STARTING A NEW UC CLUB OR SOCIETY

How To

uclife

WANT TO START A CLUB AT UC?

If you have browsed through the list of clubs and societies on the UC Life website and haven't found one that meets your interests; why not start your own?

This document outlines everything you need to do in order to start a social, cultural or academic club or society at the University of Canberra.

If you are looking to start a Sporting Club, please contact **ucsport@canberra.edu.au**

The first step is to ensure that your club or society meets the criteria set by UC Life and UC.

The club/society must:

- Be unique to the University of Canberra (UC)
- Be open to all UC students
- Have at least ten current UC students interested in joining
- Have at least four individuals interested in being on the Executive Committee in the roles of President, Vice President, Secretary and Treasurer
- Intend to charge a membership fee
- Have a least 80% of their members enrolled as current UC Students to be eligible for funding.

Please note that all new clubs will be put on a 6-month trial before being given access to regular funding. Clubs may be eligible for a funding in their first 6 months with a max of $500.00.

To start a new club or society please follow the four steps detailed below. If you have any questions contact uclifeclubs@canberra.edu.au.

Step	Description
1A. Business Plan	Provide a detailed business plan for the club, identifying audience, activities and purpose.
1B. Interested members	Find a minimum of ten interested students
2. Constitution	Create your club constitution using the template provided
3. Inaugural General Meeting (IGM)	The first official meeting of your club
4. Open a club/society bank account	Open a Commonwealth bank account for your club

1A. BUSINESS PLAN

The first step to starting a UC Life Club or society is to complete a business plan outlining the operations of the club or society. The business plan must include the following information:

1. **Why? – What is the purpose of the club/society?**
   a) Why is the club going to exist?
   b) Who will it service?
   c) What existing need will the club's creation address at UC?
   d) Advantages of having such a club/society on campus, i.e. links to University/faculty's aims/objectives or other identified need

2. **Aims and Objectives**
   a) What are the big picture items that the club would like to achieve? (Please list)

3. **What?**
   a) Expand on each aim/objective detailing steps to be taken to achieve them

4. **When? – When will things happen within the club?**
   a) How often will meetings take place?
   b) Date/frequency and type of events
   c) Other special activities to take place
   d) Propose a schedule for the first 6 months of club activities

5. **How? – How will you plan to execute the running of your club?**
   a) Structure of committee
      a. Executive must be President, Vice President, Secretary and Treasurer
      b. Other Committee members E.g. Events Coordinator, Marketing Coordinator, General Committee Members etc.
   b) Other special committees, i.e. for particular events/projects undertaken by the club e.g. Communications Ball Committee
   c) Funding:
      a. How will funds be raised to support the club and its endeavours?
      b. Membership fee – what price will members be charged to join the club? (minimum $5 per year)
      c. What funding will be received from other sources not including UC Life i.e. sponsorship, fundraising

1B. INTERESTED MEMBERS

Requirements

- The next step in establishing a new club or society is to find other motivated and interested people to join or help run the club. You must have a minimum of **ten UC students** who are interested in joining the club.
- **Of these ten members, four individuals** must be interested in being on the Executive Committee in the roles of President, Vice President, Secretary and Treasurer.
- Before the Inaugural General Meeting (IGM) (step 3) **you cannot take any membership fees**, you can only take details (name, email, student ID, phone number) of people who are interested in joining your club.
- Invite these members to attend your IGM and ask them to become paying members following your IGM.
- Membership of all UC Life affiliated clubs and societies **must be open to all UC students**. Any club that hinders or prevents students from joining or attending events may be disaffiliated.

How to gain interested members:

New clubs and societies should actively promote themselves with the aim of gaining as much exposure as possible across the UC community. There are several ways that this can be achieved including:

- Posters on the concourse/refectory – Use poster boards only
- Speaking at lectures and tutorials related to the club – Ask your lecturers
- Creation of a public Facebook page
- Word of mouth
- Market Day Stall
  - Clubs that are in the process of starting up may hire (free of charge) a stall for Market Days. Market Days are held every month during semesters one and two. If you wish to host a Market Day Stall you must submit your business plan first (Step 1a) to uclifeclubs@canberra.edu.au and ask about hosting a Market Day Stall to increase your interested members.
- Ask UC Life to advertise the club on their Facebook page

Once you have completed, the business plan, and emailed uclifeclubs@canberra.edu.au your intention to start a club, your club will be created at https://clubs.canberra.edu.au/**. UC Life will also provide the constitution template for the club to complete.**

2. CONSTITUTION

A constitution is a formal document which governs the rules by which your club must operate. It provides details regarding the Executive Committee, the number of members needed to form a quorum, election procedures, and the purpose and structure of the club. All new clubs must use the constitution template provided by UC Life after completion of step 1a & 1b.

