

# DUSA Clubs Manual

*updated January 2021*



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## Introduction

Welcome to DUSA's Clubs Manual. Our Club Support Coordinators (CSCs) have created this manual as a guide to help you successfully run your DUSA Club.

We want every DUSA Club to be successful, so please contact your CSC if you are ever unsure on a particular process. We also value your feedback, so please let us know how the Clubs Manual can be improved.

DUSA have CSCs to coordinate all of the Clubs and to assist in the running of events and activities. We are here to help you!

Each campus has a CSC that you can contact directly using the following details:

### **Geelong & Warrnambool:**

James Pountney

Phone: (03) 5227 8420

Email: [james.pountney@deakin.edu.au](mailto:james.pountney@deakin.edu.au)

### **Burwood:**

Robert Gee

Phone: (03) 924 68122

Email: [robert.gee@deakin.edu.au](mailto:robert.gee@deakin.edu.au)

## Club Resources

If you have any questions or you are looking for relevant information about how to run your Club, the best starting point is the DUSA website. You will find a wealth of information, forms and factsheets in the Clubs Resources section on the website.

If you are still unsure about something or cannot find the answer to your questions, don't hesitate to contact your CSC.

## Executive Positions

The term "Executive" refers to any person voted into a leadership position (at an Annual General Meeting or a Special General Meeting) who is able to make decisions on behalf of the Club and guide the direction of the Club's purpose and practices. The required positions include: President, Treasurer and Secretary. In addition to these, you may choose to include other positions (such as Marketing Officer or Events Coordinator) to help with sharing the workload. Otherwise, you could create working groups or subcommittees who report to the Club Executives but do not hold decision-making power. Clubs should aim to have an odd number of Club Executive positions because a majority vote is used to make important decisions.

Club Executive positions are listed in your Constitution; these positions must be filled at all times. If Clubs wish to create a new Club Executive position, please contact your CSC for information about how to run a formal SGM to vote in new position(s) or to make changes to your Constitution. New

Club Executive positions cannot be created without holding a formal AGM or SGM. The best time to make changes to Club Executive positions is at the end of year AGM. Constitutional changes require a minimum 75% majority of eligible voters to vote in favour of the proposed change for it to be adopted by the club.

**Things to note:**

- Club Executive descriptions for any new and existing positions must be created to ensure clarity of duties and responsibilities. These are required to be included in your Constitution.
- Club Executives must be a financial member of their Club and must be a current Deakin student for the duration of their Executive term.
- DUSA requires all Club Executives to have full access to the main club email account. This is where DUSA sends all correspondence, as well as where student enquiries will be directed. It is at the clubs discretion if they nominate only one Executive to respond to emails (e.g. Secretary), however all Executives must have the email username/password and be able to access this email at all times.
- Club Executives must also be a current DUSA member - holding a bronze, silver or gold membership for the duration of their Executive term.

**Affiliation:**

Existing Clubs MUST re-affiliate with DUSA each year. This requires you to hold an AGM and to submit the “minimum requirement” documents. If a club does not hold an AGM, has multiple failed AGM’s or does not submit the essential paperwork within 3 weeks of the AGM, the club will not be able to affiliate. The minimum requirements include:

1. Updated Constitution
2. Affiliation agreement (physically signed by the new Club President and one other Executive)
3. AGM minutes
4. AGM attendance list

## Membership

Club memberships are available to any individuals (e.g. Deakin students and Non-Deakin students). However, only current Deakin students that hold a valid club membership can assume a Club Executive position and only current Deakin students (who hold a valid club membership) have voting rights at an AGM. Club Executives can only hold one position in the same Club Executive team e.g. You cannot be both President and Secretary of the Basketball Club.

However, you can be President of the Basketball Club and Secretary of the Sport Society.

Clubs can have three classes of membership:

1. DUSA Members (cheapest membership price);
2. Deakin Student Members (50-70% higher price than DUSA members);

3. Associate Members (same price as Deakin Student Members, 50-70% higher price than DUSA members).

Non-Deakin students are welcome to join a Club but they are classified as an 'Associate Member'. Associate members do not hold voting rights at the AGM and cannot assume an Executive position. Clubs established at Burwood or Geelong must at all times have a minimum of 20 paid members that are current Deakin students. If the Club is established at the Warrnambool campus; you must have a minimum of 10 paid members that are current Deakin students.

Your Club must have these two membership prices: DUSA Members and Deakin Students/Associate Members. The prices for each membership are listed in your Constitution. Proposed changes can be discussed and voted on at your AGM.

