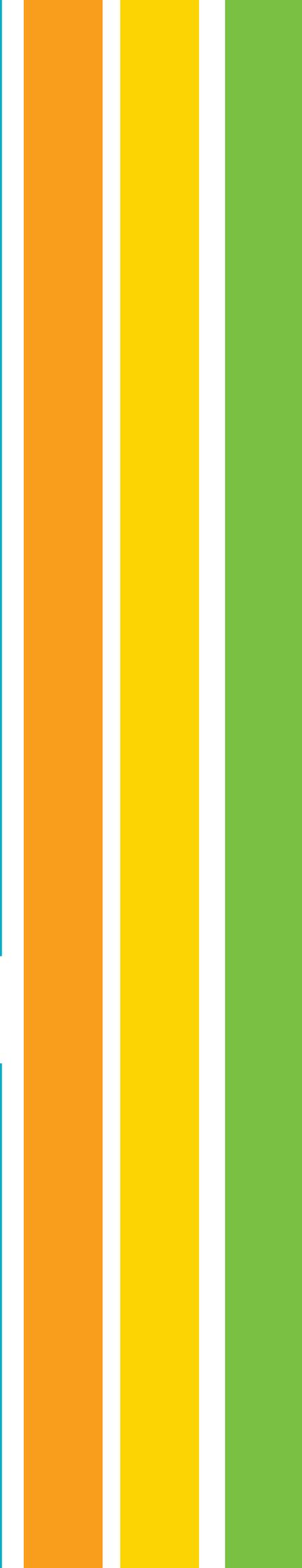




UQ CLUBS &  
SOCIETIES  
MANUAL

2017



180 Degrees Consulting  
 Acoustic Society  
 Afghan Students' Association (AfSA UQ)  
 African Student Society  
 Agribusiness Association UQ  
 AIBN Students Association  
 AIESEC  
 ALPSA (Australian Legal Philosophy)  
 Amnesty International  
 Anime & Manga Club Gatton  
 Anti-Capitalists  
 Arab Student Association  
 Australia China Youth Association ACYA  
 Australian Labor Party Club ALP CLUB  
 Australian Union of Jewish Students (AUJS)  
 Bangladesh  
 Banking Club  
 Beer and Rum Club  
 Big Band  
 Biology Postgrad Club  
 Borneo Students Association BSA  
 Buddhist Education Society BEST  
 Buddhist Society  
 Business Association UQBA  
 Business School Postgrad. Assoc. UQ BSPA  
 Campus Christian Movement CCM  
 Chemicals & Envir Eng Student Soc ChESS  
 Chess Club  
 Chile Association  
 Chinese Calligraphy  
 Chinese Debating Association  
 Chinese Students & Scholars Assoc CSSA  
 Christian Students UQCS  
 Civil Engineering Student Assoc CESA  
 Classics & Ancient History Society  
 Comedy and Improv Club  
 Computing Society  
 Conservation Biology  
 Criminology and Criminal Justice  
 Dance  
 Debating Society  
 Dental Club  
 Economics Society UQES  
 Ecuadorian Society  
 Education Society  
 Electrically Based Engineering Student Society (EBESS)  
 Enactus  
 Energy Network  
 Engineering Undergrad Soc EUS  
 Evangelical Students  
 Every Nation Campus  
 Filipino/Filipino-Australian Society  
 Film Appreciation Society  
 Financial Management Assoc of Aust FMAA  
 Fishing Club  
 Food Science  
 Fossil Free UQ  
 French Society  
 Gatton International Student Association  
 Gatton Student Association  
 Geography and Environmental Management Society  
 Geosciences Society  
 German Club  
 Graduate Union of Taiwanese Students UQ GUTS  
 Greens  
 Harry Potter Alliance  
 Health and Safety Student Society  
 Hellenic Society  
 Herpetological Society UQ  
 Hong Kong Student Association HKSA  
 Hope Brisbane Club  
 Human Movement Student Society  
 HUSS (Humanities Undergraduate Student Society)  
 ILM Club  
 Indian Students Club  
 Indonesian Student Association UQISA  
 Innovation & Entrepreneurship Society  
 Interfaculty Competitions  
 International Christian Club ICC  
 International Law Society  
 International Veterinary Students Association  
 Irish Society  
 Italian Association  
 JH Newman Catholic Society  
 Journalism and Communication Students JACS  
 Justice and the Law Society JATL  
 Korean International Student Society KISS  
 Korean Medical Society  
 Krishna Consciousness Society  
 Latin American Students Association LASA  
 Law Society UQLS  
 League of Legends Club  
 Liberal Club UQLNC  
 Linguistics Society  
 Logos  
 MACSA  
 Mafia  
 Magic Association  
 Malaysian Students Association  
 Marketing and Advertising Society (UQMAS)  
 Mathematics Students Society  
 Meat Judging  
 Mech Engin Student Soc MESS  
 MEMS  
 Mining & Metallurgical Student Assoc MAMA  
 Modern History  
 Motorsport Club  
 Music Students Society  
 Muslim Student Association  
 Muslimah Society  
 Nepalese Club  
 Nursing and Midwifery Student Association NAMSA  
 Oaktree  
 Occupational Therapy Student Assoc OTSA  
 Omani Society in Queensland Inc  
 Organisation of Planning Students Oops!  
 Overseas Christian Fellowship OCF  
 Oxfam UQ  
 Pakistan  
 Persian Society  
 Pharmacy Students Association  
 Philosophy Association (Student Philosophy Assoc)  
 Photography Club  
 Physics Club PAIN  
 Physiotherapy Students Association  
 Plant Society  
 Pokemon Fan Club of UQ  
 Postgrad Research Eng Student Society PRESS  
 Power to Change  
 Pre Medical Society (PMS)  
 Pride Alliance  
 ProBonoEconos UQ  
 Psychology Students Association  
 Public Health Student Association  
 Queensland Uni Exchange Student Society QUEST  
 Queensland Uni Games Society QUGS  
 Queensland Uni Musical Society QUMS  
 Red Cross Society  
 Refugee Tutoring Club  
 Responsibility to Protect- Student Coalition  
 Robogals  
 Robotics  
 Rockhampton Students Club  
 SBMS Student Academic and Social Society  
 Sci Fi Fantasy Society  
 Sci Girls  
 Science Undergraduate Student Society SUSS  
 SCMB Research Student Social Club  
 SHAG  
 SIMBA (Students of the IMB)  
 Singapore Medical Association.  
 Singapore Students Society  
 Skirts in Engineering  
 Slavsoc Society  
 Smash Bros  
 Social Sciences Association  
 Social work and human services students association SW&HS  
 Socialist Alternative UQ  
 Society of Fine Arts  
 Society of Petroleum Engineers SPE  
 South Pacific islander Association  
 Speech Pathology & Audiology Students Association SPASA  
 Sri Lankan Association UQSLA  
 Statistics Society  
 Street Groove UQ  
 Super Manga Anime Culture Kingdom S.M.A.C.K.  
 Supporting Women in Medicine SWIM  
 Surfers and Board riders  
 Surgia  
 Symposium Poetry Society  
 Taiko Drumming Team  
 Taiwanese Aust Intern Student Assoc TAISA  
 Thai Student Association  
 The ARTS UQ  
 Toastmasters Club  
 Tourism Hospitality & Events Society (THESoc)  
 Towards International Medical Equity TIME  
 Trading and Investment  
 TROHPIQ  
 Turkic Union  
 U-Cue  
 Underground Productions  
 Uni Impact  
 UQ for Africa  
 UQ United Nations Student Assoc UNSA  
 Vegetarian Society  
 VeSPA (Veterinary Science Postgraduate Association)  
 Veterinary Students Association  
 Veterinary Technology Association  
 Video Games Club  
 Vietnamese International Student Association (VISA)  
 Vietnamese Student Association  
 Volunteers  
 WASABI  
 Whitlam Club  
 Who UQ  
 Wildlife Association  
 Wine and Cheese Club UQWACC  
 Writers Club  
 Yacht Club  
 Yoga and Meditation Club

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# INTRODUCING YOUR 2017 STUDENT EXECUTIVE



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## PRESIDENT - GABII STARR

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Hello friends! Welcome and congratulations to all Club Presidents and Executives for 2017!