The club may create their own additional club policies; however, the proposed policies must be approved by UC Life before being adopted by the club.

The constitution must be completed and a draft sent to UC Life prior to the IGM (see step 3). At the IGM the Constitution must be accepted by all members.

3. INAUGURAL GENERAL MEETING (IGM)

The IGM is the first official meeting for all club members. At this meeting, the constitution is adopted, office bearers are elected, and ideas are put forth and discussed for future activities. At this meeting, minutes must be taken, and all new members must pay a membership fee and have their details recorded (including name and student ID number). Below is an outline that should be followed at your IGM:

Prior to the meeting

- **Ensure UC Life is aware of your upcoming IGM, including details such as time, date and location. Notice must be given at least 14 days prior to the meeting.**

  DO NOT HAVE YOUR IGM WITHOUT THE PRIOR APPROVAL OF UC LIFE

- Book a room for your meeting
    - Email uclifeclubs@canberra.edu.au and request a room for your IGM
    - If you wish to use a Library study room or one of the study spaces above the refectory you can book it online at http://canberra.libcal.com/booking/rooms
- Ensure as many potential club members as possible are invited to the IGM. It is compulsory to send an email to all interested students. Other ways to invite people to the IGM could include promoting the IGM on your Facebook page, putting up posters around campus, talking in lectures etc.
- Ensure all potential nominees are aware of committee positions available and how to nominate themselves/others. Read and complete the constitution template provided by UC Life and have it approved prior to your meeting
- Provide a copy of the completed constitution to all potential members

At the Meeting – See below for minute's template

Appoint someone to record the minutes at the meeting (elected Secretary will record minutes at all future meetings)

- **Introduction:** welcome all those present and outline the reasons for having the meeting. Discuss the reasons for starting the club and open the floor to any questions regarding the start up of the club
- **Motion to Start the Club:** Put forward a motion to start the club – A motion is where someone formally states they wish to do something in this case start the club. "I <Name> move the motion that we start the <club name> club". All in attendance then vote if they agree with this motion or not. The motion is passed if a majority agree with the motion.
- **Constitution:** Put forward a motion that the constitution be accepted. Once the motion is passed, the constitution becomes the rules by which the club is governed from that point onwards
- **Membership Fee:** Decide club membership fee (minimum $5)
- **Election of Committee Roles:** Executive Committee should be made up of the following four positions: President, Vice President, Secretary and Treasurer. The club may appoint as many additional Committee Members as necessary to ensure the efficient operation of the club. Nominees for each position must be voted upon as per the constitution.
- **Open Club Bank Account:** Discuss and record in the minutes the appropriate information for opening a club bank account. (See Step 4 and refer IGM Minutes Template further down in this document)
- **Contact UC Life:** Nominate person to submit the IGM minutes to UC Life (uclifeclubs@canberra.edu.au) within 14 days of the meeting.

After the Meeting

- Submit IGM minutes to UC Life
- Open your club bank account with the Commonwealth Bank (following the instructions on this document)
- Deposit any membership fees collected into your new club bank account
- Set a date for the next club meeting and decide how often committee meetings will be held (at least monthly is recommended).
- Send meeting minutes to all members whether they were in attendance or not

For an example of meeting minutes see the end of this document

4. OPEN A CLUB/ SOCIETY BANK ACCOUNT

Step 1: At the IGM, the following things need to be discussed and recorded in the minutes, as stated in the template below:

- State there must always be a minimum of three signatories on the club bank account (in addition to UCX Staff)
- State that a minimum of two signatories are required to sign off on any transactions
- Confirm the details (name, position, date of birth, phone number) of who the bank signatories on the club account will be (must be President, Vice President and Treasurer)
- State who out of the signatories will have NetBank access and their position on the committee
- The new signatories will take a copy of the signed IGM minutes and club constitution to the UC Life office then the UC Commonwealth Bank branch. Record that this is happening in your meeting minutes
- The minutes must then be printed and be hand signed by all three signatories (President, Vice President and Treasurer)

Note: this section of the minutes should be copied exactly from the template with only yellow highlights changed.

