



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 where the magic happens! From knitting ninjas to 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 Student Club. Got queries or need an extra boost? The Student Guild C&S Team are just a message away!

Walk-in Hours

Talk to the Club Coordinators about their flexible walk-in hours. Walk-in appointments are best for short, simple, easy to attend to issues. Walk-ins are always encouraged!

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 via the phone on the number listed below.

Contact C&S Team

Address: 20 Baker Street,
Darling Heights Toowoomba

Phone: (07) 4688 0700 - Option 4

Email: Clubs@StudentGuild.com.au





**STUDENT
GUILD**

Starting a **NEW CLUB**



**Connect, Unite, and Ignite
your Passion: Start a Uni
Club Today with these 3
Easy Steps.**

Starting a New Club

Follow these steps!

1



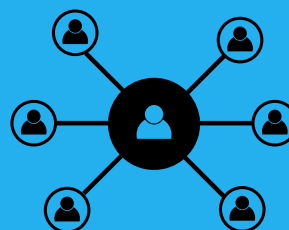
Idea
Submission &
Club
Application

2



Ratification

3



Affiliation

There are three easy steps to follow to start a new club at UniSQ.



Step 1 - Idea submission

The first step is that your idea for a club must not conflict with, or be recognisably similar to, an existing club. A current list of clubs & societies can be found on our website: studentguild.com.au/clubs-societies/

If you have any questions or concerns we suggest you contact the club's coordinator as soon as possible to discuss your idea .

To be accepted, a new club must (at a minimum):

- be open to all students & be member led,
- have an achievable mission,
- be financially responsible, and
- be sustainable, in terms of ongoing membership attraction.

If you believe you meet these criteria, then it's time to look at the process of affiliation and the obligations that your club will need to consider. If you make your application after the 1st of October each year your club will be considered for the following year.

Why affiliate?

There are a variety of benefits of club affiliation. These benefits include:

- Potential use of the UniSQ name and/or logo;
- Public Liability Insurance coverage for approved activities;
- Access to UniSQ facilities, grounds, courts and other areas at no cost;
- Use of approved sporting and other equipment at no cost;
- Listing on UniSQ SG website;
- Assistance with graphic design, membership attraction and event management;
- Training and other resources for club executives;
- Stall at UniSQ Student Expos on all three campuses free of charge; and
- Advertising of club events and recruitment activities on university and SG noticeboards, social media and QPAY apps.



Step 2 - Ratification

If you think you meet the basic requirements and are ready to proceed, then here is what you need for the next step in the process:

- A club name;
- A club email account;
- Contact information (phone, email and student number) of the person applying for the club;
- A list of at least 10 potential current students who wish to be members (with their Student ID information); and
- An idea of the club's mission, vision and values. (A template for this can be found here).

Don't think you can meet these requirements? Do not fret!

In Student Guild terminology, a society is the title we give groups of students who share an interest, wish to meet regularly (or semi regularly) to explore those interests, using university facilities, but who don't yet meet the requirements to be considered a club.

If this sounds more like what you had in mind, then contact the C&S team to discuss your needs and how the Student Guild can assist and support you until you get enough momentum to start the full club affiliation process.

If you are ready to get your club started, and you have all the information needed, you need to head over to our club management platform: QPay.com. The student guild uses the QPay platform to manage all club correspondence, information and resources.

Sign up your new club and submit your information through the "New Club Idea Submission and Application" form, located under the Forms tab.

The forms are considered at the monthly Student Guild Club's Meeting. If the committee has more questions, then you will be invited to attend a Teams meeting to provide clarity and additional information.

There are two possible outcomes of the meeting. The first is that your club idea is ratified, which then allows you to progress to the final stage of the affiliation process.

The second outcome, is that your club idea is not ratified, and the Student Guild will work with you to improve your idea and application to be reconsidered at the next meeting.



Step 3 - Affiliation

If your idea for a new club is ratified, you will receive notification on your Qpay email address along with any additional information that will be required for affiliation.

You need to organise the following to be affiliated:

- Hold an Inaugural General Meeting (IGM) - the Student Guild can assist with this;
- Adopt the UniSQ SG Model Constitution and Code of Conduct;
- Elect a club executive team (minimum of President, Secretary, and Treasurer); and
- Submit the documentation and evidence for affiliation through the QPay portal.