My name is Gabii, I'm in my 5<sup>th</sup> year of Arts/Science and I am honoured to have the opportunity to work with all of you this year as the President of the UQ Union. Throughout my time at UQ I have had the privilege to work on the executive of both faculty and special interest clubs. I have seen first-hand the fantastic events and campaigns that you all put together. I also share an intimate understanding of some of the concerns and challenges you will face. But, challenges aside, during your time in Clubs & Societies at UQ, the friends you make and the experiences you'll have will stay with you for a lifetime and I, for one, can't wait for how much fun this year will be!

Clubs & Societies are a vital part of our university experience. The UQ Union is proud to have 200+ affiliated Clubs & Societies that range from faculty-based clubs to hobby and special interest clubs. The sheer number and diversity of clubs, means that there is literally something for every one of the 50,000 students on campus. Not only will your club provide the opportunities and connections that contribute to a fantastic campus culture, they'll also help students feel welcomed and supported.

At this point, you might be trying to work out how to make the very most out of the year ahead and I have good news – we're here to help!

The UQ Union has a committed Clubs & Societies Administrator, James Hudson, who has more experience on Clubs & Societies than anyone else at the University. The Student Executive team are always keen to support you and you'll become especially familiar with your fabulous Campus Culture VPs, Alynna Wong and Prianka Thomas who are keen as beans to help you provide the best for students!

If you ever have any questions, concerns, or just need someone to talk to and bounce ideas off, don't hesitate to get in contact! Work hard, be engaged, get involved and together we'll have a brilliant year!

**GABII STARR**

*President*

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## SECRETARY - FINBAR FULLER

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My name is Finbar Fuller and I am your UQ Union Secretary for 2017.

I am a 4<sup>th</sup> Year Economics and Arts Student, majoring in Economic Policy, Public Policy and International Relations. I have previously been on the UQ Union Admin Committee as well as involved in multiple Clubs & Societies. I'm looking forward to making sure that Clubs & Societies have an amazing year.

We are lucky at UQ to have so many faculty and special interest clubs that contribute to a great campus experience for all students. This makes it much easier for every UQ student to make friends and get involved.

I'm sure that throughout this year we can work together to further promote student engagement and create an even more vibrant campus culture, no doubt many of you have already begun planning and working towards this. Our Vice Presidents for Campus Culture, Alynna and Prianka, are extremely hard working and will do everything they can to help you and your club have another amazing year.

I look forward to meeting and working with you closely to ensure that 2017 is another incredibly successful year for Clubs & Societies at UQU!

### **FINBAR FULLER**

*Secretary*

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## TREASURER - JOSHUA ROSER

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Hi all, I'm Joshua Roser and I'm your UQ Union Treasurer for 2017.

As a 5<sup>th</sup> year Commerce and Economics student, I've been able to experience just how important UQU Clubs & Societies are to the UQ experience. Some of my best friends and most hilarious memories have been made through my involvement.

Being previously involved with college, and then special interest club executives means I know the amount of effort that is put in behind the scenes, and just how much members appreciate it when the job is done well.

We here at the UQ Union, will help you to facilitate similar great experiences to those that we've had for the next generation of students. Our Campus Culture VPs Alynna and Prianka also have a diverse Clubs & Societies background and are very keen to help out in any way they can. I am also all too willing to help, particularly with finance-related questions – so please feel free to get in contact.

There has never been a more exciting time to be involved with Clubs & Societies at UQ – I'm very keen to see all the brilliant work you'll be able to achieve over the coming year.

Cheers,

### **JOSHUA ROSER**

*Treasurer*

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# MEET YOUR 2017 CLUBS & SOCIETIES CREW



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## MEET ALYNNA

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Hey guys, my name is Alynna and I'm a 5<sup>th</sup> year Law/ Journalism student, compulsive event planner and all round people lover. As the VP Campus Culture looking after Clubs and Societies, it brings me great honour to be working with you this year!

Having been a president of a club, I can relate to the joy but also the pressure of running a club. With so much to think about, things can get hectic and I genuinely want to help make your term the best term possible! As chair of the Clubs & Societies Committee, I also look forward to listening to what you have to say and learning how I can support you better!

I'm especially excited to collaborate with all of you to bring back events such as Cultural Fiesta, Ramadan, Diwali and Mid-Autumn Festival. Not to mention, working with you to introduce many NEW events like Easter on Forgan and our first ever Pop-Culture Con!

By the end of this year, I hope that not only will you have made friends and memories to last a lifetime, but that you will be well equipped to put what you've learnt to good use in your future careers too (Because let's be real, uni is a thing).

Throughout 2017, I am thrilled to bring you a Professional Development series that is targeted specifically towards the experience of a Club executive. From sponsorship to team management, and volunteering to employability, these sessions are for you to take advantage of and make the most of your year as club execs! (Check out the page on PD sessions for more info).

If you want to get involved, have ideas of your own or want an independent perspective regarding a club issue, feel free to shoot me an email or just stop me when you see me walking past! You can contact me at [alynna.wong@uqu.com.au](mailto:alynna.wong@uqu.com.au).

I look forward to meeting all of you personally and working with you to make 2017 the best year for Clubs and Socs!

**ALYNNA WONG**

VP Campus Culture

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## MEET PRIANKA

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Hi everyone, I'm Prianka, one of your Campus Culture VPs. I'm very excited to take on this role and I look forward to working closely with Alynna to make 2017 the best year yet for Clubs and Socs.

In terms of events, there are a number of things I'll be carrying on from 2016 but I'll also bring a lot of new things to the table. Ignition and Roller Rink will be back, as well as all the traditional Red Room parties like Oktoberfest, St Patrick's Day and Market Day After party. Throughout the year there'll be regular music performances in the Union Complex area, an outdoor cinema (which will be used across portfolios) arts and crafts sessions run out of the Red Room one Wednesday every month. We'll also strive to have more regular events at external campuses like Herston and Gatton.

I'm also bringing a second semester summer-themed party, an alternative arts festival and a few more food truck nights spread across the year. During SWOTVAC, we hope to have various stress-buster pop ups all around campus (think massages and mindfulness).

I'll also be collaborating with the Gender & Sexuality VPs as well as the Student Rights VPs for a couple of events (but I don't want to spoil too much).

My main aim for the year is to up UQU's presence with regular and varied events so that UQ students are aware that the UQ Union is always thinking about them. Let me know if you have any ideas, or want to know more about an event I'm planning.

Thanks,

**PRIANKA THOMAS**

VP Campus Culture

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## MEET JAMES

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James is the UQ Union Clubs and Societies Administrator. He is your resource for all things clubs related. He has 19 years experience with UQ Clubs and Societies having been executive for many clubs during his student days before starting in this position in 2006.

He is friendly, approachable and always happy to talk to club exec about any matter. James is here to make your club life as easy as possible so make sure you take advantage of his knowledge.

The best way to communicate with James is via his email which he answers promptly. Alternatively, you can pop in and visit him in the Clubs and Societies room between 10.00AM – 4.00PM Monday to Friday. You will find the Clubs and Societies room located on Level 2, Union Building (#21B).

### **JAMES HUDSON**

Clubs and Societies Administrator

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## MEET OLIVIA

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Hey guys, my name is Olivia and I am the Clubs and Societies Administration Assistant. I help James in overseeing and assisting the Clubs and Societies affiliated with UQ Union. I have also recently finished studying Entertainment and Marketing at QUT... (Sorry!)