The DUSA Members price is set at 50% to 70% of the membership fee payable by Deakin Student Members and Associates. For example, if the membership fee is \$10 for DUSA Members, then the Deakin Student Members/Associate Members fee must be set between \$15 and \$17. Membership prices should only be changed at your AGM (in Trimester 2).

Trimester 1 OWeek is the best opportunity to promote your Club and recruit new members. As per the affiliation agreement, Clubs are required to be present at the Trimester 1 Orientation Week Market Days.

#### **How to Sign Up Members:**

All Club memberships must be processed through the DUSA website, or at DUSA reception. Membership can be taken via a computer, laptop, tablet or phone. During O'Week Market Days, or any other time during the year, Club Executives can assist with processing memberships through the DUSA website and take payment with a debit or credit card if their prospective members require assistance. If anyone wishes to pay cash, this can be done at DUSA Reception only.

Clubs should under no circumstance be taking cash membership payment.

There are two ways that you can sign up members:

1. **DUSA website:** This is applicable when individuals want to sign up to a club online, or if a club wants to sign up members at a club stall throughout the year.
  - Bring your Club page up on the DUSA website at <https://www.dusa.org.au/clubs>
  - Click the JOIN Button – this will open another webpage
  - Enter the members details – first name, last name, mobile number & email are the required fields
  - Select DUSA or Non DUSA Member\*
  - Enter credit or debit card details
  - Click the box marked "I'm not a Robot"
  - Click "Continue" to progress to Step 2
  - Check all details are correct and click "Pay Now"

If your personal details (e.g. mobile number) have changed, you may receive an error message. In this instance, please email [dusa-contact@deakin.edu.au](mailto:dusa-contact@deakin.edu.au) or go into DUSA reception for assistance.

2. **DUSA reception:** can sign up members to all Clubs during business hours.
  - Visit your closest DUSA reception

- Take along your Deakin Student ID card
- You can pay via debit/credit card or cash

\*Please note that to be able to pay the DUSA member price the member's mobile phone number they supplied when joining DUSA must be entered. The membership system will only allow someone to purchase a membership at the DUSA member price if their mobile phone number matches their DUSA membership.

If you have a member that is not comfortable handing over their debit/credit card, you can let them know that they can sign up on the DUSA website using their own phone/computer. It is a secure payment window and DUSA does not store debit/credit card details.

Club memberships are now rolling for 12 months after joining, rather than being restricted from January to December. This means that regardless of what time of the year you join, you will be a member for 12 months. The member will receive an automated email when their membership expires with a link for them to renew their membership. They will receive three reminder emails to renew.

Each Club will receive a membership report via email every Monday with an updated list of all members that have joined. In most cases, this email will be sent to your club generic email address (or a Club Executive's email address if it is allocated). If you have not received it, please check your junk folder.

## Events

Events are an integral part of all Clubs. An event can be anything that involves your Executive and student members, as well as any paying members of the public.

Things to consider when planning your Club events include:

### **Purpose:**

- What is the event for/what is the reason for the event?
- Who are the people you want to target for the event? Is this event for Club members only, or can anyone attend?
- What will the event achieve? E.g. will you gain more members? Will you make a financial profit from the event?

### **Logistics:**

- What needs to be done and when does it need to be done by?
- How will you pay for it?
- Where will it be held?
- How many people will be able to help you and who is responsible for which tasks?
- Is this event accessible?
- How often will you meet to check the progress of organising this event?

### **Promotion:**

- How will you advertise the event?
- How will you make sure people know about the event?

- What avenues will you use to advertise? E.g. Facebook, posters, emails, websites, Instagram, etc.

**Financial:**

- Make sure you complete a detailed budget (and have this approved by your CSC) before you make any purchases.
- Ensure that your Club can cover all predicted and possible, and if you require DUSA funding, you must submit your funds application with your event package.
- Remember to keep a record of all purchases and keep the tax receipts for everything you pay for (without a tax receipt, you won't be reimbursed by DUSA).
- Make sure DUSA approves all expenses prior to proceeding with any expenses (failure to do so may result in the amount not being paid by DUSA or reimbursed)
- Remember that GST is paid on all sales, so if you are selling a ticket for \$30, your club will receive \$27.27 in their bank account. This is important to factor into your budget.

Please note: Clubs are required to run a minimum of one event per Trimester (this applies to T1 and T2 only).

**Ideas for events:**

- Weekly meetings
- Sports training, rehearsals and performances
- Competitions
- Parties or social gatherings (e.g. 'Mystery Bus Tour' or 'Coffee and Cake day')
- Fundraisers (talk to your CSC for more information regarding fundraising options)
- Movie or Trivia Nights
- Bowling or Games Night
- A Ball or Cocktail Night

All events MUST be communicated to your CSC according to the timeline below. This is essential for approval times, risk assessment management and advertising.



