



# AFFILIATION GUIDE

ST LUCIA

Congratulations on recently becoming affiliated with UQ Union! The information below outlines the next steps to get your club up and running as seamlessly as possible.

Once the steps below are complete, we then recommend you familiarise yourself with other processes and procedures in the Executive Handbook and/or the Video Resources found on the Union website.

## FIRST STEPS

### Contact Details

When you uploaded your IGM documents for affiliation, it should have prompted you to supply us with the contact details for the club's President, Secretary, Treasurer and generic email to receive correspondence throughout the year regarding compliance requirements such as audit and AGM information as well as event information for Market Day, Clubs Awards night etc. If you notice you are not receiving emails from us (approx. monthly) or would like to update your details, please let us know via email at [clubs@uqu.com.au](mailto:clubs@uqu.com.au).

### Communication

Aside from email communications, we also post on the 'UQU C&S Executive Circle' Facebook page where you can ask questions and receive reminders and updates. All club execs can request to become a member of the Facebook page. Clubs are also welcome to post question or their events on the page.

### Website Profile

You'll need to complete a website profile for your club. You can find the link to do this [here](#). You can upload information about your club, a logo, photos and FAQs. We'll let you know when the draft is ready for you to preview and approve.

Once you have completed the items above, you're eligible to move on the next steps.

## NEXT STEPS

### Bank Account

Once you have completed the above three steps, we recommend you move to set up a bank account.

All clubs have a single bank account at the Commonwealth Bank of Australia. As a new club (or even as new executives of an existing club), your first step is to complete the CBA's *Banking for Authority* form. A minimum of two signatories are required -- usually the club President and Treasurer -- but we recommend a third signatory to avoid having to return to the bank and repeat this process if a signatory steps down, resigns or graduates.

Once completed, the club must bring printed hard copies of:

- the completed bank form; and
- the IGM minutes to the Clubs and Societies office in UQ Union (Building 21A) to be endorsed / signed by the Finance Manager and the Clubs and Societies Manager. This can take 2-3 business days and must be done BEFORE taking the paperwork to the bank, otherwise the bank will reject them.

Note that the bank will only accept original signatures, therefore these forms cannot be emailed or scanned.

The following information must be written into the meeting minutes, so that the form is accepted by the bank:

- The full name of the club/society;
- Date, time and location of the meeting held;
- The voting of the incoming committee and the names of the incoming executive
- Account details – BSB and account number (for existing clubs);
- Name of outgoing executives (for existing clubs)

The bank prefers all incoming executives listed on the bank form to attend the branch, regardless of whether you are a new or returning executive. This is to ensure each executive's profile is correct. New executives who

do not already have a CBA profile must bring 100 points of identification, such as a driver's licence or passport. The bank also asks for incoming and outgoing executives to be listed on the minutes so they can remove relevant persons.

All club bank accounts must have two signatories to approve any transaction. Debit cards are not an option. This is to deter misconduct and misappropriation of funds. If financial fraud does occur, usually from passwords being shared, the liability falls to the person responsible for the fraud; however, anyone who shared the password may be considered equally at fault. Penalties for these actions may include the full return of funds, a report to UQ and/or the police, and disaffiliation of the club.

The *Application and Authority for Business Accounts* form can be found on the CBA website or UQ Union website under C&S resources. An example form has been provided to show which sections of the form need to be completed. Remember that clubs must maintain an annual membership fee to members, at a minimum of \$2. Not charging a membership fee will result in disaffiliation.

### **Australian Business Number (ABN)**

An Australian Business Number is a unique identifier used by businesses when interacting with various governments and agencies such as the ATO and the Office of Fair Trading. Current ATO reporting obligations require all UQU-affiliated clubs to have ABN registration, partly to avoid tax implications and penalties and also to ensure good governance.

**If you already have an ABN**, please email us and we will send you a Third-Party Form to complete, to ensure that our team is listed with the Australian Business Registry (ABR). This will allow us to update contact details each year on your behalf, which can save you time and money if you forget.

**If you don't have an ABN**, registering is a straightforward, cost-free process. Please click this form to start the application and our external agency Bentleys will do the rest. If you have any questions regarding the form, please email [uqclubs@bris.bentleys.com.au](mailto:uqclubs@bris.bentleys.com.au). You should expect to receive your ABN within a couple of weeks.

### **REMEMBER**

Once you have your bank account and your ABN set up, you need to email us your account details and your ABN number. We can deposit the start-up grant to you, assuming that your website profile and contact details have been completed.

## **ADDITIONAL INFORMATION**

### **GRANTS**

There are three types of grants and eligibility depends on the affiliation time of year. Clubs established throughout the year (March – December) will receive a Start-Up Grant but not a Membership Grant.

**Start-Up Grants** of \$300 are awarded to all new clubs to assist with set up costs. Once you have completed your website profile and supplied us with your bank account details, the start-up grant will be paid into your bank account.

**Membership Grants** are available to established clubs who provide their membership lists following Semester One Market Day. If your club was affiliated after that time, you will not be eligible for a Membership Grant.