Mostly I handle room booking requests which I must approve before sending on to the Room Bookings team, as well as managing grant requests. I am also happy to answer any questions you may have, and help you in any way you need to make your time in clubs as smooth and enjoyable as possible!

You can contact me on my email or come down to the Clubs and Societies room for a visit where I work 8:30am-4pm most days. Looking forward to working with you all and can't wait for another fun year of Clubs and Societies!

### **OLIVIA TRUNDLE**

Clubs and Societies Administrator Assistant

---

# USEFUL CONTACTS

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## UQ UNION STAFF

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### **UQ Union President**

*Gabii Starr*

**[P]** 07 3377 2200

**[E]** [president@uqu.com.au](mailto:president@uqu.com.au)

### **Clubs & Societies Administration Assistant**

*Olivia Trundle*

**[P]** 07 3377 2211

**[E]** [campus.culture@uqu.com.au](mailto:campus.culture@uqu.com.au)

### **Schonell Cinema**

*Ross Martin - Manager*

*Debbie Haddleton*

*– Cinema and Venue Promoter*

**[P]** 07 3377 2988

**[E]** [schonell.theatre@uqu.com.au](mailto:schonell.theatre@uqu.com.au)

### **Holt, Health, Innes and Red Room Bookings**

*Abbie Glossop*

**[P]** 07 3377 2206

**[E]** [abbie.glossop@uqu.com.au](mailto:abbie.glossop@uqu.com.au)

### **Clubs & Societies Administrator**

*James Hudson*

**[P]** 07 3377 2211

**[E]** [james.hudson@uqu.com.au](mailto:james.hudson@uqu.com.au)

### **Vice Presidents – Campus Culture**

*Alynn Wong and Prianka Thomas*

**[P]** 07 3377 2200

**[E]** [alynna.wong@uqu.com.au](mailto:alynna.wong@uqu.com.au)

### **Red Room Bookings**

*Kristan Needham-Walker*

**[P]** 07 3377 2288

**[E]** [redroom@uqu.com.au](mailto:redroom@uqu.com.au)

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## UNIVERSITY OF QUEENSLAND STAFF

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### **Office of Marketing & Communications**

*General Inquiries*

**[P]** 07 3365 3367

**[E]** [omcadmin@uq.edu.au](mailto:omcadmin@uq.edu.au)

### **Security Events Officer**

*Security Administration Officer - Events*

**[P]** 07 3365 3367

**[E]** [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)

### **UQ Advancement**

*Marc Orchard – Young Alumni  
Engagement Officer*

**[P]** 07 3346 3924

**[E]** [m.orchard@uq.edu.au](mailto:m.orchard@uq.edu.au)

### **UQ Advantage Office**

*Emma Ceccato  
– Student Engagement Officer*

**[P]** 07 3365 2929

**[E]** [advantage@uq.edu.au](mailto:advantage@uq.edu.au)

# CLUB OF THE YEAR AWARDS CEREMONY

**Save the Date: October 25th, 2017**

Following the smash hit show of 2016 we will again host the Clubbies in the Schonell Theatre featuring a dizzying array of Clubs and Societies talent in a show to leave the Oscars embarrassed. This gala event will be followed by a Clubs and Societies Executive's reward party in the Red Room. The following Clubbies will be presented:

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## CLUB AWARDS

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Club of the Year - Social/Political	Club of the Year – BEL Faculty Finalists
Club of the Year - International	Club of the Year – Engineering Faculty
Club of the Year – Hobby/Interest	Club of the Year – Health Faculty
Club of the Year - Post Grad	Club of the Year – Humanities Faculty
Club of the Year – Performance	Club of the Year – Science Faculty
Club of the Year – Best New Club	Club of the Year – Gatton
	Club of the Year

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## BACKSTAGE AWARDS

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Best Poster Design	Publication Award
Video Of the Year	Merchandise Award

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## INDIVIDUAL AWARDS

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President of the Year	Treasurer of the Year
Secretary of the Year	Social Convenor of the Year

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## EVENT AWARDS

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Event of the Year – Sporting	Event of the Year – Cocktail/Stand Up Function
Event of the Year – Industry Focus	Event of the Year – Fundraising
Event of the Year – Camping/Overnight	Event of the Year – Cultural Focus
Event of the Year – Pub Crawl	Event of the Year – Running Games
	Event of the Year – Ball

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## EMERITUS AWARDS

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James Hudson Award for Inspirational Leadership	Campus Culture Award- Outstanding Contribution to Campus Culture
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# CLUB GRANTS 2017

Each club is required to hand in their membership lists on the prescribed spreadsheet to James by the end of Week 2 of Semester 1 (March 10th).

Eligible clubs will then be apportioned an amount that will be their 2017 UQ Union club grant.

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## RULES FOR CLUB GRANT ELIGIBILITY 2017

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1. To be eligible for a grant, a club must have handed in the following materials to James:
  - a. Financial records for auditing or a completed external audit report;
  - b. AGM pack completed in full; and
  - c. 2017 membership list with names, UQ student numbers and emails for every current financial UQ student member of your club.
  
2. Audit Result:
  - a. Clubs that have successfully passed their 2016 audit will be eligible to receive their full grant entitlement in 2017.
  - b. Clubs who handed in books in 2016 but were unable to be given a pass or conceded pass will only be eligible for a % of their grant entitlement in 2017.
  - c. Please refer to Schedule 1 attached at the back of the manual for reference of the Audit Request Form. For online access, please visit:  
[www.uqu.com.au/resources](http://www.uqu.com.au/resources)
  
3. Grants should only be used to subsidise club activities and transactional activities are frequently monitored by UQ Union. Discretionary spending or misappropriations of the monies for executive personal interests are strictly prohibited and will be subject to disciplinary actions set out in (UQU Regulation R190).
  
4. Grant monies will only be approved by James if the event is open to all club members and is adequately promoted in advance.

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## HOW TO SPEND YOUR GRANT CREDITS

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You must first fill out the Clubs and Societies Card – UQU Grant Form in order to use grant credits for your club's event. Forms are available from the form shelf in the club room. Please return forms to Olivia for processing.

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## CLUB GRANT CARDS

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To spend your grants in UQ Union outlets you need to collect a swipe card from Olivia who will load the card with the value that you wish to spend.

The card can be used at the following outlets:

- Pizza Caffè
- Red Room
- The Lolly Shop
- Secondhand Texts & Stationery
- On a Roll Bakery
- Darwin's Café

As the card can be used by anyone who holds it, James will only load the approved spend each time.

### 1. Photocopying and Printing

- All clubs are initially given \$50 credit on the clubs photocopier.
- You can choose to increase that by asking James to transfer some of your grant credits over to your photocopying account.
- In some instances the printing of larger posters may be facilitated through the UQ Union Marketing Department using your club grant monies.

### 2. External Spending

- At the discretion of the Clubs Administrator (James), grant monies can be applied to your external club events on the condition that a proper tax invoice can be provided to UQ Union from the goods or services supplier.
- Usually the supplier will want payment in advance and UQ Union requires 2 weeks notice in order to make this payment upon receipt of the tax invoice which should be sent to James and made out to the University of Queensland Union.

# EXTERNAL FUNDING

## UQ Sponsorship Grant

The UQ Sponsorship Grant, administered through Student Engagement in the UQ Advantage Office, provides financial support to student groups and associations to coordinate events, programs or activities that will benefit their members, and the broader UQ community.

Individuals representing student groups and associations at UQ may apply for funding to support a student-led activity that enhance the UQ student experience, contributes to the vibrancy of our campuses and provide opportunities for students to further develop their employability.