**DUSA Club Event Package:**

To submit your event to DUSA for approval, the following things are required:

- Event Request Form
- Predicted budget, and:
  - Club Grant Form (if applicable)
  - DUSA Board Grant Application (if applicable)

- DUSA Room Booking Form (if applicable)
- Any UNSIGNED contracts and agreements (such as venue hire, entertainer contracts, etc. DUSA must approve all contracts prior to the Club signing them)
- Sponsorship Agreements
- Risk Management Assessment (E.g. Food Risk Assessment, Alcohol Risk Assessment, Trip/Camp Risk assessment, Sober Monitor Agreements)
- Food Safety Handling and/or Responsible Serving of Alcohol Certificates (if applicable to the event)
- Posters and any other promotional materials (with the DUSA logo on them). Note: these must be approved by your CSC before they are used.

All documents that apply to your event must be submitted together via email to your CSC, please do not send through documents separately.

#### **Event Request Form:**

The form is available on the DUSA website under the Clubs Resources section. Either fill it out electronically or by hand (just make sure your handwriting is legible).

#### **Budget:**

It is important for DUSA to know that you have an understanding of how much the event will cost, how much income the event will generate and how you plan on funding the event. All predicted costs are best represented by the event budget template online. Your CSC will help you determine if your event is viable based on your proposed budget.

#### **Funding Sources:**

There are many options available to your club to help fund your event. These include:

- Current Club funds
- Ticket sales income
- Sponsorship
- DUSA Club Grant
- Board Grant

#### **Current Club Funds:**

Your current Club funds can be utilised to pay for all approved events. Contact your CSC to find out your current Club account balance.

#### **Ticket Sales:**

Ticket sales should cover the majority of your event expenses, however if you chose to heavily subsidise your event than your budget needs to show where the discrepancy of income will come from. Ticket sales income cannot be completely relied on to fund an event as this puts your club at financial risk.

You can sell hard copy tickets through your club or use an online ticket sales site such as 'TryBooking' or 'QPay'. Please remember that online ticket sales accounts have transaction fees and it is important to factor this into your budget. We recommend that the club does not absorb the transaction fee, but that the ticket purchaser (e.g. the student) covers the cost of the processing fee.



Don't forget to factor in GST being paid on ticket sales – for example: if you need \$20 in your bank account per person for the event costs, you will need to charge \$22 for the ticket because you will be paying \$2 GST per ticket sale.

Cash ticket sales must be approved by DUSA. Any cash collected by your Club must be deposited into DUSA reception within two business days. Online ticket sales money must be transferred over within three days of your event being held. When possible, Clubs should use online ticket sales only; cash is not the preferred option and will likely not be approved for large events. Please note: DUSA does not usually refund tickets unless an event is cancelled, please ensure to make this clear with your members before selling tickets.

## Event Locations

### **On-Campus:**

If you want to host an event in a room on-campus, then you need to fill out the DUSA Room Booking Form and send it to your CSC. This form can be found on the DUSA website. If you are unsure of the room number you want to book, or unsure of what kind of room you need, give as much detail as possible on the form (e.g. do you need a projector/screen, computer lab, meeting room, etc).

### **Off-Campus:**

If you want to host your event at an offsite location then the above considerations (e.g. Food Handler Certificate) are only relevant if the venue doesn't hold them themselves.

When hosting an event off-campus, you are required to ask the venue for a copy of their Certificate of Currency (Public Liability Insurance) and submit this to your CSC.

Please refer to the alcohol risk assessment document for further details on what needs to be considered.

## Risk Management

You are required to complete a risk management form regardless of your event's location. This form can be found on the DUSA website. You must inform your CSC of the event details so that they can properly assess the potential risks you have identified and highlight any that you may have missed.

You are required to identify and address every possible risk associated with your event, to ensure that the Executive Team is aware of the risks and that every opportunity has been taken to minimise these foreseeable risks.

DUSA may also ask you to complete additional risk assessment documents pending on current requirements at the time of the proposed event. For example, a COVID Risk Assessment.

The form asks various questions that are designed to help you to identify any potential risks that may occur with your event. Executives should determine the safety of their proposed event based on the following considerations:

- Alcohol
- Security

- Location
- Type of event
- First Aid
- Food Handling
- Weather
- Financial Risks
- Reputation Risk

## Food Safety

If your Club is responsible for food preparation, you must provide your CSC with a copy of a Food Handler Certificate (RSF that is nationally accredited) of at least one Club Executive or general member in charge of the food preparation at the event.

