

SUBSIDIARY CLUB POLICY

| | | | |
|--------------------|---------------|-----------------------|------------------|
| Procedures number | CLB001 | Version | V004 |
| Drafted by | Kendal Dorney | Approved by | COMMITTEE on |
| | | | 24 November 2020 |
| Responsible person | Secretary | Scheduled review date | 24 November 2021 |

RESPONSIBILITIES

It is the responsibility of the CoastRs subsidiary Clubs to follow the outlined procedures in this policy along with:

1. CoastRs policies and procedures
2. SSAF Agreement requirements
3. Comply with the Policies and Procedures as stated in the Southern Cross University Student Rules, Policies, Procedures, and Guidelines <http://scu.edu.au/policy/>

CoastRs clubs shall be responsible to obtain and complete the following annually:

1. Sign-up a minimum of 10 Southern Cross University students and maintain the membership register ensuring all students are members of CoastRs
2. Conduct a meeting
3. Elect Club Chairperson and any other committee positions as required
4. Write your Clubs Aims and Objectives
5. Organise an Annual Planning Sheet
6. Decide on an amount for membership for your club if applicable
7. Complete Club By-Laws
8. Submit all abovementioned details to a CoastRs Student Association at our office on level A1:20 building A or by email coastrs@scu.edu.au for approval
9. Advise CoastRs of any changes to the abovementioned

PROCEDURES

Approval

Once all the responsibilities have been submitted your application to become a subsidiary club will be considered at the first upcoming CoastRs committee meeting. You will be notified immediately after the meeting whether you have been approved or whether further information is required. Any appeal to the decision made can be submitted to the Secretary for further consideration.

All CoastRs clubs must submit club paperwork annually before any funding can be allocated.

Membership

Membership of the club is open to: Southern Cross students who are members of CoastRs Student Association. Due to SSAF legislation, funds must be spent on students. As such, club events and activities should be focused on student engagement rather than being community focused.

Recruitment of members shall also consider CoastRs Incorporated's commitment to cultural diversity under its Access and Equity Policy.

Each club is free to determine their own membership fee.

Clubs must keep their membership list updated and it is expected that each club keep an electronic spreadsheet of membership details including name, student number and email address that can be forwarded to the CoastRs Student Association coastrs@scu.edu.au each session.

Clubs may incorporate other rules in relation to membership if they are consistent with the abovementioned requirements and associated procedural responsibilities.

Induction

All members shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions. If club members are unsure of any information relating to governance or operations, they are to seek guidance from CoastRs staff or committee.

Behaviour

Club members are to act within the policies implemented by CoastRs and the University with regards to respectful and non-harassment of other students and staff. Please also be considerate that while CoastRs staff and committee are available to assist with the operations of your Club it is important that these Clubs are student led and operated. Committee members and CoastRs staff should not be subjected to unrealistic time frames with requests, approvals and general correspondence. Where possible please make appointments to see CoastRs staff and understand that due to other work obligations some decisions or requests cannot be completed immediately.

Funding

Each year clubs must submit a SSAF Application for funding for the upcoming year which will be approved and submitted on behalf of the club by CoastRs. If approved by the SSAF Committee, the monies will be made available in February of the upcoming year.

CoastRs are unable to receive SSAF funding monies from clubs who submit their own SSAF bid as the SSAF contract will then be between the club and the University.

For new clubs with no funding or created after SSAF bids are submitted CoastRs can assist with up to \$200 toward the operations. Any requests for funding must be approved by the CoastRs committee.

Any clubs who are inactive or not compliant with the Club Policy will have any unspent funds rolled over to the general CoastRs SSAF account at the discretion of the CoastRs committee.

Finances

All club finances are to be managed by CoastRs. Clubs are required to use a receipt book when taking monies on behalf of the club and then these funds will be banked by CoastRs into the CoastRs bank account.

Any expenses can be paid by CoastRs with prior notice and approval of the club committee. Expenses must be aligned with the requested SSAF Application otherwise approval from the CoastRs committee and potentially SRC is required.