Criteria:

- An event, program or activity that will genuinely enhance the UQ student experience (for members and the wider student body) and will contribute to the UQ campus culture
- Groups that can demonstrate that they have developed an event and marketing plan to ensure the activities success

The Advantage Office will consider proposals in all categories however we reserve the right to deny any funding request based on the nature of the proposal or on budgetary planning. For more information visit: [www.uq.edu.au/uqadvantage](http://www.uq.edu.au/uqadvantage)

Refer to the Advantage Office website for application due dates and information on the application processes. Read the full grant guidelines prior to applying, you can find them at: [www.uq.edu.au/uqadvantage](http://www.uq.edu.au/uqadvantage). Remember, these guidelines are subject to change.

# RUNNING YOUR CLUB

A club is fairly free to run itself according to its own ideas; however it must be accountable to its membership and to UQ Union in certain areas, a good example of this is club finances. Club money must be dealt with in an honest and accountable fashion and club books must be presented for inspection annually. University guidelines on alcohol use and discrimination must be adhered to and directions from James Hudson or from UQ Security personnel must be abided by at all times.

Clubs are expected to fulfil basic requirements. The most basic, yet important, duty is staying in contact with the Clubs and Societies Administrator – collecting your mail, reading emails, asking questions. If you change your contact details please let James know straight away. Pop into the Clubs and Societies Room regularly and have a chat with James about your club. He is always keen to hear how your club is going (and score an invite to your events!) .

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## CLUB MEETINGS

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The key to a successful club is in the holding of regular club meetings. You should be having a general meeting of your whole membership two or three times a year in addition to fortnightly executive meetings. Planning events via email or Facebook might get things decided but getting together in a room generates excitement and a sense of collaboration amongst your people. As an added bonus, if you get everyone together you won't feel that everything is all up to you. Many clubs fold after only 3-4 years. This is largely because one person took everything on themselves and failed to train and involve the next group of students in planning and decision-making.

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## DUTIES OF THE PRESIDENT

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The president is responsible for coordinating the club's overall activities and administration. The role includes the following duties:

- ✓ Being a spokesperson for the club.
- ✓ Calling and chairing meetings, checking that matters of importance are brought before the membership and that a "friendly and civilised" approach is maintained at all times, by all parties.
- ✓ Ensuring that communication with club members is carried out and that club audits and Annual General Meetings take place in the specified time.
- ✓ Maintain a close relationship with the Clubs and Societies Administrator as all club correspondence is sent to the Clubs and Societies Office.
- ✓ **The president is also personally liable for any publications produced by the club.**

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## DUTIES OF THE SECRETARY

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The secretary provides an important link between the president, club members and the Clubs and Societies Committee. The role includes the following duties:

- ✓ Creating contact lists of members.
- ✓ Arranging venues, compiling agendas and taking minutes of all club meetings.
- ✓ Bringing important correspondence to the attention of club members.
- ✓ Submitting minutes from the Annual General Meeting to the Clubs and Societies Administrator. These minutes provide testimony that your club is behaving in accordance with its constitution with respect to electing new office bearers etc.
- ✓ Forwarding all details (name, address, telephone number) of the new executive and any alterations to the Club Constitution to the Clubs and Societies Administrator as soon as possible.

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## DUTIES OF THE TREASURER

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The treasurer is responsible for keeping and maintaining all club financial records and managing the club's bank account including carrying out any financial transactions as directed by the club management. The role includes the following duties:

- ✓ Keeping the club informed of its financial position.
- ✓ Ensuring that all payments made are legitimate and have been authorised by the club management committee.
- ✓ Preparing budgets for income and projected spending.
- ✓ Keeping a current list of all financial members.
- ✓ Presenting a financial report at the Annual General Meeting.
- ✓ Preparing a financial statement of all major transactions for the annual audit.

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## UQ ADVANTAGE EMPLOYABILITY AWARD

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Your involvement as an executive member of a club or society could be counted towards your UQ Advantage Award. The UQ Advantage Award provides undergraduate students with opportunities to extend themselves beyond the classroom and develop key skills that employer's value.

Designed to complement your studies and enhance your employability, the award is a great way to get involved in all UQ has to offer and receive recognition for your participation in a wide range of extra-curricular activities and events. See [www.uq.edu.au/advantage-award](http://www.uq.edu.au/advantage-award) for more information and to register.

# UQ UNION REGULATIONS (CLUBS AND SOCIETIES)

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## MEMBERSHIP FEES

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Union Regulation 192.1: Clubs and Societies must charge a **minimum annual membership** fee of at least **\$2**.

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## CLUBS AND SOCIETIES COMMITTEE

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### **R190 Disciplinary Action**

190.1 Clubs and Societies Committee may resolve to discipline a Club or Society where that Club or Society, or its members acting with tacit or explicit consent from the Club or Society:

- a) Contravenes standing resolutions on policy;
- b) Misappropriates funds;
- c) Breaches the Club or Society's constitution;
- d) Acts contrary to the aims of the Club or Society;
- e) Refuses membership to, or expels, any student from a Club or Society without providing, in writing, a reasonable justification to the Clubs and Societies Committee;
- f) Fails to comply with a request from the Clubs and Societies Committee to produce financial or other records or assets;
- g) Publishes, distributes or displays material which is not authorised by the Vice-President (Campus Culture);
- h) Promotes or engages in violence or harassment towards any person or group, or engages in any criminal activity;
- i) Damages, defaces or commits theft of Union property;
- j) In the case of a subsidised club, fails to produce evidence of a financial membership greater than or equal to thirty of whom at least 70% must be students;
- k) In the case of a Campus-Based Club, fails to produce evidence of a financial membership greater than or equal to ten of whom at least 70% must be students who do not study at the University's St Lucia Campus;
- l) Fails to be audited annually; or
- m) Otherwise breaches the Union's Constitution or Regulations.

190.2 Clubs and Societies Committee may impose any of the following penalties, subject to R189.3:

- a) Probation, where any further breach of the grounds for discipline may result in further penalties;
- b) Suspension of permission to use some or all Union facilities for up to twelve months;
- c) Suspension of all or certain categories of subsidy for up to twelve months;
- d) Disaffiliation from the Union.

- a) The property of a Club or Society which has been disaffiliated shall vest in the Union, with the bank account of the Club or Society to be frozen. The Union shall hold such property and the accounts shall be frozen for a period of no more than six months.
- b) A failure by the disaffiliated Club or Society to re-affiliate within the six month period shall result in such property devolving upon the Union. The Clubs and Societies Administration Officer shall close the Club or Society's bank account with all money therein devolving upon the Union.

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## CLUBS & SOCIETIES COMMITTEE STANDING ORDERS ON POLICY

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### **1.1 UQ Union Clubs and Societies Discount Cards, Initiatives and Programs Policy:**

That UQ Union affiliated clubs and societies be prohibited from selling or distributing discount cards or any other initiatives or programs of similar objectives and aims which are organised by individuals, groups or organisations external to the club or society selling or distributing the discount card.

### **2.1 Clubs & Societies Grants Policy**

- a. The minimum general subsidy is set at \$300.
- b. The maximum general subsidy is set at \$2500.
- c. General annual subsidies to Clubs and Societies are allocated based on the number of general members a club or society has on the second Friday of the first semester of 2017.
- d. General subsidies will be allocated by the Clubs and Societies Administrator with no discretionary adjustments made by the UQ Union Executive.
- e. The Clubs and Societies Administrator shall have the power to reduce or withdraw a general subsidy where:
  - i. A club or society fails their audit from the previous financial year or current financial year
  - ii. A club or society has been placed under review by the Clubs and Societies Administrator because reasonable suspicion arises with respect to a club or society having engaged in misconduct or behaved in a manner which is in contradiction with the Standing Resolutions on Policy made by the Clubs and Societies Committee, the UQ Union Regulations or the UQ Union Constitution.
- f. Clubs and Societies that are considered political clubs by the Clubs and Societies Administrator shall receive the minimum general subsidy regardless of membership.