**Grant by Application** is available to all clubs. It is an incentive run by the elected student committee each year and therefore the criteria can change. Applications are made via an application form on QPAY. The form lists the application criteria and Terms & Conditions.

## MAKING CHANGES

Clubs sometimes wish to change their name or amend their aims and objectives. If you wish to do this, you must first seek approval from the C&S Committee, as affiliation is based on the original application, and does not necessarily carry forward to the proposed change.

Changes to the club's constitution or executive team do not need approval from the committee. These must pass a vote at an SGM or AGM which must be valid in terms of quorum, notice period etc.

## CONSTITUTION

As a newly affiliated club, you have held an Inaugural General Meeting (IGM) in which you adopted a constitution consistent with the model constitution. Some clubs choose to operate with the model constitution and others choose to amend the model constitution to suit more specific requirements. There is no right or wrong, but it is important to know that some key areas of the model constitution **cannot** be removed:

- The club name, aims and objectives, as initially ratified and approved by the C&S Committee. Any changes must be requested and re-approved by the committee;
- The membership fee; membership cannot be free and must be at least \$2;
- The club membership must be no less than thirty members for St Lucia-based clubs and no less than 10 members for Gatton and Herston-based clubs.
- Seventy per cent of members must be current students.
- All members of the T3 club executive team must be current students.
- An annual general meeting (AGM) must be held once a year, usually in October.
- A dissolution clause must be included, relating to any money or assets the club might have if it folds.

Each existing club has a constitution that can be requested by any member of the club at any time. This is the underpinning document that defines your club and provides a basic set of rules for club management. As well as setting out the club's aims and objectives, a constitution must also include key information such as:

- The democratic voting structure relating to the election of office bearers;
- The membership of the club's management committee and the requirements for filling a vacancy in the executive throughout the year;
- Quorum (the percentage or number of persons who must be present to constitute a valid meeting), commonly 15% plus one;
- The percentage of votes required for a motion to pass for ordinary club business and governance decisions;
- The period of notice to be given to members in order that meetings are valid (generally 14 days);
- Procedural requirements for removal of executive member(s);
- Procedural requirements for refunds or terminations of club memberships;
- Regulations regarding the club's funds and accounts;
- A dissolution clause relating to any money or assets the club might have if it folds.

The club's constitution is voted for by members and therefore any changes to it must also be voted on by members. This is often done at the Annual General Meeting or throughout the year at a Special General Meeting (SGM) by a Special Resolution, which is a vote that requires three-quarters or more members voting in favour for it to pass.

It is important to ensure your constitution remains up to date, as the C&S committee will not amend a club's constitution or override what members have decided on. Common problems include having the quorum for a meeting set too high, so that it becomes difficult to reach if membership numbers reduce. Other issues are not explicitly allowing online attendance of meetings, or a previous year's amendment to the constitution.

If a complaint has been made about a club breaching its constitution, the C&S Committee will require that a club follows its constitutional rules, or request that they change their rules as soon as possible. Incidents of disciplinary action are rare, especially if clubs are mindful of their constitution's rules. The C&S department asks for a copy of each club's constitution each year for compliance purposes and due to executive turnover, so can reference these if any procedural complaints are made.

There is more information about constitutions in the Executive Handbook, but it is good practice to be aware of these key points while developing the club in its infancy.

## STORAGE AND THE C&S ROOM

The C&S Room is located on Level 2 of the Union Building (21B), next to the RedRoom. It comprises a main room which can be used by any club members to hang out or hold meetings, plus a storage area. All clubs are eligible for one plastic storage box and there is also a large tub for pull-up banners. If you would like a storage box, please email [clubs@uqu.com.au](mailto:clubs@uqu.com.au) and make a request.

The C&S Room cannot be booked by a club as it is a general C&S area. The C&S Room is manned by a C&S staff member intermittently during the week. If unmanned, please email or visit the UQU office during walk-in hours (Mon, Weds, Fri 9am-1pm).

## PHOTOGRAPHY

The Union has contracted photographers that can be booked by clubs who wish to have photographs taken at their club events.

- You must book a photographer two weeks prior to your event to secure a booking.
- All photos will be displayed on the Union's Facebook page and remain the property of the Union.
- The Union will pay for up to eight photography hours per club per year.
- If you have exhausted the eight hours' quota, you will need to pay the photographer's invoice from your grant money or club funds.
- To book a photographer, contact [photography@uqu.com.au](mailto:photography@uqu.com.au).

## AV EQUIPMENT

The Union does not loan out AV equipment such as microphones or speakers. If you need a projector, we recommend you book a room with a built-in projector or contact UQITS, who hire out equipment.

*Hopefully this guide has helped you to make take the first steps. Once you feel comfortable with the above, please refer to the Union website for other resources, guides and videos to learn about booking rooms, events forms, and answer any other questions you may have. And if you need further assistance, please reach out to us at [clubs@uqu.com.au](mailto:clubs@uqu.com.au).*