Club members shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in CoastRs Incorporated's Reimbursement of Expenses Policy. Club committee members are volunteers and are excluded from any form of payment.

CoastRs Affiliated clubs and societies are to send in all Meeting Minutes, they will be kept as club records and as proof of approved expenditure for the club or society.

CoastRs clubs are NOT permitted to hold funds relating to the operation of their club in separate bank accounts. Any clubs found to be holding funds in separate bank accounts will not be eligible to receive SSAF funding. It is at the discretion of the CoastRs committee to investigate and request statements of any said monies. This is to ensure the accountability and transparency of SSAF funds by the University and to ensure smooth transitions with committee changes.

Equipment

Any asset purchased by a club or group with SSAF funds should be returned to CoastRs Student Association should the group or club cease to exist or go defunct in any way.

Assets should be kept on the University premises unless permission has been given by CoastRs Committee for it to be stored elsewhere.

A club stock take should be taken at the end of each academic year and all capital items of equipment should be accounted for.

Photocopying and printing

CoastRs will supply printing free of charge for club related marketing and administration at the commencement of each session. Any excessive use of this service may result in a review of the FOC component requiring charges for services.

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in CoastRs Incorporated's Reimbursement of Expenses Policy.

Marketing

Clubs are encouraged to have both flyers and banners for promotion and branding purposes. Qualified CoastRs staff are available to assist with any marketing requirements. Please complete the Artwork Job Sheet with all requirements for marketing to be completed by CoastRs (Appendix d).

All club flyers must have the CoastRs Student Association logo on them and approval from CoastRs is required before any distribution (Appendix d).

It is a requirement of SSAF that your marketing materials include "SSAF Funded".

Any use of SCU name or logo must get approval from the SCU Marketing department. CoastRs Student Association can assist with this process if required.

CoastRs Student Association Newsletter is published electronically every Tuesday during session so please email CoastRs at least 5 days prior with any events or activities you want advertised.

Social Media

Clubs are encouraged to have a Facebook Page with at least two admin members. CoastRs request that our Social Media presence "Kirra CoastRs" is made admin also to alleviate any issues when members of club committees change.

It is a mandatory requirement that all club and societies market and publish posts to a public page through the clubs Facebook page. No secondary page should be operated without the public page being updated regularly to ensure inclusivity.

Please advise CoastRs if you wish for any of your Facebook posts to be shared on the main CoastRs page.

We encourage you to create your events as Facebooks events so we can add them to our platforms.

Events

When organising a club event, approval must be first sought with notice; a minor event – minimum of two weeks (10 business days), major event – minimum of one (1) month notice from CoastRs Student Association and Southern Cross University before any booking or promotion is conducted.

Clubs are required to submit their event to CoastRs Student Association via our online registration form: <https://coastrs.com.au/clubs-and-societies-event-form/>. A risk assessment may also be required, you will be notified by CoastRs Student Association if this is the case.

The preferred venue for club's and societies engagement activities is on campus. Please refer to CoastRs event policy for information on holding events (email coastrs@scu.edu.au for further information).

RELATED DOCUMENTS

- Staff Recruitment Policy
- Access and Equity Policy
- Reimbursement of Expenses Policy
- Club and Societies event checklist
- Branding guidelines
- Club and Societies Financial Accounting Procedure and Policy

AUTHORISATION

APPENDIX A

CHECKLIST FOR CLUBS

All the below items must be checked off and approved

| Item | Provided / Completed |
|--------------------------------------------------------------|----------------------|
| ✓ Sign up 10 members | |
| ✓ Conduct a meeting/ AGM and elect executives (if necessary) | |
| ✓ Club Aims and Objectives | |
| ✓ Club Planning Sheet | |
| ✓ Membership Register | |
| ✓ Club By-Laws | |
| ✓ Submit paperwork to CoastRs Student Association | |

I believe all the information supplied within this application to be true and correct and an accurate plan of the club activities.

Relevant Club Officer: _____

Signature: _____

Date: / /

CLUB AIM AND OBJECTIVES

Club Name: _____

Please list what your Club will be striving to achieve, and its activities and services provided to student members, the campus and the community.