# CLUBS AND SOCIETIES RESOURCES

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## THE CLUBS & SOCIETIES ROOM / PRINTERS

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Located on Level 2 of the Union Complex (#21B) right next to the Red Room, this room is a clubhouse for executives with a fun and relaxed atmosphere. It's a great place to come and unwind and maybe brainstorm your ideas with other club exec. We have two boardroom style tables that are set aside for club meetings. There is a clubs printing room with computers for all your printing and design needs. Clubs will be issued \$50 credit to use the photocopier and can top up this credit from their club grants if required. There is a store room for you to keep your club materials as well as 12 "day use" lockers for when you have consecutive events on and need to keep a few things secure. We also have a large fridge to keep your party/ BBQ supplies cold. This is your clubs and societies clubhouse and we hope you will take advantage of it. We do however ask that this room be used solely for the purposes of club business or chill out.

**This space is not a library/study hub. Personal mobile phone calls are banned.**

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## MARKET DAY STALLS

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Your club's best chance of attracting new members each year is through holding a stall at Market Days during the O-Week of each semester.

Only UQ Union affiliated clubs and societies are permitted to hold stalls during these days. There will be over 20 000 students visiting Market Day, which will provide you with a great chance to show off your club to the incoming student body. It is also a really fun day and is one of the highlights for club exec. The St Lucia Market Day for Semester One 2017 is on Wednesday, 22nd February and Gatton Market Day is on Tuesday, 21st February. Holding a bright and shiny orientation stall builds your clubs profile, gives you a big influx of new members, adds to campus culture on your home campus and gives new UQ Students a sense of welcome and excitement. Most importantly, it allows you to add a whack of membership money to your club's bank account!

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## ONLINE PROFILE

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The Clubs and Societies section on [www.uqu.com.au](http://www.uqu.com.au) receives over 4,000 visitors each month. Gain valuable exposure for your club by completing the Clubs and Societies Online Profile Form, located at [uqu.com.au/resources](http://uqu.com.au/resources), and submitting it to [olivia.trundle@uqu.com.au](mailto:olivia.trundle@uqu.com.au). Your profile will then be published on [www.uqu.com.au](http://www.uqu.com.au).

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## STALLS IN THE UNION COMPLEX

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Clubs can set up a table stall in the Union Complex in one of our allocated spots to advertise or sell tickets to a club event. In order to set up a stall clubs must see James to get permission and a table. Please note that the selling of food or drink of any kind or allowing a third party to use this space is strictly prohibited. Any club that fails to abide by the below terms and conditions of these stalls will be banned.

- Clubs must only set up in designated stall space. If you move from your spot you will be asked to pack up.
- No marquees can be set up within the Clubs stall area.
- No posters are to be put up on nearby walls or columns.
- A-frame or pop up banners must be placed directly next to your stall.
- Flyers must be handed out from behind your stall, you may not roam around the complex.
- Strictly no third parties at your stall (e.g. sponsors etc.).
- No food sales whatsoever to be conducted at your stall.

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## EFTPOS

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There are four EFTPOS machines available for club use. They are free to use and need to be booked and collected from James. You can sell tickets via debit or credit cards or even receive large sponsorship amounts over the phone via credit card. The machine sends money into the UQ Union bank account which James will then transfer to your club account. In order for James to do this you must return the machines at the end of every day so that he can take an end of day reading.

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## INSURANCE

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UQ Union provides its affiliated clubs with a third party public liability policy to the value of \$50,000,000 that covers clubs who are doing activities that are in compliance with their club's constitutional aims and objectives. This is the insurance policy that you can provide to venue staff when you book your events. E.g. UQ Sport requires this for field bookings, UQ Room bookings assume this cover for room bookings and some hall hire will be contingent on this policy.

**Please note: This is NOT a personal liability policy. It does not cover injury to club members. For example, if you are running sporting events then you will need to acquire personal injury insurance and factor that cost into the budgeting of your event.**

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## PHOTOGRAPHERS

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UQ Union has contractor photographers that can be accessed by clubs who wish to have photographs taken of their club events. All photos will be displayed on the UQ Union Facebook page and remain the property of UQ Union.

UQ Union will pay for up to 8 photography hours per club in 2017. If you have exhausted the 8 hours quota, you will need to pay the photographer's invoice from your grant money or club funds.

To access this photography quota, you must contact Alynna at least 2 weeks in advance to request a photographer for your event.

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## EQUIPMENT

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As well as the two BBQs the clubs area has four marquees and eight tables that can be booked. This equipment should only be accessed for the purpose of club BBQs and stalls in the Union Complex area.

All equipment is kept neatly in locked cages on Level 2 of the main UQ Union Building (#21A). Please email or visit James one week in advance to book equipment.

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## PROFESSIONAL DEVELOPMENT

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One of the benefits of being a club executive is that you are invited to attend a series of Professional Development (PD) seminars that are aimed towards helping you not only run your club successfully, but to also help you in your career goals.

This year, these PD sessions will be split into two parts, one held each semester. Part 1 focuses on providing you with some useful tips and tricks on how to grow your club. Part 2 focuses on developing you as a leader and as a professional based on your club experiences.

### **Session 1 (March 22nd, Semester 1):**

#### **i. Sponsorship and Social Media**

- Learn how to write effective sponsorship proposals that can be used for big industry leaders or smaller NGOs. Find out what they are looking for and how you can build a relationship with them and your club.
- Discover the intricacies of social media algorithms and how to get the exposure for your club's events that you need from someone who works behind the scenes and screens in the business.

#### **ii. Time and Team Management**

- Get the expert tips on how to project manage your events like a boss. Get your time management down pat and learn how to balance everything so you can achieve more this year.
- Big or small, working in a team always brings its own set of problems and challenges. As the Top 3 in a club, learning how to properly manage your team can sometimes be the difference in your club's success.

## **Session 2 (August 10th, Semester 2):**

### **i. Personal Branding**

- Reputation is one of the most important parts of starting out in the professional sphere. Learn about how to present yourself and develop your personal brand on multiple platforms from the experts.

### **ii. From Volunteering Experience to Careers**

- As a club executive, you are part of a special network of people with unique skills and experiences. Learn how to capitalise on what sets you apart and making that jump from being a volunteer to becoming a professional.

**BONUS: 'Next Step' Networking Evening-** For all of you who graduate in 2017! As a final send off and congratulations from us, we invite you to enjoy an evening of food, fun and survival tips for the future from the people you need to know.

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## **TRAINING WORKSHOPS**

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It can be daunting taking charge of a club and suddenly finding yourself responsible for planning social events, fundraising, chasing down sponsors, collecting money, doing audits, holding meetings, understanding constitutions, all the while trying to maintain that perfect GPA. To help you out, UQ Union has provided you with a Clubs and Societies Administrator with a plethora of experience in clubs. He has been where you are now and is more than happy to help.

Throughout the year, James will run various workshops which are designed to clear up any confusion you may have and to help you understand UQ Union's expectations of you. The workshops include:

- Treasurers Workshop
- Preparing Your Books for Audit
- Food Safety and Your BBQ
- Risk Management

Updates of the workshop schedule will be circulated to your registered email. Keep an eye on them because you don't want to miss out on key deadlines which may attract some disciplinary actions.

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## **ABN**

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An Australian Business Number (ABN) is a unique 11 digit number that identifies your business to the government and community. It is not necessary for a club to hold an ABN, however you may get asked to supply one to any sponsors who wish to gain GST credits for their payment. If you are asked to supply an ABN then contact James for an 'ABN not quoting' form to supply instead.

