounts

If a club ceases to be active or is to be disaffiliated, the C&S Team at UniSQ SG **MUST** be notified, and the following documentation will need to be submitted:

1. A statement signed by each member of the club executive stating their intent to cease activity along with a copy of the minutes of an AGM or special general meeting where members voted to cease club operations;
2. The latest list of club members with relevant contact details;
3. Income and expenditure statements showing the financial position of the club as at the AGM or special general meeting;
4. Bank statements and reconciliation, receipt books, cheque books and any petty cash;
5. Copies of any sponsorship agreements; and
6. A list, and location of any capital items or assets.

Upon notice of cessation of activity or failure to re-affiliate, UniSQ SG will close the club's bank account and transfer any remaining balance, plus any remaining petty cash and club assets to UniSQ SG to be held until such time as a new club can be formed.





**STUDENT
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Policies & REGULATIONS



Social, professional, and industry-based events are one of the major value offerings that all affiliated clubs provide to the student community.



UniSQ SG Regulations

All affiliated clubs are required to adhere to the UniSQ SG policies. These guide the behaviours, decision making and processes for the UniSQ SG operations. You can access the relevant UniSQ SG governance documents at studentguild.com.au, including the UniSQ SG Constitution, UniSQ SG Regulations, Code of Conduct, other policies and procedures.

SG Clubs and Societies Policies

The [SG Student Clubs Policy](#) is a comprehensive document that addresses essential club functions and outlines the rules and requirements for affiliated clubs.

Code of Conduct

According to UniSQ Regulations, all affiliated clubs must adhere to the UniSQ [SG Code of Conduct policy](#) as well as the following UniSQ policies:

- [Code of Conduct](#)
- [Privacy](#)
- [Student Expectations and responsibilities](#)
- [Student General Conduct](#)
- [Student General Misconduct Procedure](#)
- [Work Health and Safety](#)



To access the links in this handbook, please visit studentguild.com.au or email clubs@studentguild.com.au if you require a physical version.