The cost of up to two nationally accredited Food Handler Certificates per Club Executive/Committee can be reimbursed through your account funds pending approval by DUSA. The number of certificates approved to be covered using club funds is at the discretion of the CSC. How active your club is and the nature of your club activities will determine the final number of certificates approved.

Clubs are asked to print out and refer to the Department of Health Class Food Safety Template (<http://docs.health.vic.gov.au/doc/Community-group-temporary-and-mobile-food-premises-template-Class-2>)

The “Do Food Safety” free online training course offered by the Department of Health can be found at <http://dofoodsafely.health.vic.gov.au/>. All volunteers assisting with Food Preparation should also complete the “Do Food Safely” free online training course.

### **Alcohol:**

No alcohol is to be served at any Club events without approval from DUSA. Please refer to the following guidelines;

- Alcohol must not be sold without a liquor license
- If a Club is providing alcohol at a non-licensed venue, an external bar company must be hired by the Club to be responsible for serving alcohol and remaining sober (BAC of 0.00) for the duration of the event
- Alcohol must not be served to any person under 18
- Alcohol must not be served to any intoxicated person
- Free drinking water must be available at any venue serving alcohol
- Non-alcoholic beverages must be available at all events where alcohol is served, and these alternatives must be available at the same or lower price of the alcoholic beverages
- Adequate food must be provided at any event where alcohol is served, and the equivalent of a main meal provided if an event runs during a meal time
- Clubs must arrange appropriate security for any venues that don't provide their own security. The required security ratio is two guards for the first hundred guests, and one additional guard for every one hundred guests thereafter
- Alcohol cannot be served on-campus unless it is at a licenced venue

- Clubs are not permitted to serve alcohol themselves - alcohol provision must be through a licenced company

All promotional material for events where alcohol is being served must contain a clearly visible statement that the Club hosting the event encourage responsible drinking.

Please note: you cannot promote “alcohol” on any event material, but you could promote “drink specials” or “a drink token included upon arrival”.

## Films

### **Showing a movie at an event:**

If you want to show a movie as a Club event, it’s not as simple as booking a projector and playing a DVD you’ve brought from home. There are two main legal issues that must be considered when planning to show films to the public in Australia Copyright and Classification.

### **Copyright (Public Performance Rights):**

It is illegal to publicly show a film that is intended for home use only. This means that if you are showing a movie to a large group of people, charging guests for entry, or simply showing it in a public space, you must have the Public Performance Rights to screen the film.

Some ideas for licenced screenings (with minimal effort) for Deakin Students are;

- To use library subscription services like Kanopy and Informit EduTV
- Use a service like [www.netflixparty.com](http://www.netflixparty.com) (everyone that joins needs their own Netflix account)

You must get approval to screen a film from the copyright owner or their representative. Sometimes there may be a fee involved. More information on obtaining public license screening can be viewed at: <https://roadshowppl.com.au/wpLicence/PublicScreening.aspx>

If you are unsure about screening a particular show/movie, please reach out to your CSC or contact Deakin Copyright directly and they will be able to assist via <https://www.deakin.edu.au/library/copyright/contact-us>.

## Camps and Overnight Events

If your Club wants to run a camp or overnight event then you must contact your CSC to arrange a meeting to discuss the processes involved in planning these events prior to booking any venue.

More notice is required for events of this nature as there is often a large amount of planning and back and forth between all parties involved.

All camps and Overnight Events must be approved by Deakin Insurance and DUSA.

## Grants

To support Clubs in their endeavour to organise a diverse range of activities and events, DUSA provides grants to assist with funding for Clubs. DUSA Clubs can apply for two different types of funding;

1. DUSA Club Grant
2. DUSA Board Grant

### **DUSA Club Grant:**

Eligibility Requirements include;

- Your Club must be affiliated with DUSA
- Your Club must have participated in T1 OWeek activities
- Your Club must have a minimum of 20 paid club members (10 for W'Bool)
- Your club must have held a minimum of two events in T1 and T2 (not including DUSA organised events)

The DUSA Club Grant allows Clubs to apply for funding that can assist in areas such as; learning and development, venue hire, equipment, promotional activities, events, activities, etc.

The amount of money that you can apply for is determined by your club membership numbers at a set date. Your tier level may change between T1 and T2, depending on the total number of members in your Club. Your CSC monitors your membership total at the end of Week 1 (T1) and at the end of Week 1 (T2). Grant money needs to be used to benefit your membership base.