# BOOKING UQ LECTURE OR TUTORIAL ROOMS

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## BOOKING DEADLINES

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### When can clubs start requesting 2017 bookings?

- Semester 1 Orientation Week: From 18th November 2016
  - Semester 1 (weeks 1-2): No bookings of any kind available
  - Semester 1 (weeks 3-13): From 3rd March 2017
  - Semester 2 (weeks 1-2): No bookings of any kind available
  - Semester 2 (weeks 3-13): From 28th July 2017
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## THING TO KNOW WHEN MAKING A BOOKING

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- The Club must be a *UQ Union affiliated club*.
  - Only the President or Secretary of the Club can request the booking.
  - The requester must supply their student email address in the request.
  - Bookings are for general club activities only, not on behalf of external clients.
  - Room capacity will match registered group size. Use of large lecture theatres will only be matched with large groups. For example, if a group is 60 people in size, they should not require a room larger than 60 capacity for their general activities.
  - The activity must match the nature of the group.
  - All requests must be made using the Room Booking Application [www.uq.edu.au/teachingspace/booking](http://www.uq.edu.au/teachingspace/booking).
  - Phone and face to face bookings are not possible.
  - Use Explorer as your browser, not Firefox or Chrome.
  - Make the booking at least one business week prior to the date room is required.
  - It is not possible to visit the Teaching Space Management office.
  - Maximum duration for a booking is 4 hours.
  - Clubs and Societies may request up to 15 free bookings per semester.
  - 1 room = 1 booking.
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## BOOKING PERIODS

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Weekday bookings are those during set teaching weeks of Semester 1 and Semester 2, Monday to Friday between the hours of 8am-10pm.

There are only 4 rooms available on weekends for free bookings, and these are included in the quota of 15 free bookings per semester. These rooms are subject to availability, and will be booked to student groups on a “first in first served” basis.

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## CHARGED BOOKINGS

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A club booking will incur a charge at **50% of standard hire rate** if it is

- longer duration than 4 hours;
- once you have used your 15 free bookings in a semester; or
- for weekend bookings that do not fit in one of the 4 small rooms.

Please note: All bookings not approved by UQ Union will incur a 100% hire charge and separate provision of public liability insurance would need to be supplied.

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## FULL PRICE BOOKING RATES

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ROOM SIZE	HIRE RATE
≤ 199 Capacity	\$100 per hour
200-294 Capacity	\$140 per hour
295-499 Capacity	\$180 per hour
≥ 500 Capacity	\$250 per hour

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## FULL PRICE BOOKING RATES

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ROOM SIZE	HIRE RATE
Foyer Spaces	\$40 per hour
≤ 79 Capacity	\$50 per hour
≥ 80 Capacity	\$70 per hour

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## IT AND AV SUPPORT FOR ROOMS

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IT can be contacted via [www.its.uq.edu.au/helpdesk/av-call-assistance-line](http://www.its.uq.edu.au/helpdesk/av-call-assistance-line)

If an event is outside of standard operational hours, and you anticipate requiring IT or AV support, this needs to be organised by you through IT Services. You may need to hire staff for the day.

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## BEHAVIOUR WHEN TEACHING IN ROOMS

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These rooms are teaching rooms and are designed for this purpose. All student groups must adhere to the Terms of Hire (available at [uq.edu.au/teachingspace](http://uq.edu.au/teachingspace)) and Room Etiquette Signage (pictured below) whilst also being aware of procedures regarding Overcrowding of Teaching Spaces (Section 8 Space Management Procedures).

### Other rules:

- Furniture is to be kept within rooms.
- Reconfigured furniture must be re-set to the original configuration before you leave.
- Do not take furniture from other rooms – these are needed for other bookings.
- Please start to exit the room 10 minutes prior to booking end to ensure you are out of the room on time.
- Adhere to Fire and OH&S regulations. Do not overcrowd rooms, use equipment appropriately.
- All rooms to be kept clean and tidy – clean whiteboards before you leave and use bins for rubbish.
- There is to be no eating or drinking in the rooms.
- No objects, notices etc. are to be affixed to walls, doors, furnishings or fixtures.
- Be mindful of etiquette signs in the room.
- If your group accidentally damages something, please let Teaching Space Management know ASAP.
- If your club fails to adhere to these rules, or causes excessive cleaning costs or repair bills, you will be unable to book centrally controlled rooms in the future.

### Some other handy reminders for booking UQ Rooms:

- Start booking on the whole hour, not half hour.
- Rooms should be unlocked if you have made a booking. If a room is locked, please refer to signage near the door and call the number on the TSM sign.
- Computer rooms – ITS code of conduct (cannot use for gaming sessions).



# UQ UNION ROOM BOOKINGS

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## HOLT, HEATH AND INNES ROOM BOOKINGS

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Please complete the internal room booking form- available from the Clubs Room form shelf and email to [schonell.events@uqu.com.au](mailto:schonell.events@uqu.com.au) at least 72 hours prior to event date.

### Booking Rates:

#### HEATH ROOM

ROOM SIZE	HIRE RATE
Monday - Friday	No charge *not available between 11am-2pm
Saturday & Sunday	\$50 per hour

#### HOLT ROOM

ROOM SIZE	HIRE RATE
Monday - Friday	No charge before 11am and after 2pm Between 11am-2pm \$50 per hour
Saturday & Sunday	\$50 per hour

#### INNES ROOM 1 & 2

ROOM SIZE	HIRE RATE
Monday - Friday	\$50 per hour
Saturday & Sunday	\$100 per hour

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## TERMS AND CONDITIONS OF HIRE

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1. Clubs & Societies are limited to 15 free bookings per semester (these are in addition to the 15 free bookings allocated by UQ).
2. Standard booking hours are between 8am and 10pm Monday to Friday.
3. Clubs & Societies are responsible for the set up and pack down of the spaces.
4. At the conclusion of each booking the room must be reset to its original configuration.
5. Only President, Secretary or Treasurer of the club can request a booking.
6. All rubbish and items (including boxes) are to be removed from the room, please request additional bins if required from Abbie.
7. Charges of \$50 per hour will apply for any additional cleaning and venue resetting required.
8. Any outstanding payments and sanctions imposed by UQ Union will prevent Clubs and Societies from booking rooms and spaces within the Union Complex.
9. Extra charges may apply if the venue is required outside of standard booking hours.
10. No outside alcohol or catering to be supplied in the rooms, Pizza Caffè food is accepted.
11. Full paying clients will be given precedence over free of charge club bookings, even after confirmation. A minimum 48 hours' notice will be provided to clubs if their booking is cancelled.
12. All AV and PA equipment to be borrowed from Clubs & Societies.
13. All booking details must be confirmed 48 hours prior to the event, after this point changes may not be accommodated.
14. All invoices must be paid prior to event commencement; failure to do so may result in the cancellation of the event.
15. No spaces are available for use during examination blocks.

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## REDROOM

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Every Monday night is Clubs and Societies night in the Red Room. This means that your club can book an area of the Red Room for FREE after 6pm. You could run a trivia night, hold a meeting, or sing up a storm. It's up to you. This is a great chance to showcase your club, fundraise or just have a great social night out. Get in quick because these Monday's book out well in advance. Contact the Red Room [redroom@uqu.com.au](mailto:redroom@uqu.com.au) or 3377 2288 to make an appointment to discuss your event with our management team. We are happy to take regular weekly or monthly bookings for smaller meetings, catch-ups and socials throughout the semester.

## SPORTING FIELDS

Sporting fields are administrated and booked by UQ Sport. UQ Sport is a separate body to UQ Union. As such, James cannot book sporting fields for you and you must approach UQ Sport directly through [bookings@uqsport.com.au](mailto:bookings@uqsport.com.au).