1. _____

2. _____

3. _____

4. _____

5. _____

CONTACT DETAILS EXECUTIVE COMMITTEE MEMBERS

| | | |
|--------------|------------------|-------------|
| Name: | Position: | Telephone: |
| Email: | | Student no: |
| Name: | Position: | Telephone: |
| Email: | | Student no: |
| Name: | Position: | Telephone: |
| Email: | | Student no: |
| Name: | Position: | Telephone: |
| Email: | | Student no: |
| Name: | Position: | Telephone: |
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| Name: | Position: | Telephone: |
| Email: | | Student no: |
| Name: | Position: | Telephone: |
| Email: | | Student no: |

PLANNING SHEET

Calendar of social events and or activities, functions, events for your club or society

| Period / Month | Brief: Social events and or activities, functions |
|----------------|---------------------------------------------------|
| O Week | |
| March | |
| April | |
| May | |
| June | |
| July | |

| Period / Month | Brief: Social events and or activities, functions |
|-----------------|---------------------------------------------------|
| August | |
| September | |
| October | |
| November | |
| December | |
| Other Events | |

MODEL BY-LAWS

Please note as affiliated clubs and not registered organisations these By-Laws are for best practice only, (excluding section 2). These By-Laws cannot be altered, the club/ society must adhere to other CoastRs Student Association or Southern Cross University requirements noted in the policy and procedures.

1. Name

1.2 A Club must not use the word “CoastRs Student Association” within its title unless submitted to CoastRs Student Association in writing and approved in writing by CoastRs Student Association.

1.3 A Club must obtain approval for the use of the prefix “**Southern Cross**” within its title from Southern Cross University. CoastRs Student Association does not provide approval for the use of this name.

2. Objectives

2.1 The objectives of the Club shall be to _____

_____ within the University.

3. Membership

3.1 All Southern Cross currently enrolled students are entitled to become registered members under such terms as the Club Executive Committee may decide.

3.2 Membership of the Club is open to: Southern Cross students who are members of CoastRs Student Association and others who are approved by CoastRs Student Association. All committee and sub-committee members must be students of Southern Cross University unless otherwise approved.

4. Affiliations

4.1 The Club is an affiliated Club under the relevant clauses and sections of the regulations, policies and procedures as set by Southern Cross University and any relevant CoastRs Student Association regulations or by-laws. Any fact of the Club or its Office Bearers which is inconsistent with the said regulations or any amendment thereto or special rule there under shall be null and void insofar as it is inconsistent.

5. General Meetings

5.1 A quorum shall be (___) financial members.

- Only financial members shall be entitled to vote.
- The President shall be the Chairperson unless absent in which case the members shall elect a Chairperson.
- The Chairperson shall have a casting vote in addition to a deliberative vote.

5.2 The Annual General Meeting of the Club shall be held in the _____ (__) week of the month of _____ in each year. At least seven (7) days notice of the meeting must be given. The CoastRs Student Association Officer must be notified of the date and time.

5.3 The business of the Annual General Meeting shall be:

- The Annual Report.
- The Financial Statements.
- The Election of Office Bearers and committee.
- Any other business mentioned in the notice paper convening the meeting.

5.4 An Extraordinary General Meeting shall be called at the request of the President or ____ (__) financial members. Such a meeting shall be held within twenty-one (21) days of such a request and at least seven (7) days notice of such a meeting must be given.

6. Administration

6.1 The business and affairs of the club shall be under the management and control of the Executive Committee, provided however, that except in the case of extreme urgency the Executive Committee shall not take any action contrary to decisions made at a General Meeting.

6.2 Executive Committee shall consist of:

- President;
- Secretary;
- Treasurer;
- Promotions and Publicity Officer.

6.3 The Executive Committee may declare vacant the seat of any member who has been absent without valid reason from two consecutive Executive Committee meetings.

6.4 Should any vacancy occur in the Executive Committee or Office Bearers of the club; the Executive Committee shall fill such vacancy from the financial members of the Club and the member duly elected shall hold the office for the unexpired portion of his/her predecessor's term.

