



Starting a DUSA Club

Updated October 2023

This document explains all the important information relating to starting a new club and submitting your application to DUSA for review. Please ensure you have read the full document and understand the process prior to submitting a new club application.

Part 1. About DUSA Clubs

1.1. Club Executives

Club Executives are a group of three currently enrolled Deakin students that take on the core positions (President, Treasurer and Secretary) of the Club from the time of affiliation until the Club AGM period in Trimester 2. During the executive term, the club executives oversee the day-to-day operations of the Club. The Executive team make all the key decisions that maintain the functioning of the Club (with DUSA's support & approval) including;

- organising events and submitting the required event paperwork to DUSA for approval
- budgeting
- managing the membership list/club communications
- hosting OWeek/OFEST stalls and engaging with prospective and existing Club members
- liaising with DUSA

Clubs should aim to have an odd number of Executives (most common number of executives is three or five) because a majority Executive vote is required when making decisions relating to the Club. Club Executives must be a currently enrolled Deakin student for the duration of the Executive term and be willing/able to fulfil the responsibilities of their Executive role for the full Executive term. Club Executives will also be required to hold a current DUSA membership and Club membership for the duration of their executive term.

1.2. Clubs Coordinator (CC's)

The Student Engagement department at DUSA have staff members called Clubs Coordinators (CC's).

CC's advise clubs (and new applicants) about the policies, procedures and guidelines relating to running a club and are responsible for approving events, finances, grants and overseeing other daily club functions.

Part 2. Benefits of Affiliation

Clubs affiliated with DUSA enjoy many benefits. The following are a few examples:

2.1. Legal Status and Protection

2.1.1. Insurance

Clubs affiliated with DUSA have access to Deakin's public liability insurance, free of charge. This protects Clubs and their Executives, saving thousands of dollars in general fees and premiums.

2.1.2. Australian Taxation Office

DUSA manages your Club finances as an unincorporated club, so you are not required to register with the ATO. GST is paid on all required items aside from donations.

2.1.3. Accountability

DUSA audits all Clubs regularly, helping them maintain accountability both to their members and to DUSA/Deakin.

2.2. Resources

2.2.1. Knowledge and Experience

Staff working at DUSA have knowledge and experience of Clubs at Deakin. Club Executives have first-hand experience running Clubs at Deakin and understand the process very well.

CC's work during business hours (specific times may vary depending on the staff member). Club Executives can call, email, or arrange an appointment during business hours to seek assistance and advice on all Club related matters.

2.2.2. Office Equipment

The DUSA office is full of equipment that affiliated Clubs can use. Items that may be available for booking and/or use are tables, giant games, extension cords a popcorn machine and a heavy-duty commercial colour printer/photocopier.

2.2.3. Deakin Venues

Affiliated Clubs can book Deakin on-campus venues through their CC (lecture theatres, tutorial rooms, multipurpose rooms etc.) free of charge. Some venues (such as the Deakin stadium) incur a fee, but Clubs get a 50% venue hire discount compared to unaffiliated groups. All venues are subject to availability. Contact your CC for more information.

2.3. Promotion

There is information about each Club on the DUSA website and can be promoted through DUSA's socials upon request (if content is approved by your CC).

Affiliated Clubs are guaranteed a stall at the T1 and T2 Orientation Week market days. Market days are an event attended by thousands of students and are the single biggest membership drive for most Clubs. It is compulsory for clubs to have a stall at T1 Orientation Week, whereas T2 Orientation Week club stalls are optional.

Clubs are also able to display posters on campus on designated poster poles and pin-boards to promote their events. All advertising materials must be approved by your CC before being used for any promotion.

2.4. Grants

DUSA affiliated Clubs have access to a wide variety of DUSA Club Grants, up to an annual total of

\$2500-\$3500 to assist with partially covering the cost of financial losses incurred to the club for events/items that benefit your club members. The Club Grant tier allocated to your club is dependent on the size of the Club and the timely submission of your applications. Grant money is approved on a case-by-case basis and is not automatically received by clubs.

There are various grant categories, including;

- events and activities
- learning and development
- promotional items and;
- venues and equipment.

The amount granted for a particular event (in the case of social functions, camps, and conferences) is based on a variety of factors, such as;

- the effort your club has put in to fundraise
- ticket sales income
- current club funds
- the type of event
- total amount spent by the Club so far

Grant funds cannot cover the full cost of an event, they are targeted towards subsidising costs for your current members and cannot be spent on alcohol. New Clubs are also eligible for a one-off \$500 start-up grant to help them become established.

Sporting Clubs have access to an additional \$500 of funding to assist with covering the cost of venue hire, registration fees, equipment, etc.

Note – the actual \$ amount allocated to clubs through the grant tiers is subject to DUSA funding/may change.