# BOOKING UNIVERSITY GROUNDS FOR EVENTS

If you are wanting to book an area within the University grounds for an event you will need to complete an Event Registration Form (available at [uqu.com.au/resources](http://uqu.com.au/resources) and submit to UQ Security by emailing to the Security Events Officer [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au) or posting to:

## **Security Events Officer**

Level 2 Prentice Building (# 42) Staff House Road,  
St Lucia Campus Qld 4072

The amount of information you will need to provide and the form you will need to complete will depend on the size of your event. UQ Security define events as small, medium or large. If your event is medium or large event you will need to complete the UQ Event Planner (available at [uqu.com.au/resources](http://uqu.com.au/resources)) in addition to the Event Registration Form.

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## SMALL EVENTS

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A Small Event is a function or event that involves up to twenty patrons and requires minimal input by Security with regard to planning.

To seek permission to hold a small event on campus you need complete the Small Event Registration form and email or send the form to the Security Administration Officer, UQ Security Office a **minimum of 2 weeks prior to the event.**

Security will advise you once your application has been assessed and approved by email.

**Please note:** A BBQ Fundraiser does not require a registration form to be submitted.

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## MEDIUM EVENTS

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A Medium Event is a function or event of significant patronage that requires some planning and the use of University facilities and will require input from the Security Section during the planning and approval process. For example, a small sporting event, exhibitions, student social club gatherings above 20 people and smoko's.

If conducting a medium event, you first need to submit an Event Registration Form and then, if your event is confirmed as a Medium event you are **required to complete and submit the full Event Planner** a minimum of **4 weeks** prior to an event.

Security will advise you once your application has been assessed and approved by email.

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## LARGE EVENTS

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A Large Event is an event that can be run by either an internal or external organisation and has large patronage, and requires extensive use of University facilities. For example, corporate sport days, fun runs and walks, concerts, festivals, large student functions.

If conducting a large event, you need to submit an Event Registration Form and then, if your event is confirmed as a Large event, you are **required to complete and submit the full Event Planner** a minimum of **12 weeks** prior to an event.

Security will advise you once your application has been assessed and approved by email.

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## RULES OF USING UNIVERSITY GROUNDS

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If the event is approved the following rules will apply:

- You must have your written approval document on hand during the event and produce this approval to a UQ Security Officer on demand;
- You must adhere to the location specified on the approval;
- Cookers are required to have a drip tray and ground sheet to prevent grease from spilling on the ground and concrete areas;
- Proper cleaning practices must be used, all rubbish must be removed on conclusion of the event and any fat or grease from cookers must be disposed of in an appropriate manner;
- Proper food handling practices must be used, including using gloves, thorough cooking, keeping food hot & covered;
- No advertising or signage material is to be posted on any building or other structures. Signage can be displayed on approved noticeboards and tables used at the event;
- No chalking is permitted unless it is approved under the University Banner and Other Signs Policy by the Manager Security.  
[\(<https://ppl.app.uq.edu.au/content/7.10.04-display-banners>\)](https://ppl.app.uq.edu.au/content/7.10.04-display-banners)
- BBQ and event structures are not to impede pedestrian or vehicular traffic in any manner nor are they to be set up across or within 1m either side of Braille trails;
- Vehicles may only be used to unload and load equipment and must not remain in the vicinity;
- Music and other noise will require prior approval as it can interfere with classes and daily business in surrounding area.

### Penalties

- There are penalties for infringements against these rules and these will be enforced by the Security Section;
- A cash bond may be imposed for future applications against offending groups or persons
- Security has the authority to impose changes and/or to shut down events

# FUNDRAISING / SOCIAL BBQ'S

BBQ's are a great way to raise funds for your club. You could raise as much as \$500 from one sausage sizzle. UQ Union can provide you with all of the necessary equipment to hold your BBQ free of charge.

A club is entitled to up to one BBQ event per semester plus a third BBQ in a semester of your choice (Total 3 per club per year).

**If you are interested in booking one of the BBQ spots you will need to attend the BBQ booking day on Friday February 24th at 10am. It is anticipated that all of UQ Union's allocated BBQ spots for 2017 will be filled on this day. A wait list will be taken after all spots are filled.**

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## UQ UNION CLUB BBQ RULES

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- The club will only use the specific area booked through James. Any deviation from that area will result in the BBQ being shut down by UQ Security.
- If a club is found holding a BBQ that has not been properly booked, then UQ Security or Properties and Facilities staff will ask the club to shut down their BBQ.
- Compliance with any directive from UQ Security or Properties and Facilities staff is mandatory. Failure to do so will see clubs suspended from BBQ use and potentially facing further action from the Clubs and Societies Committee.
- BBQs must only be in their authorised location and are not to be placed over braille trails under any circumstances nor impede any traffic or disability access to buildings.
- Clubs must ensure that they use the metal buckets to avoid fat spillage onto the BBQ trolleys and University pathways.
- If the area around the BBQ requires cleaning by UQ Cleaning, then the club will be fined by UQ in order to pay the cleaning cost and potentially be suspended from future BBQ use.
- The club is responsible for the safe and appropriate disposal of any rubbish and waste (including the contents of the drip tray) produced by the BBQ. Do not dispose of drip tray contents in cardboard or recycling bins.
- Music is not permitted at BBQ sites, as it interferes with classes and daily business in surrounding areas.

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## WHAT YOU NEED FOR A BBQ ON CAMPUS

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Running a fundraising BBQ involves a lot of work. You will need at least four people to run them and more is better. UQ Union can provide you with a BBQ and gas bottle, a marquee and two tables.

### **You will need to bring the following:**

- Eskies as needed.
- Cooking equipment - 3 sets of tongs and 2 baking or tinfoil trays.
- Sausages: 200 - 400 – depending on the day and location. You sell these at \$2-\$2.50.
- Call Clancy James Taringa on 3876 0633 for quality local snags.
- Bread: 15-23 loaves of Coles/Woolworths bread (get the cheap \$1 loaves). There are 19 slices in these loaves so do the math depending on your sausage order.
- Serviettes: get 2-4 packets (100 per pack for \$1).
- Tomato sauce: 2-4 litres (Use the cheaper 2 litre bottles).
- BBQ sauce: 2 litres (Use the cheaper 2 litre bottles).
- Mustard- 600ml Bottle (if required)
- Onions: preferably pre-cut - about 5kg per 200 sausages.
- Drinks: preferably 100-150 cans. You want to look around at Coles/Woolworths for specials and get soft drinks at 40- 50 cents per can. You can sell them for \$1.50- \$2
- Snag and drink combos are recommended.
- Ice: can be purchased from the service station at Toowong near Sir Fred Schonell Drive.

# FOOD SAFETY GUIDELINES

There are Food Safety guidelines that apply to any event held by Clubs and Societies where food is provided to members of the respective club or to members of the public. The guidelines are accessible on [uqu.com.au/resources](http://uqu.com.au/resources).

## Legal requirements

- You have a both legal and moral responsibility to ensure that consumers are protected from food poisoning.
- In Queensland, Food Standards Australia & New Zealand (FSANZ) detail your responsibility as the food provider. The organisation that is responsible for compliance with these standards and laws is the Brisbane City Council.
- Legal offence: failing to handle food in a safe manner may cause individuals facing fines of up to \$100,000 and/or two years prison and corporations up to a \$500,000 fine in pursuant to Food Act 1984.
- Duty of care: Whenever your club is providing food to your members or members of the public, you must exercise a duty of care in the food handling practices and should be able to show you have taken all reasonable precautions and exercised due diligence to avoid committing an offence.
- Food safety supervisor: James Hudson is also the Food Safety Supervisor and will help you to recognise and prevent hazards associated with the handling of food. If you have any questions regarding the handling practices, please contact James.