	<b>Number of Members</b>	<b>Funding</b>
<b>Tier 1</b>	20 – 70 student members (10 for Warrnambool)	\$1250 in T1 \$1250 in T2/T3
<b>Tier 2</b>	70 – 150 student members	\$1500 in T1 \$1500 in T2/T3
<b>Tier 3</b>	150+ student members	\$1750 in T1 \$1750 in T2/T3

\*\*\*\*T2/3 Club Grant money expires in December and cannot be accessed the following year. T2/3 grant money must be applied for and spent prior to 15th December. This is because DUSA's financial year is 1st Jan – 31st Dec.

If your club wishes to apply for grant money in Jan/Feb, this will come from the T1 Club Grant. As the correct membership number is not determined until the end of Week 1 T1, the maximum a club can apply for is \$500 up until the correct tier is determined and membership figures confirmed.

### **Board Grant:**

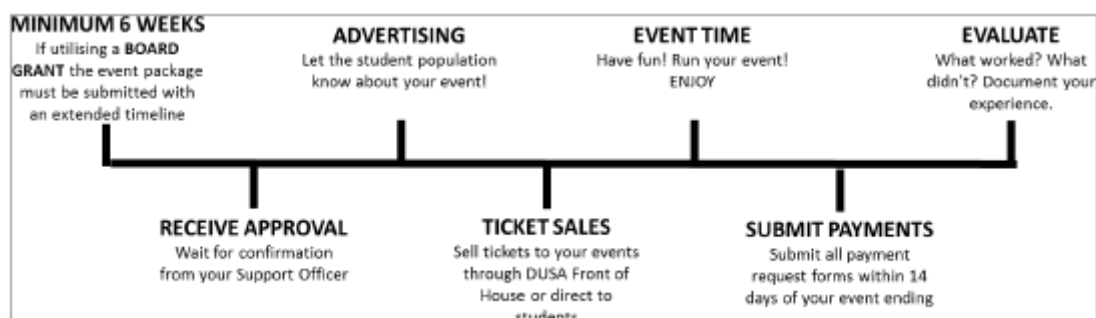
The DUSA Board Grant is designed to help affiliated Clubs with ventures that do not fit the criteria of the DUSA Club Grant requirements or that may require more financial assistance.

If you are applying for the DUSA Board Grant to assist with a particular event, your application must be submitted to your CSC in conjunction with your event package, at least six weeks prior to your event date. All other applications must also be submitted at least six weeks prior to the date you require funding (e.g. if your Club had a payment due on a certain date).

The Board Grant application form is available on the DUSA website (in 'Club Resources') and you must supply the following documents with your application:

- A cover letter that outlines your proposed expenditure (including detailed quotes), an overall summary of your Club, an explanation of how the Club and DUSA will be promoted, all expected benefits as a result of the funding and any current or proposed Sponsors.
- Extra details on your budget must provide details about the proposed expenditure and also include any previously awarded grants and how the Club used those funds. It is also important to show what efforts have been made through fundraising, seeking sponsorship etc to raise additional funds to put towards the proposed cost.
- Prepare any applicable designs, contracts or agreements and you must attach all proposed designs (e.g. artwork for merchandise, like t-shirts or banners). Any contracts or agreements must be attached and be unsigned.

We advise that you follow the proposed timeline below if you are applying for a DUSA Board Grant to host an event.



## Sponsorship

Sponsorship can be a great way to increase your funds; however you need to ensure that a proper agreement is in place with your sponsors.

All sponsorship arrangements must be discussed and approved by your CSC before you enter into and sign any sponsorship agreements. This is to ensure that there aren't any conflicts with existing DUSA sponsors and that the agreement is fair and profitable for your Club. You must contact your CSC before contacting any companies to see if they are deemed an appropriate sponsor.

A sponsorship agreement may include: receiving money from a Deakin Faculty, money from an outside source, free room hire, prizes, discounts, etc.

The best way to start with sponsorship is to brainstorm a list of potential sponsors and discuss with your CSC to see if a relationship with DUSA already exists. Remember to personalise each sponsorship proposal to the business you are pitching.

All sponsorship agreements will incur GST. When negotiating any sponsorship agreements make sure you and your sponsor are clear on the agreed amount (plus GST).

Clubs are unable to enter into sponsorship agreements with companies of the following nature;

1. Migration/Consulting companies – this includes, but is not limited to, companies relating to student VISAs, migration, compliance, study, etc.
2. Education-based companies
3. Law firms/companies that offer legal advice to students

Clubs enter into sponsorship contracts at their own financial risk. If a sponsorship agreement is not honoured by the sponsor then all financial consequences will be funded directly from the Club's account.