Part 3. Initial Application to start a Club

Everything you need to do to submit the initial application to start a Club is detailed below. Please ensure you read everything carefully and that you follow all the instructions before you fill out and submit the Starting a Club – Initial Application form.

If you need help, you can get in touch with your campus CC.

3.1. Relevant Policies

It is essential that you familiarise yourself with relevant Clubs and Societies policies before you submit your application. The most important documents to read at this stage are the Affiliation Agreement and the Club Constitution. These can be found at <https://www.dusa.org.au/club-resources>

3.2. Applicants

An applicant group must be made up of at least three currently enrolled Deakin University students (for the duration of the executive term), all of whom must be current DUSA members. Each applicant is required to submit the Club application along with their Student ID/Evidence of Enrolment via email to their CC for review.

Each applicant group must nominate one of its members as Club President. The President is the person who DUSA will primarily communicate with in relation to the application.

Club applications must be driven and completed by the currently enrolled Deakin students wishing to affiliate the club. It is important for the sustainability of the club, that external organisations, other individuals, or non-Deakin students/staff are not responsible for completing or submitting the new club application.

All Club Executives must attend a compulsory Club Executive training session held for all clubs prior to T1 commencing. These training sessions are held in February. If an Executive does not attend this training session, they will be unable to hold an Executive position.

3.3. Aims & Objectives

The first bit of work involved in applying to start a Club is to develop its Aims & Objectives – the purpose of the Club.

The Aims & Objectives will be included at the beginning of the Club Constitution, and as such, need to be precise, succinct, and written formally. Clubs generally have at least four aims and objectives.

Aims & Objectives must be substantial, achievable, and must distinguish a Club from all other existing Clubs.

Please note: DUSA is unable to affiliate with a new club if its Aims & Objectives are similar or the same to those of any other existing affiliated Club.

Key reasons for DUSA club guidelines considering the nature of proposed new clubs are to reduce;

- the overlapping of target member cohorts
- the erosion of club membership bases
- the delivery of similar/same events
- duplication of resources
- the split of clubs due to disputes between executives or between factions within clubs

Remember to outline if your Club is going to be affiliated with any external (or umbrella) organisations.

The purpose of Clubs is primarily to engage with students, and they cannot be created with the intent to act as support groups, recruiting tools for external companies, or to offer academic support (e.g., study assistance).

Aims & Objectives commonly start with the following:

- to introduce students to...;
- to encourage...;
- to promote an interest in...;
- to provide a forum for...; and
- to provide students with opportunities to....

Clubs should be created with a sustainable plan for a minimum of two years. Often, Clubs that are more general in nature (e.g., a Movie Club) are more likely to be accepted/approved by DUSA and be successful longer term than a niche or specific club (e.g., a Comedy movie club).

If there is a Club with a broader nature or purpose that is already affiliated with DUSA, DUSA will not accept applications for a subset of this Club. For example, if there is a Board Games Society on campus, a Monopoly Club application will not be approved.

Anyone can join a DUSA club, regardless of if they are based at a specific campus, are a cloud student or are a non-Deakin student.

3.4. Course of Enrolment: Deakin

Only students currently enrolled in a course of study administered by Deakin University are eligible to start a new Club. To ensure that all students in the application are currently enrolled at Deakin, all prospective Club Executives must attach a copy of their 'Evidence of Enrolment' from Student Connect along with their Student ID.

Please note: Deakin College/DUELI students are not eligible to start a new club/hold an Executive role.

3.5. When to Submit the Application

DUSA only accepts new Club applications from 1st October 9am -1st December 5pm to commence in Trimester 1 for the following year. Late applications will not be accepted.

The Starting a Club – Initial Application form will only be considered if it is submitted via email.

3.6. Who Decides?

In the first instance, the CC reviews the application. At this stage, your CC and the Student Engagement Manager will review the application. They might provide some feedback to the Club President, if it is obvious that the Club documents require more work before a decision is made.

Once a decision has been made, the CC will inform the applicant group of the outcome of your application.

Part 4. Starting a Club – Initial Application Form

This form must be submitted by all members of the applicant group via email to your CC. It is the responsibility of applicant groups to ensure that forms are completed correctly, legibly and submitted by the deadlines. When a form is not completed correctly, the application may be rejected.

Please provide detailed written responses (in a separate document) to the following criteria. Applications must address each of the below statements and attach this to their application.