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## CAUSE OF FOOD POISONING

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- Biological bacteria contamination
  - o Visible biological hazards: worms, flies, cockroaches and caterpillars etc.
  - o Odour: smells or taints produced from food decomposition.
- Chemical contamination
  - o Through cleaners e.g., degreasers
  - o Insect repellent
- Physical contamination
  - o Seeds, cigarettes, nails, jewellery and hair etc.

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## GENERAL SAFE FOOD HANDLING PRACTICE

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### Personal hygiene

- Any person handling food must have clean hands, wear a clean apron, tie back long hair, and remove jewellery where possible.
- There must be access to hand washing and toilet facilities.
- Hands must be sanitised:
  - Before handling any food or putting on gloves;
  - After handling raw meat or garbage, and after a break; and
  - After smoking, using tissues, or visiting the toilet.
- Wear disposable gloves.
- Do not work with food if you are sick.
- No smoking or eating in the food preparation area.
- It is important to have enough volunteers to allow different food handling roles to be given to different people. One person should handle the raw food, one to handle the cooked food and one to handle the money.
- Food preparation.
  - All meat must be thoroughly cooked and there should be no pink colour. Once cooked, meat must be kept hot at over 60 degrees celsius (if for a BBQ, this is best achieved by leaving meat on the BBQ).
  - Clean dishes and utensils.
  - DO NOT eat or serve meat that has been refrigerated uncooked for longer than 1 or 2 days.
  - DO NOT use outdated foods, packaged food with a broken seal that are bulging or have a dent.
  - Keep food covered to protect from dust, flies, dirt and other sources of contamination.
- Food storage.
  - Only use clean storage containers.
  - Keep hot food above 60°C.

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## BBQ SAFE FOOD HANDLING

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In addition to the general safe food handling guidelines, more specific requirements should be observed to ensure food safety at BBQ's.

- **Limit the types of foods to reduce food safety risks**

- o To minimise food safety risks, groups are encouraged to limit food to the sale of only cooked sausages, commercially made hamburgers, bread, onions and tomato sauce. All of the above ingredients must be purchased from a commercial food business and cooked on site.
- o Other foods such as chicken, vegetable burgers, salads such as lettuce or tomato, **cannot** be handled or sold without prior approval from James as these foods can contain food poisoning bacteria unless handled properly.
- o All meat must be transported from the store to the event in an esky or approved cold storage container with several ice bricks to make sure it can be kept cold.

# ADVERTISING YOUR EVENT

Setting up the best event ever is pointless if nobody knows that it is on, so be sure to give yourself the time and resources to advertise properly. A club email group is essential in getting your events out to your members.

Please note that all promotional material must be approved by UQ Union, and must include the UQU Clubs and Societies logo. In addition here are some other advertising avenues available to you:

- Posters
- Semper
- Flyers
- UQ Advantage Office
- Information table in Union Complex
- Facebook
- Twitter
- Earning a Club of the Week posting on UQU website.

Another important point to remember is that any publication shall not be racist, sexist, homophobic or in any other way unlawful.

# SUBMITTING YOUR BOOKS FOR AUDIT

It is a UQ Union requirement that every club prepares their books for inspection by James every year prior to holding an AGM [see UQU Regulations R190.1 (I)]. You cannot hold any sort of handover meeting until you have successfully passed your Audit.

## **Requirement:**

- ✓ Filling out an Audit Request Form (available from the Club Room form shelf).
- ✓ Getting your books completely up to date, filling in an Audit summary that outlines your club's financial position for the past year and then turning everything finance related into the Clubs and Societies Administrator.
- ✓ You must hand in all required materials to James.

## **Deadline:**

You must submit your books to James by Friday September 15th 2017.

## **Workshop:**

James runs workshops in March to show you how to manage your books successfully throughout your time as treasurer and then in August he will run pre-audit workshops to show you how to prepare and submit your books.

## **Notice:**

It is definitely worth remembering that if you fail your audit then your club may be disaffiliated -that is cease to exist here at UQ.

# YOUR ANNUAL GENERAL MEETING

The actual election of office bearers takes place at the Annual General Meeting during October. To be sure that this process is fair and democratic, please notify your members well in advance. At least seven days written notice must be given and quorum must be achieved for the AGM to be valid. Candidates may be considered elected if they are unopposed for a position.

Until you hand your AGM minutes to James the AGM effectively hasn't happened and the old executive are still the executive.

Your AGM must include the following:

1. Sufficient notice must be given to each member according to the club's constitution.
2. Notice must be in writing (email or direct mail).
3. Written notification must be submitted to the Clubs and Societies office 14 days prior to the AGM.
4. You must collect an attendance list personally signed by all attendant members. This list must include each attendee's name, student number and must be signed by the member.
5. Proxies must be in writing and do not count towards quorum.
6. Minutes must be taken from this meeting and must include details of each process.
7. Reports from outgoing office bearers (President, Secretary and Treasurer – audit report must be included in Treasurer's report).
8. The incoming executive must sign the Commonwealth Bank 'Authority for Unincorporated Clubs, Lodges and Society Accounts' form in order to become financial signatories to the club.
9. Must be held at a neutral venue (i.e. not at a private dwelling and ideally held at UQ campus).
10. Nominations must be called according to the club's constitution and each nominee must have a nominator and seconder for each position.

# ALCOHOL ON CAMPUS

If your club is considering having alcohol at an event held on campus, it is imperative to comply with the following steps in order to make it happen. Failing to observe the requirement may result in cancelation of the event.

1. Where liquor will be provided for consumption only purposes, you must fill out the PF100 form (Application for permission to keep or consume intoxicating liquor on site) and submit it to UQ Security at least 14 days prior to the event. The PF100 can be found on the Club Room form shelf.
2. Where liquor will be sold (either directly or indirectly through tickets, entry/admission charges or any other means) a Community Liquor Permit may be required. You can get this permit from the QLD Office of Liquor and Gaming.
3. Once the Community Liquor Permit has been obtained, it must be permanently displayed at event venue otherwise it will be deemed as unlawful trading. Final decision regarding the necessity of this permit will be made by UQ Security.

## 7.2 Approval to keep or consume alcohol on campus

Under the provisions of s.10 of Statute No: 13, the written permission of the Vice-Chancellor is required before an individual may bring, keep or consume intoxicating liquor on any University site (except licensed premises). The Chief Operating Officer has delegated authority to give such permission where the application is in accordance with University policies.

For all University sites, applications for approval to keep or consume alcohol on campus should be submitted to the Manager, Security, Property & Facilities Division, St Lucia Campus 4072.

Alcohol must not be sold directly or indirectly (e.g. through an admission charge or tickets to the function) on University sites unless the relevant licence or permit has been obtained from the Licensing Commission. The Commission will not approve an application for a licence unless the prior approval of the University has been obtained by the applicant.

## 7.1 Advertising

When advertising alcohol at events, event managers must comply with the **Alcohol Beverages Advertising Code**. This includes advertising on printed material or on the internet.

Advertisements should not over emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. In advertising, equal reference must be made to the availability of non-alcoholic drinks. Attendance at any function or event must not be induced or encouraged by all-inclusive ticketing (i.e. entrance fee and all you can drink for the one price) or by the offer of free or reduced price alcoholic drinks.

## 7.4 Responsible Serving of Alcohol certification for servers

It is recommended that those responsible for serving alcohol hold current certification in **Responsible Serving of Alcohol (RSA)**.

More information available at:

<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>

# THAT'S ALL FOLKS!

We hope you have an awesome year as a club exec. It can be a very rewarding experience and this will be a year that you will remember fondly well past your University days. However we know that it can often be a tad stressful pulling things together so we want to assure you that all the UQ Union execs, as well as the unflappable James, are here to help you. A good plan is to spend as much time as possible in the clubroom getting to know James and the other exec. Don't try to do it all on your own. Good luck and have fun!



CLUBS &  
SOCIETIES