If your Club is looking at receiving sponsorship from an individual/company, you must adhere to the following process:

- Email your CSC with the details of the individual/company/organisation and request approval to enter into a sponsorship agreement
- After receiving approval from DUSA, fill out a sponsorship agreement form including specific details of what the Club is expected to provide to the Sponsor (e.g. using the company logo on promotional items for six months) and what the Club will be receiving from the Sponsor (e.g. \$300 to host an event in T2). You must include a start and finish date on the form and all sponsorship agreements must start and end within the current year (e.g. March 2018 – December 2018). Then, you must send this form to your CSC for approval prior to the Club and Sponsor signing the finalised agreement.
- Once the proposed sponsorship agreement has been approved by DUSA, you can ask your Sponsor to sign and return it to you.
- Submit a signed copy of the sponsorship agreement to your CSC for your Club records
- If your Club requires payment from the Sponsor, you must submit a 'request for invoice form' with the sponsorship agreement. DUSA will then provide an invoice to send, along with the supporting sponsorship agreement form, to the Sponsor to sign and make payment.

All paperwork should be returned to DUSA in a timely manner so that invoices can be processed and sent out PRIOR to the event taking place. In some circumstances, this is not possible but they should be the exception to the rule.

## DUSA Logo

As an affiliated Club of DUSA, you are obligated to follow the DUSA Logo Guidelines. All Clubs must incorporate the DUSA logo into the design of all materials.

This includes posters, pamphlets, clothing/uniforms, banners and any other merchandise. All materials must be approved by your CSC before print production, marketing, or making any payments for the items. Failure to have items approved or failure to include the DUSA Logo correctly may result in the loss of financial reimbursement.

The current DUSA Logo for Clubs to use is available on the DUSA website under Club Resources.

If your promotional item has a black background, the white circle DUSA logo must be used. If your promotional item has a white background, the black circle logo must be used. For all other coloured promotional items, either logo is fine. The DUSA logo should not have a visible square around it.

The Deakin University Logo represents Deakin University. Any unauthorised use of the Deakin University Logo is a serious offence. It is very important, particularly for affiliated Clubs, that the Deakin University Logo is not used without written permission from the University. Most Clubs use the DUSA Logo and their own Club Logo for all promotional and merchandise items.

## Printing

Clubs can be reimbursed for printing costs relating to club items (posters, flyers etc). Officeworks is a popular choice for printing.

If you print on campus, you can log into your papercut account and download your print history to submit as a receipt.

## Club Financials

You can email your CSC for a copy of your current Club account balance at any time.

All club expenses must be approved by your CSC prior to purchase/payment being made. Expenses not approved by DUSA will not be reimbursed.

When planning your event you must always ask the supplier (organisation/business/company) if they are able to provide an invoice to be paid later through DUSA to avoid the use of personal Executive monies.

There are two main ways to make payments from your club account, reimburse your Executive or request an invoice from the company for us to pay directly from your club account. These are:

- Payment Request Form or Payment to Supplier
- Request for Invoice

### **Payment Request Form:**

A Payment Request Form is used to pay tax invoices from suppliers who have an ABN, or to reimburse someone who used their own money on behalf of your Club (e.g. buying lollies to give out during OWeek).

This form is available on the DUSA website and is relatively simple to fill out.

**A few things to note:**

- You need a new form for each different payee.
- If the Payment Terms section is left blank, the default payment term is 30 days (we advise you to write "ASAP" if you need to be paid in the soonest cycle).
- Payment is through petty cash or EFT bank transfer only.
- Petty Cash will be issued for all reimbursements under \$50.
- Account Codes: leave this section blank, DUSA will complete this.
- Be descriptive with the details of the expense as there is one line per receipt; make sure it matches the tax invoices you submit and you must mention the event it is for.
- Authorisation is required by two Club Executives; one must be the president or treasurer.
- You cannot sign your own reimbursement, other Executives must complete the authorisation section.
- If including multiple receipts, please number them to reflect which receipt is linked to which line on the Payment Request Form.

All Payment Request Forms require a tax invoice/tax receipt that includes the following information:

- Tax Invoice stated prominently on the invoice
- ABN Number or submission of Statement by Supplier form (see below)
- Inclusion/Exclusion of GST and amount applicable
- Date of issue
- Name of supplier
- Description of each item supplied

All payments should be submitted within 14 days of your event finishing; typically, payment requests forms submitted on Tuesday morning prior to 12pm, with payments processed on Thursdays.

