



Executive Handbook
The Basics

ST LUCIA

This handbook covers generalities. Check the Constitution of your Club or Society.

For more information, see the *Full Reference Executive Handbook*.

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U Q U N I O N

The University of Queensland Union is a student led organisation that represent the interests of UQ students. The Union is an independent organisation and encompasses a number of different departments including:

- Student Help on Campus: a confidential service which assists students with advocacy and support;
- Marketing: who organise a number of events throughout the year including Market Day;
- Business trading: coordinate the Union's food outlets in the Union Complex;
- Finance department;
- eSports;
- Schonell catering: manage the Holt, Heath & Innes Rooms as well as catering;
- Volunteering: coordinate Kampus Kitchen and Morning Marmalade; and
- Clubs & Societies.

The C&S Department

The Clubs and Societies (C&S) Department is comprised of a full time manager and assistant as well as the student elected Campus Culture Vice President (Clubs and Societies). Primarily, our roles are to assist the Top 3 Club Executives, who in turn assist the wider Clubs and Societies community and relay relevant information to them.

The C&S Office is located in the Union Building (21A), opposite the Lolly Shop. You're welcome to visit us during walk in hours Monday, Wednesday and Friday from 9:00am – 1:00pm or by making an appointment outside of these hours. For other general enquiries you can email us at clubs@uqu.com.au. The Union, and the C&S Department more specifically provide support by providing:

- Financial support (grant funding);
- Room bookings;
- Insurance for most on campus events;
- Assistance with club governance, conflict resolution & support; and
- Supporting Union events e.g. Market Day.

The C&S Department distributes semi regular emails (approx. monthly) updates to the Top 3 executives. If you or one of your top 3 executives are not receiving emails, please check your contact address listed in your club profile on the UQ Union website (database).

We also utilise the *UQU – C&S Executive (year)* Facebook group regularly to post reminders and announcements. This also serves as a forum for general C&S questions should you need advice from other clubs, you are able to post them in this space.

ROLES & RESPONSIBILITIES OF CLUB EXECUTIVES

While it is at the clubs own discretion as to the expectations and commitment required of each executive member, our suggestions of time and responsibilities for the compulsorily executive positions are listed below. The club may also wish to vote in other executive members as required.

Duties of the President

Role Purpose: To provide leadership, oversee the running of the club, and represent your Club or Society to other groups and external organisations. The President is responsible for coordinating the club's overall activities and administration.

- Coordinate the club's overall functionality including administration and activities;
- Act as a spokesperson for the club;
- Maintain regular communication with the C&S Office regarding any C&S activities or issues and seek advice where necessary;
- Attend, call and chair meetings that involve the club/society;
- Demonstrate positive leadership behaviours such as inclusive decision making, well organised meetings, inclusive activities and delegation of task;
- Address unhealthy attitudes and behaviours, resolve conflict and promote healthy relationships between members when necessary;
- Ensure the Union's constitution, regulations and code of conduct is adhered to;
- Support other committee members to perform their roles;
- Regularly engage with your members to ensure your Club or Society is benefiting your members;
- Participate fully in the committee handover period and your AGM;
- Consult with this handbook and make sure relevant information is distributed around the committee and members; and
- In consultation with the Treasurer, monitor club accounts and finances.

Duties of the Secretary

Role purpose: The Secretary provides an important link between the President, club members and the Clubs and Societies Committee. You can consider it from the angle that the President runs the club as a whole and the Secretary runs the executive. The role primarily concentrates on the administration of the club and assisting the President in running meetings, minute taking, and taking on role as acting when necessary. The Secretary should work closely with the President and deal with all correspondence that the club receives. You can find more information in the Secretary's guide on the Union's website.

- Prepare and distribute an agenda and previous minutes, which include the actions requiring follow up from the previous meeting;
- Distribute minutes to attendees and apologies within three business days after the meeting and highlight any actions requiring follow up from executives;
- Keep membership lists up to date (new members);
- Advise the C&S Office of any changes to President, Secretary or Treasurer to update C&S database;

- Ensure the club profile on the Union's website is up to date and correct;
- Inform the President of any correspondence requiring urgent attention;
- Advise members of scheduled AGM at least fourteen days prior to the meeting and the C&S Vice President and/or C&S Manager at least seven days prior to the meeting (as per constitution); and
- Submit minutes from the Annual General Meeting to the C&S office within fourteen days.

Duties of the Treasurer

Role Purpose: To monitor, record and report on the Club or Societies finances. You can find a thorough Treasurers handbook on the Union's website.

- Keep accurate records of income and expenditure and record in the general ledger throughout the year (for the period 1st September to 31st August for the relevant year);
- Ensure all payments made are legitimate and have been authorised by the club management committee, not one individual;
- Keep the club informed of its financial position;
- Ensure that Club/Society funds are not use for personal investment or gain;
- Use Xero to collect financial if earning over 60k in income annually or if receipt keeping is becoming difficult due to the number of transactions;
- Submit a financial audit (September) and have it approved prior to the AGM (two weeks plus up to three additional weeks if further requests for information is requested);
- Present a financial report at the Annual General Meeting;
- Pay invoices and manage grant funding;
- Attend Treasurer's workshop (recommended);
- Attend committee meetings and report on financials;
- Prepare budgets for income and projected spending;
- Keep a current list of all financial members;
- Prepare a financial statement of all major transactions for the annual audit; and
- Conduct a thorough Treasurers handover for the new incoming Treasurer (see the Union's website).