Step 2: Email a copy of your meeting minutes to uclifeclubs@canberra.edu.au within 14 days of the meeting to receive confirmation that the minutes have been recorded correctly. Also provide an estimated time of when all signatories can go to the UC Life office and the Commonwealth Bank together so that UC Life can have the required form ready for you to pick up.

Step 3: Once you receive confirmation from UC Life that your minutes are correct, go to UC Life office to collect the 'Add or Remove Authority' form, meeting minutes signed by UC Life and copy of your club's constitution. You do not need to complete anything on these forms.

Step 4: UC Life will arrange an appointment at the Belconnen Branch of the Commonwealth Bank for you. Please provide UC Life with a number of times within the next three weeks that you would be available to attend the bank together.

Step 5: Go to the Commonwealth Bank with the following:

- All new committee members who are bank signatories
- Photo identification (driver's license/proof of age card/passport) for each person
- Documents collected from UC Life (Co-signed meeting minutes, authority form, club constitution)

For more information:

UC Life

Phone: 0458 712 214

Email: uclifeclubs@canberra.edu.au

IGM MEETING MINUTES EXAMPLE

Inaugural General Meeting of the <mark>INSERT CLUB NAME</mark>

Club Name:
Meeting Date:
Meeting Location:
Meeting Start Time:
Attendees:
Apologies (those unable to attend):

Welcome

<mark>INSERT NAME</mark> welcomed everyone that was present and <mark>OUTLINED REASONS</mark> for starting the club. <mark>INSERT NAME</mark> also provided the opportunity for those present to ask questions and make any comments. <mark>RECORD QUESTIONS ASKED AND COMMENTS MADE</mark>.

Motion to Start the Club

<mark>INSERT NAME</mark> put forward a motion to the start the club. Motion was accepted by all present.

Constitution

Motion was put forward to adopt the UC Life Club/Society Constitution as the official governing document of the club, containing the rules and regulations by which the club is bound. The motion was accepted by all present.

Membership Fee

Membership fee was decided to be <mark>$_</mark>.

Election of Committee Roles

Nominees:
- President – <mark>INSERT NAME/S</mark>
- Vice President – <mark>INSERT NAME/S</mark>
- Treasurer – <mark>INSERT NAME/S</mark>
- Secretary – <mark>INSERT NAME/S</mark>
- <mark>ANY ADDITIONAL COMMITTEE MEMBER POSITIONS</mark>

Elected
- President - <mark>INSERT NAME</mark>
- Vice President - <mark>INSERT NAME</mark>
- Treasurer - <mark>INSERT NAME</mark>
- Secretary - <mark>INSERT NAME</mark>
- <mark>ANY ADDITIONAL COMMITTEE MEMBER POSITIONS</mark>

Open Club Bank Account

- There is to be at least three signatories listed on the account (President, Vice President & Treasurer) in addition to UCX staff
- Two signatories must sign off on any transactions.

- Bank signatories are: <mark>NAME, DATE OF BIRTH, MOBILE NUMBER</mark> (President), <mark>NAME, DATE OF BIRTH, MOBILE NUMBER</mark> (Vice-President) <mark>& NAME, DATE OF BIRTH, MOBILE NUMBER</mark> (Treasurer)
- Signatories to have full NetBank access are: <mark>NAME (POSITION), NAME (POSITION) & NAME (POSITION)</mark>
- All new signatories will go to the bank together to open the bank account and become signatories on the account.

Contact UC Life
- <mark>INSERT NAME</mark> (usually the newly elected secretary) will email UC Life (uclifeclubs@canberra.edu.au) a copy of the IGM minutes within 7 days of the meeting

<mark>**INSERT ANY OTHER AREAS OF DISCUSSION**</mark> **e.g. Events, frequency of committee meetings etc.**

Meeting closed.
Meeting end time:

Next meeting scheduled for:

_____
President's Signature

_____
Vice President's Signature

_____
Treasurer's Signature