If you submit a payment request form after 12pm on Tuesday, payment won't be made until the following week.

All receipts must be in AUD.

Payment forms should be submitted via email to your CSC.

**Statement by Supplier Form:**

If you have enlisted the one-off service of someone who doesn't have an ABN, like a performer or musician, you must submit a Statement by Supplier Form with the Payment Request Form and their invoice. You will find this form on the DUSA website.

**Request for Invoice:**

This form requests that DUSA sends an invoice for payment to a supplier on your behalf. This is generally used to request payment from a Deakin Faculty or a Sponsor. Include the Purchase Order number on the form and submit to your CSC via email. The payment will be directly deposited into your Club account.

**Rollover of Funds:**

In December each year, any funds in your Club account will be rolled over into the following



year's finances, if your Club re-affiliates. All outstanding invoices, reimbursements and income for the current year must be finalised by December of the same year for approval. Note: unused grant money does not rollover.

**GST:**

DUSA is subject to GST and as such, this also affects affiliated Clubs and their finances.

When your Club generates income (e.g. memberships or ticket sales), GST will be included in the total amount. For example, if you deposit \$110 into your DUSA account, the Club will have an income of \$100, due to the \$10 GST component subtracted from the total amount.

On the flipside, if your Club presents an invoice totalling \$110 for payment, after GST is removed, the Club or Society will show an actual deficit of \$100.

## UNI Nationals (Division 1 & 2)

Many of DUSA's sport Clubs are involved in the Uni Nationals sporting competitions. Team selection trials and team training sessions are coordinated by DUSA Sport, not the sport Club/Societies. Information can be found on the DUSA website.

DUSA Clubs are allowed to host fundraising events to assist in covering the costs associated with Uni Nationals. These events must be approved by your CSC prior to the event occurring. Normal club funds can be used to help cover the cost of fundraising events, pending the follow conditions are met:

- The event is primarily run/facilitated by the Executives and participating Uni Nationals team members
- All promotional items (posters, social media posts etc) clearly state that the money fundraised is going towards subsidising the cost of Uni Nationals
- The event is open to all individuals and promoted widely

**Subsidising Costs:**

Club account funds can be used to subsidise up to 25% of the registration costs per Club member, however the Executives and CSC must have an agreement on the subsidy amount prior to entry/payment to Uni Nationals. DUSA registration costs cannot be subsidised using club funds.

DUSA Grants cannot be used to subsidise registration or attendance costs associated with Uni Nationals. Club account funds can only subsidise Uni Nationals registration fees if the major function of the Club relates to the sport the member wishes to compete in (e.g. the Ultimate Frisbee Club can subsidise costs for members to play Ultimate Frisbee at Uni Nationals, however they cannot subsidise the costs for their members to play tennis).

**Uni Nationals Team Selection:**

Members of DUSA Clubs will not automatically be named in a Uni Nationals team or placed in a Uni Nationals Team Management position.

All Club members have the opportunity to register for Uni National team trials, as per all students of Deakin University.

**University Sport Uniforms:**

University Sports uniforms provided by DUSA Sport are not to be used by any Clubs for events. Club funds cannot be used to cover the cost of Uni Nationals clothing/promotional items.

All uniform design proofs including social/competition uniforms must be approved by DUSA prior to being produced and include the DUSA logo on them. Any slogans/quotes included on the uniform must be deemed appropriate by DUSA.

## Insurance and Safety

The cover provided by Deakin Insurance for DUSA Club events and activities does not mean that Clubs can behave illegally or unsafely and still expect to be covered by insurance if something goes wrong.

We recommend adopting a risk management approach for all events and activities where you need to consider safety. One way to do this is, in addition to completing the required Risk Management Form, to plan and identify all potential risks that may arise from your event and list the steps that you, as the event organiser, will take to reduce or mitigate these possible risks.

Many possible risks will be out of your control. We recommend that you talk to your CSC if you have any concerns regarding the risks or safety of your event or activity.

## Contracts and Agreements

All contracts and agreements must be reviewed by your CSC BEFORE they are signed. It is your CSC's job to make sure you are entering into a fair agreement with a third party and that you can provide what you have offered in the third party deal.

## Annual General Meeting (AGM)

All Clubs must hold an AGM in Trimester 2. AGMs provide the chance to review your Club's year; to discuss successes, failures and suggest possible activities or functions for the coming year.

At this meeting, voting for the Club Executive positions occurs and the Executives from the current year present an annual report. Executive members elected at the AGM assume the position directly after the elections until the next year's AGM (unless they resign or are removed from their position prior to the next AGM).

