



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**

Reaffiliation & **GOVERNANCE**



**Reignite, Reconnect
and Reaffiliate your
Club.**

**Fun Today and Skills
for Tomorrow.**

Re-affiliation

Clubs that are affiliated will need to renew that affiliation each year. This process is known as re-affiliation. As most of the information is already in the QPay portal for affiliated clubs, the process of re-affiliation is very straight forward.

The following is required to be submitted through the QPay app along with the re-affiliation form:

- Audited bank Statements for the previous year (see the audited bank statement section for more information);
- Updated copy of the club's constitution;
- Updated agreement to abide by the [SG Code of Conduct](#);
- Meeting minutes for AGM with proof of student attendance;
- Updated contact details for the executive & committee members; and
- Completed re-affiliation checklist (this is a dynamic questionnaire that will determine your new affiliation level).

All re-affiliation documents and applications need to be submitted by the middle of June of each calendar year (the exact date will be displayed in the QPay App). The C&S Team will provide assistance if needed with this process.

Clubs that decide not to reaffiliate will be removed from the QPay app and have their information and assets returned to the Student Guild.

For Incorporated Clubs

You might be asking: "What is an Incorporated Club?"

In short, an incorporated club is a club that has gone through the process of incorporation which gives an association legal advantages, in return for accepting certain legal responsibilities.

A complete guide to club incorporation has been prepared by the Queensland Government and can be [found here](#).

A slightly different process

Incorporated clubs need to follow a slightly different process for both affiliation & re-affiliation. This is because an incorporated club is a separate legal entity to a Student Guild Club but as long as the affiliation requirements are met, affiliation can occur.

Incorporated clubs need to provide:

- An updated and valid certificate of incorporation;
- A UniSQ brand use agreement;
- Affiliation/re-affiliation documents; and
- Insurance details

Incorporated clubs who affiliate with the UniSQ SG will also be bound by the terms and conditions for club affiliation with UniSQ SG as well as those of their incorporated body.



Obligations

UniSQ SG has a responsibility to ensure that all affiliated clubs operate safely, legally, and ethically. It is therefore important that clubs understand the obligations that come with being affiliated. These obligations apply to both club governance and management.

Affiliated Club Governance

Club governance is about ensuring that the club and its members operate within the legal, fiscal and ethical boundaries of a not-for-profit organisation. It's also important for affiliated clubs to operate within the UniSQ SG code of conduct, and clubs policies.

Good governance starts with good leadership. Affiliated clubs must fulfil these leadership requirements:

- appointment of a club executive that consists of (at a minimum) a president, secretary and a treasurer;
- ensuring that all executive roles are held by current UniSQ students; and
- ensuring that the executive's term of office is one calendar year.

Club executives can only be appointed or changed at an AGM or via a Special General Meeting (SGM). The C&S Team need to be immediately notified of any changes to the club executive.

All club executives are expected to work as a team in collaboration with SG, to benefit their club and its members in pursuing its purpose.

All club executives and their members need to be aware of, and adhere to, the UniSQ SG clubs policy and subsidiaries outlined in the policy section of this handbook.

Club executives need to ensure that all financial dealings are well documented and that the club's financial statements are audited annually through the ATO. It is a requirement to submit a copy of these audited statements when re-affiliating.

Data Privacy

An affiliated club may hold private and identifying information about its members.

All data is to be handled in accordance with the [UniSQ privacy policy](#) and cannot be shared without expressed permission of the people who own that data.

It is important that club executives understand their obligations in this regard and training will be provided to assist.



SG Affiliation Fees

A requirement of affiliation, is for clubs to pay an affiliation fee. The affiliation fee will contribute to the support that SG provides to clubs through services and funding.

In 2024 this fee is \$2 per club member (regardless of membership type). The fee is subject to yearly evaluation negotiated during the re-affiliation process.

Club Handover

Outgoing club executives are expected to complete a sufficient and proper handover to the new executives by no later than December 31 of each year. A good handover will not only ensure that the new executives understand their roles and are prepared for their term, but will also ensure that the club operates efficiently and effectively.

A handover checklist can be found on our website but in short can contain:

- a review of SG procedures;
- an overview of previous events;
- changes to bank account details and passwords;
- updating relevant contacts; and
- reflections and advice for the incoming committee on filling the role.

Membership

Affiliated clubs must have a base of financial members who have paid their membership fee in each calendar year.

The minimum membership fees that an affiliated club must set annually are:

- at least \$5 per UniSQ student/ staff member; and
- at least \$25 for non-UniSQ students or staff.

These fees would be in addition to any incorporation fees charged to members.

Clubs can elect to charge a higher membership fee at their AGM or at a Special General Meeting so long as the fees meet the requirements set out in the club constitution and the SG Clubs policy.

Club membership must be managed through the QPay website and must be valid for one calendar year, expiring on the 31st of December of each year. Members will need to renew their membership and pay their fees annually.

Each club must have a membership comprising a minimum of 20% current UniSQ students to maintain their affiliation status.





**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 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.