Ratified & Affiliated

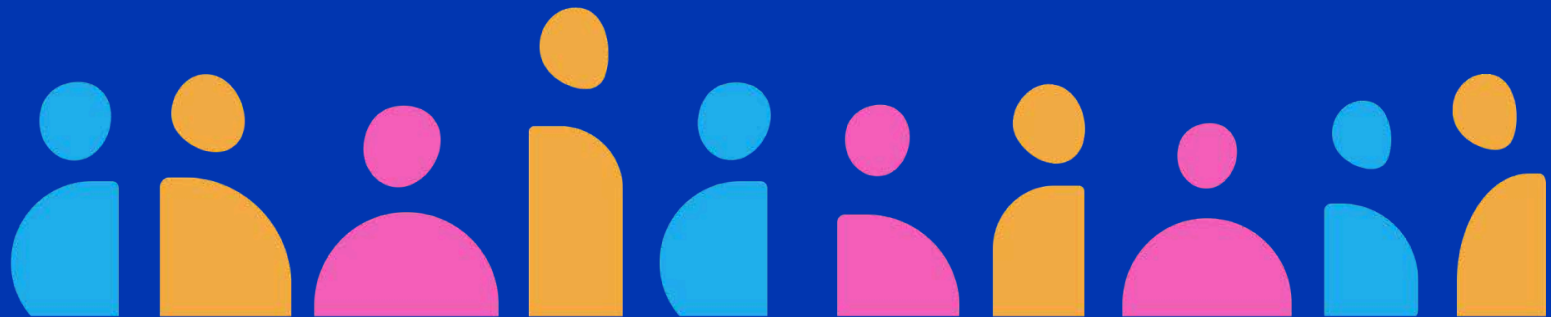
Once the application has been submitted and all documentation is in order, then you will be notified of the club's successful affiliation along with the relevant terms and conditions.

It is not unusual for clubs to have to resubmit their applications a few times if the documentation is not quite complete.

Following the notification of affiliation success, then it's time to finish the process.

This involves:

- Applying for and then submitting details of a club ABN;
- Updating the QPay Club profile;
- Setting up bank details; and
- Recruiting members.





**STUDENT
GUILD**

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 Student Guild operations. You can access a series of UniSQ SG governance documents at studentguild.com.au, including the UniSQ SG Constitution, UniSQ SG Regulations, Code of Conduct, other policies and Media Regulations.

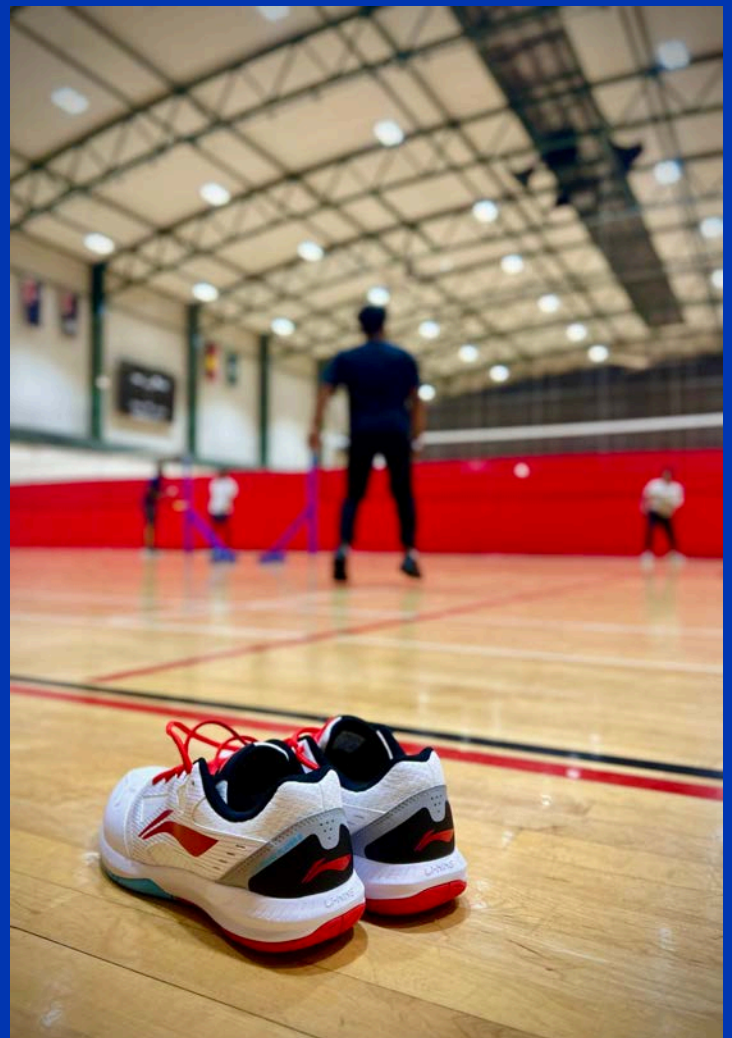
SG Clubs and Societies Policies

The Clubs and Societies Policy is a comprehensive document that addresses essential club functions.

Code of Conduct

According to UniSQ Regulations, all Affiliated Clubs must adhere to SG Code of Conduct as well as the following policies:

- [Alcohol & Drug Use](#)
- [Anti-Bullying Policy](#)
- [Complaints Handling](#)
- [Equal Opportunities](#)
- [Privacy](#)
- [Freedom from Harassment](#)
- [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.