**Planning your AGM:**

The Club must notify all current financial members (and your CSC) via email at least 14 days prior to the meeting, and attach a nomination form. The AGM must be held on an academic day; these do not fall during exams, holidays or weekends (meaning that your AGM must be held during T2 before the exam period starts). You must state the date, time and location of the AGM, and ask that any apologies are given 24 hours prior to the meeting.

Attendance at AGM's must be taken prior to entry by the current Club Executives. This involves checking off attendees names on the current club membership list, and individuals signing in upon arrival. Non-Members are unable to attend Club AGM's.

Prior to the AGM commencing, quorum must be met. This is either 15% of the clubs total paid members or 15 people, whichever is less. If quorum is not met within 30 minutes of the start time of the AGM, the AGM must be rescheduled and cannot proceed.

**Voting:**

At AGMs, voting on motions is determined by a show of hands. The minute taker (usually the Secretary) must record if the resolution has been carried or lost. All members receive one vote, and one vote only, for any motion. Proxy votes are not allowed.

For elections, voting is determined by a written secret ballot and announced at the meeting. If this is not possible (e.g. the number of votes is too large to count), the Chair must direct that the results will be announced within the week. However, if a position is uncontested then written votes are not required – there must be a mover and seconder to elect the nominated person for the listed Executive position.

## Election Procedures

Please refer to your Club Constitution for specific AGM details and speak with your CSC if unsure on anything.

**Electoral Officers:**

The Club must nominate a Returning Officer before the AGM. This can be any person who is not running for an Executive position; this could be the outgoing Secretary (if they are not nominated for the next year).

**Nominations:**

All nominations require a minimum of two member votes at the meeting; one to nominate and one to second. All nominees must be current financial members of the Club.

**Methods of Elections:**

If a position is contested (two or more people nominated for a role), voting should be by written secret ballot which is counted by the Returning Officer (RO). The final number of votes should not be announced at the AGM, but a statement of who has been elected into that specific Executive position needs to be announced (e.g. state the winner, but don't say how many votes each nominee received).

**Privacy:**

DUSA has strict guidelines in regards to privacy. There are both State and Federal Laws relating to the use of personal information. All Clubs have access to personal and sensitive information about members. It is very important that you understand your privacy responsibilities as an Executive of a Club.

The DUSA privacy policy can be found here: <http://www.dusa.org.au/Privacy-Policy>.

Things to consider when handling members information;

- When sending groups emails to your Club members, ensure that you always BCC each recipient's email address so that you aren't sharing private email addresses.
- Do not post details of your members anywhere – this includes your membership list, event signups, etc.
- Do not provide your member list or members' personal details to any third parties. This includes all Sponsors.

## Communication and Privacy

### **Media:**

The President is the spokesperson for DUSA so if you are approached by a member of the media, don't make any comment, instead take down the reporter's contact details and pass them on to the DUSA President/General Manager. DUSA may need to be briefed by you.

### **Social Networking Sites:**

Social media sites are great ways to communicate within Clubs; however, you need to be aware of privacy, respect and professionalism.

### **Inclusiveness:**

Clubs need to be inclusive of all members when offering an activity or event. This is best done by putting up posters and/or contacting all Club members via email, social networking sites, etc. to ensure you have reached every member when promoting your events/activities.

## Political Clubs

### **A Guide to Funding and Running Political Clubs:**

The Higher Education Support Act 2003, in relation to use of Student Services and Amendments Fees (SSAF), states that funds cannot 'be used to support political parties, or support the election of a person to a Commonwealth or State Territory parliament or local Government body'.

This means that all Club activities, publications etc., must clearly be those of the DUSA Clubs (i.e. must be created by the Club themselves, and not include materials from any other politically affiliated third parties) and the Club must function for the primary benefit of DUSA students.

It is important that all DUSA Clubs ensure they identify themselves as a member of the DUSA organisation and not an arm of a political branch party.

Some things to remember;

- All publications, signs, banners and communication must contain the DUSA Club name and the DUSA Logo, and must be approved by DUSA prior to printing or distribution.

- All membership information and sign-up sheets is private information for the DUSA Club only and must not be distributed or used by any other organisation. Any individuals found to be distributing membership information to external organisations may be subject to face Deakin's General Misconduct process.
- Any petitions must clearly state where the information (names, signatures, etc.) is being sent and who will have access to it. All affiliations must be clearly indicated on your petition.
- Club funded events cannot include any participation in campaigning, letter drops, phone canvassing, door-knocking, or any other similar activities. If you choose to hand out