6.5 The President shall normally be Chairperson at Executive Committee meetings and shall have a casting vote in addition to a deliberative vote.

6.6 Quorum for an Executive Committee meeting shall be ____ (___).

7. Elections

7.1 Nominations for each candidate for election as Office Bearer or Executive Committee member shall be proposed and seconded respectively by the financial members at the Annual General Meeting.

7.2 No person shall be eligible for election unless he/she is a financial member of the club.

- 7.3 The election for the Office Bearers and Executive Committee members shall be by ballot of members present and voting therein held at the Annual General Meeting.

8. Duties

8.1 The Secretary shall carry out his/her duties under the direction of the Executive Committee and keep a true record of all minutes of all meetings, attend to correspondence, issue notices for meetings, keep records and carry out such duties as the Executive Committee may from time to time direct. Within seven (7) days of any change in Office bearers, he/she shall notify in writing the CoastRs Student Association Officer.

8.2 The Treasurer shall receive all monies payable to the Club and give receipts for same. All monies so received shall be paid into the Club's banking account at the CoastRs Student Association. The Treasurer shall present at the Annual General Meeting a balance of the finances of the Club and shall perform all such duties as are directed by the Executive Committee from time to time. The Treasurer shall maintain a record of financial members of the Club.

9. Finance

9.1 The club is a non-profit organisation.

9.2 All membership, fundraising and grant monies of the club shall be paid into a club account held by CoastRs Incorporated.

9.3 The Club shall be accountable for all financial matters. Club financial duties should be complied with in accordance with relevant SSAF legislation and the expectations of CoastRs Student Association and the Student Representative Committee of Southern Cross University.

9.4 The Committee shall forward to the CoastRs Student Association applications for financial assistance. Such applications must be submitted according to the format laid down by the CoastRs Student Association.

10. Equipment

10.1 Any asset purchased by a Club or group with SSAF funds should be returned to CoastRs Student Association should the group or club cease to exist or go defunct in any way.

10.2 Equipment purchased by a Club's own fundraising activities remains the property of CoastRs and can be disbursed by the Club on application to CoastRs.

10.3 If necessary, a club stock take should be taken at the end of each academic year and all capital items of equipment must be accounted for. A copy of this stock take, as well as the state of ownership of each item of property or equipment should be forwarded to CoastRs Student Association so that CoastRs Student Association may also have a record of inventory.

11. Amendments

- 11.1 The By-laws shall not be amended unless two thirds of financial members present at the General Meeting are in favour of such amendment. Any amendment must then be ratified by the CoastRs Student Association.

APPENDIX B

CoastRs Student Association Clubs and Societies Financial Accounting Policies and Procedures:

- SSAF Fund spending should closely follow the budget you submitted when you applied for your SSAF funds to the SRC.
- CoastRs Student Association will hold the club funds, assisting the club by paying invoices, reimbursements on authorised club expenditure and petty cash. Note receipts are required for all petty cash once funds are spent.
- Club and Societies' nominated President/ Treasurer should keep a detailed list of the club's expenditures for reference and end of year reporting (Evaluation Report) obligations to the Student Representative Council (SRC). If club representatives need assistance setting this up, please contact the CoastRs office.
- To make sure your requests for any payments required, are not misplaced please notify CoastRs Student Association by email, coastrs@scu.edu.au seven (7) days prior to payment due date.
- Receipts and invoices can be reimbursed through the CoastRs office Monday to Thursday 9am to 3pm. If you require payment of an invoice, online ordering, phone order, please email CoastRs staff to book a suitable time to organise this. Club representatives can forward invoices to coastrs@scu.edu.au for payment, all invoices and receipts must be sent to coastrs@scu.edu.au as soon as possible. For purchases after 20th of the month, all invoices and receipts to be forwarded to CoastRs by end of each month for accounting purposes.
- To obtain reimbursements on monies spent on club activities/ supplies, email detailing expense and minutes stating approval of expense, call into the CoastRs office Monday to Thursday 9am to 3pm, receipts are required for all reimbursements. If the nominated club representative is not available to attend the office, an email outlining the expenditure and approval for the person to obtain the refund on their behalf, for club expenses will be required.
- CoastRs staff contacts –
 - Operations Manager is your contact for all financial questions, facilitation or help regarding your SSAF Funding expenditure coastrs@scu.edu.au.
 - Engagement/ Marketing Coordinator is your contact for club inquiries, marketing and event information coastrs@scu.edu.au.
- Club assets purchased with any club funding remain the property of CoastRs Student Association, any club assets not held at CoastRs must be entered in the club's assets out of office register and signed out for the period required by the club President. For CoastRs to fulfil its requirement to the SRC all club assets are to be returned to CoastRs at the end of each year.

