



# 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](mailto:clubs@studentguild.com.au)  
[www.studentguild.com.au/clubs](http://www.studentguild.com.au/clubs)





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# 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



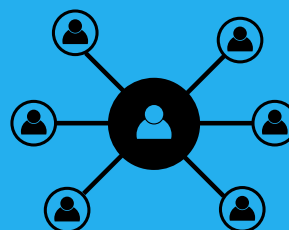
Idea  
Submission &  
Club  
Application

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. If this is the case, we will work with you to connect you with the existing club or find out how your clubs maybe different.

[A current list of clubs & societies can be found on our website.](#) 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. Affiliation runs from 1 November to 31 October each calendar year. Therefore, if you start your application after 1 October, it will be considered in the round 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 reduced or 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 engagement events 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 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!**

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 affiliated, can be given conditional affiliation.

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

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](https://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 SG 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 C&S Team will work with you to improve your idea and application.



# 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 C&S Team will 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.
- For academic clubs, it is important to engage the academics in your school or discipline area in the club development process. Evidence of their endorsement for the club is required as part of the affiliation process.

## 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:

- Updating the QPay Club profile;
- Setting up bank details;
- Recruiting members; and
- If necessary, applying for and then submitting details of a club ABN







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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](http://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](http://studentguild.com.au) or email [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au) if you require a physical version.