- Club name.
- List a minimum of four dot points that set out substantial and achievable Aims & Objectives of your proposed Club.
- List and describe four specific events or activities that your Club is planning to hold. These cannot be purely social functions. They must be examples of how your Club is planning to fulfil your Aims & Objectives.
- Include details (if any) of any external organisations/groups that the Club plans to be affiliated with. For example, if this Club is a “chapter” of a larger organisation.
- Explain how your Club’s aims, objectives and proposed activities would differ from those of any currently affiliated Clubs and/or DUSA/Deakin departments.
- Describe how your Club would make a positive contribution to the student experience at university.
- List the support services and resources the Club anticipates it will need to access from DUSA.
- Attach a copy of your Evidence of Enrolment (from Student Connect) – must be for the following year.
- Attach a copy of your Deakin Student ID.
- Complete the applicant details form (located below).

Applicants' Details (1)

Lead Applicant – Club President

Name:

Deakin Student ID Number:

Mobile Phone Number:

Deakin Email Address:

The CC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club President**, have read *Starting a Club or Society*, and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: _____

Applicants' Details (2)

Applicant – Club Treasurer

Name: _____

Deakin Student ID Number: _____

Mobile Phone Number: _____

Deakin Email Address: _____

The CC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club Treasurer**, have read *Starting a Club or Society*, and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: _____

Applicants' Details (3)

Applicant – Club Secretary

Name:

Deakin Student ID Number:

Mobile Phone Number:

Deakin Email Address:

The CC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club Secretary**, have read *Starting a Club*, and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a currently enrolled Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: _____

Part 5. What Happens Next?

Once the Initial Application (Part 4) has been approved by the campus CC, and the proposed Club Executives informed, the Club must then begin preparing the following documents:

- A draft Club Constitution – the model constitution is unable to be edited from its original form. Editable sections are highlighted and require completion by the Executive
- A detailed events calendar – remember to include a mix of located and online events/initiatives
- A detailed yearly budget
- A sign-up list of 20 Deakin students willing to sign up to the club if its affiliation is approved (clubs are not permitted to sell memberships until their club is formally approved and set up)

These documents must be submitted to your CC within two weeks of being notified of your Aims and Objectives approval. Your CC will provide you with templates of the above documents to assist you.

The deadlines throughout the process are deliberately tight, to ensure that Clubs are established quickly and meet the start-up requirements. This means that applicants must ensure that they stay on top of everything and maintain contact with their CC during this process. CCs use email as their primary communication method, so applicants must ensure that they check their email regularly (ideally daily) during the application process.

Part 6. Probationary period

Once a club is approved and formally affiliated with DUSA, the club will enter their probationary period. The probationary period runs from the date of the new club's affiliation until the end of the T1 teaching period. Should a club not pass their probationary period, formal closure of the club will occur at the end of T1.

The key components considered in the new club probationary period are:

- Stage 1: All Executives must attend the mandatory club executive training prior to T1 commencing
- Stage 2: The new club must have a minimum of 20 paid club members prior to 31st March in the year of affiliation to proceed to operate for the remainder of the year
- Stage 3: The new club must run a minimum of two events per trimester (not including OWeek/OFEST events/the club AGM)
- Stage 4: If the Club does not meet the following requirements, the club will not pass the probationary period and will be formally closed at the end of T1.
 - Alignment with the approved club constitution/purpose
 - Delivery of the events specified in the events calendar
 - Minimum 2 events per trimester
 - Engagement with the club membership base
 - Engagement/responsiveness to DUSA communications

Part 7. Contact Details

7.1. CC (Burwood)

Name: Sophie Elizabeth

Email: sophie.elizabeth@deakin.edu.au

Phone: 9244 6952

7.2. CC (Geelong & Warrnambool)

Name: James Pountney

Email: james.pountney@deakin.edu.au

Phone: 5227 8420

Part 8. Checklist

This checklist is provided to help you complete the first part of your new Club application correctly. You are not required to submit this checklist; it is for your own use.

- We have read the booklet *Starting a Club*
- We have agreed on the Club name
- We have emailed a draft of our proposed Club's *Aims & Objectives* to the CC
- We have finalised our proposed Club's *Aims & Objectives* and prepared responses to all questions in *Part 4: Starting a Club – Initial Application*
- We have included details of any external companies/groups that we will be affiliated with
- We are all Deakin students currently enrolled in a course and have attached our individual 'Enrolment Details' to verify this
- We have attached copies of our individual Deakin Student ID's
- We are all current DUSA members
- We have downloaded and read the *Affiliation Agreement (not submitted until after the club has been formally approved by DUSA)*
- We have downloaded and read the *Club Constitution template (not submitted until after the initial application has been approved by DUSA and part 2 has been requested by DUSA)*
- We have familiarised ourselves with the DUSA website – especially the 'About DUSA' section
- We have completed and signed the form *Starting a Club – Initial Application*
- We have completed and signed the form *Applicants' Details*
- We have made a copy of the completed form for our records
- We have each submitted the application and supporting documents via email to the CC