Please contact the CoastRs office for any further assistance:

Email: coastrs@scu.edu.au
Office: 0755 893 072

APPENDIX C

CoastRs Club and Societies event checklist

1. Prior to Event

- Complete **CoastRs event registration form** and additional risk assessment if required.
- Have a club meeting to approve the budget for the event and the club president must email coastrs@scu.edu.au to notify the budget approval for the event.
- Once event form approval is received from CoastRs confirm the date, time and book the venue/s.
- Do an inventory of what you have and note what you will need throughout the event e.g. number of quick shades available, sporting equipment, promotional items, signage, etc.
- Create your marketing materials and posters needed to promote the event. Ensure who, **what, when and where details are included on the poster and the CoastRs logo.**
- **WAYS TO PAY FOR YOUR EVENT/MATERIALS:** CoastRs staff can purchase items online for you. CoastRs staff can make a Coles online order should you require food items – with notice. Businesses can also invoice CoastRs directly for payment (make the invoice out to COASTRS INC and send to Kendal). Otherwise you can purchase items and bring the receipts to Kendal for a refund (with your bank details).
- Book equipment needed through CoastRs or SCU
- Confirm performers/stallholder's attendance and running times
- Keep in mind, when purchasing supplies - sustainable options where possible
- Confirm a meeting with stakeholders and confirm details of event and communicate task, responsibilities, and deadlines to the stakeholders
- Inform stakeholders who may be affected by noise etc of the event start and finish time
- Recruit volunteers if needed to assist with your event
- Create a roster to allocate tasks to staff and volunteers and circulate to all stakeholders

2. Promotion

- Create posters/ flyers and advertise your event on your club social platforms, cafes on campus, student lounge and notice boards
- If the club would like the event shared on CoastRs platform, please send details through
- If the club requires CoastRs to create a flyer for you, please forward through all the necessary details.
- CoastRs send fortnightly emails to all members - please email an 800x800px image and text to coastrs@scu.edu.au for inclusion.

3. On the day of the event

- Arrive with plenty of time to set up

- Ensure that stall holders and performers etc know where to report to and know where they are setting up
- PA systems to be used correctly - cords to be tested and tagged and all to be taped down or under mats – no trip hazards
- Quick shades to be secured with sandbags etc
- Ensure any volunteers or staff who are assisting know what tasks they need to complete
- Remember to take photos of event/s

4. After the Event

- Ensure all event equipment is properly packed away and put in a secure storage area
- Send thank you letters/emails to sponsors, volunteers, committee members etc, acknowledging how their sponsorship or assistance on the day contributed to the success of the event
- Email photos of event to CoastRs with description of event or tag them in photos posted on Facebook so we can share.

APPENDIX D

CoastRs Club and Societies branding guidelines and Artwork job sheet

Brand and Identity

GUIDELINES



The above primary logo is to be applied to artworks. No other text, shapes or any other graphic material should encroach on the above logo. The CoastRs logo should not appear on top of a dark background where it does not offer any or sufficient contrast. Same is applied to busy backgrounds which include complex, high contrast elements that compete and hinder legibility.

Approval for use of CoastRs logo is required prior to application.

EXAMPLES OF UNACCEPTABLE USE



Disproportionate vertical condensing



Disproportionate horizontal condensing



Low resolution reproduction



Filter reproduction



Cut or altered reproduction



Applied over busy backgrounds hindering legibility

If you have any queries regarding the guidelines and brand elements, please contact coastrs@scu.edu.au