Hierarchy

Your club is governed by the rules and regulations of:

- I. Queensland and Australian Laws
- II. Union Constitution
- III. Union Regulations
- IV. Clubs and Societies Policies
- V. Resolutions of the Clubs and Societies Committee
- VI. Club or Society Constitution
- VII. Club or Society By-Laws/General Meeting Resolutions
- VIII. Decisions of the Management Committee of the Club or Society

RUNNING AN EFFECTIVE CLUB

An effective club is defined by competent guidance, direction and oversight. The Union encourages clubs to be innovative and creative in their ideas while adhering to the Union's policies and procedures. Traits of a well-run club:

- Is attractive to new members;
- Has good governance and supports growth and development of its membership;
- Is looked on favourably by funding agencies and potential sponsors;
- Reduces risks e.g. bullying or injury at events through aligning with the clubs' code of conduct;
- Keeps good book keeping and records.

Executive Meetings

The most efficient and successful clubs host regular (often monthly) management meetings where executives discuss the upcoming events. Any issues arising within the club can be dealt with at these meetings. Delegate and share the responsibilities around to ensure the club is sustainable in the years ahead. These meetings should be minuted, and the Treasurer should provide a financial update, to keep the rest of the executive up-to-date with the club's financial position.

To organise an executive meetings, you can use online tools such as [when2meet](#) to find a time when everybody is available. Library group rooms or the C&S room, next to the Redroom, are usually good rooms for executive meetings. Your club may need to meet more often at certain times of the year e.g. the weeks leading up to a ball.

Constitution

When a club/society initially applies to be affiliated, they are required to hold an Inaugural General Meeting (IGM) and adopt a constitution in line with the Union's model constitution (can be found on the Union's website).

A constitution is the underpinning document that defines your club or society and provides you with a basic set of rules for the daily running and management of the club. It will not only give you the structure to effectively run your club in the best interest of your members but it will also provide you with a template that can be evaluated and changed if your objectives change. Some of the key areas of the constitution are:

- The democratic voting structure relating to the election of office bearers, as well as a democratic decision-making process with respect to the running of the club or society;
- Management vacancies;
- Removal of a club members/executive;
- Notice periods required for meetings, particularly AGMs;
- A dissolution clause relating to any money or assets the club might have if folds;
- How the club or society intends to operate its finances;
- Your club membership requirements, including members' rights and responsibilities;
- The inclusion of Clauses relating to gender balance on Committees, open access, misconduct and discrimination.

IMPORTANT C & S EVENTS

Executive Ball (February)

A weekend camp for the Presidents, Secretaries and Treasurers of each club to meet likeminded executives and develop social and professional networks to assist with collaborative events throughout the year.

Clubs Conference (February)

Held in P Week before Semester One. Learn the ins and outs of running your club. A second clubs conference is held to prepare for Semester Two. I suppose you could just read this handbook, but Clubs Conference has free food.

Market Day (February & July)

See Market Day on page 9.

Audit Submissions (September)

See Financial Information on page 17.

AGMs (October)

See The Union requires all affiliated clubs undergo an annual financial audit, to ensure no misappropriation of funds. This must occur before the club's AGM. The audit period is September to August.

Unincorporated clubs may be audited by the Union. Audit submissions are due by the second Friday of September. The audit consists of a ledger of each transaction with the club's bank account, along with all receipts for any spending and income.

Failure to complete an audit will result in disaffiliation.

For further details, see the Treasurer's Handbook.

General Meetings on page 17.

Clubs and Societies General Assembly (October/November)

Elect the new C&S Committee, raise issues to the Union, etc.

Clubbies (October)

The *Clubbies* awards night occurs towards the end of the year and recognises clubs and individuals that have been outstanding in certain areas throughout the year. Clubs have the opportunity to nominate for a variety of awards. Clubs also have the opportunity to audition to perform at the event.

MARKET DAY

Market Day is held each semester on the Wednesday of O-Week. This is your primary opportunity to attract new members to your club. You will be provided with a table, two chairs, a velcro board and approximately 20,000 students in the cloisters of the Great Court. To run a successful stall on Market Day, follow these suggestions.

	Before the day	On the day	After the day
Opt out of Market Day if you do not need a stall and to avoid set up costs (opt out closes seven days prior to Market Day)	✓		
See <i>UQU – C&S Executive (year)</i> Facebook group for stall allocations	✓		
Acquire a cash float	✓		
Print off some flyers/posters/photos/event calendar	✓		
Velcro dots to stick things on backboard (pins won't work)	✓		
Roster members to man stall	✓		
Organise banner, tablecloth, receipt books, laptop (all optional)	✓		
Stall set up by 10:00am		✓	
Return corflute (club sign) back to C&S Department (Union Building)		✓	
Re-bank the float			✓
Bank membership fees/note on general ledger			✓
Send out welcome email to newly signed members			✓

CLUB GRANTS

The C&S Department is allocated an amount of funding each year to support clubs and societies. Funding comes in the form of grants which are allocated at the beginning of the year.

There are three types of grant money a club receives – *A Start-Up Grant, a Secondary Grant and Grant by Application.*

Start-Up Grant

Prior to Market Day, compliant and affiliated clubs will receive an allocated amount of grant money to assist with Market Day advertising and promotion. The grant:

- Is the same amount for every club;
- Will be deposited into your bank account usually within five days of affiliating or one month prior to Market Day;
- If the club are compliant (approved financial audit and submitted your AGM paperwork);

- Clubs affiliated in the New Year will receive a start-up grant but will not have access to the secondary grant funding pool until the following year.

Note: *If you do not receive this money, it is likely that we don't have your correct club bank details or are non-compliant.*

Additional Grant

The additional grant is allocated to clubs based on compliance, quality and membership size. To be eligible for the full amount of additional funding, you will be required to submit your membership list to the C&S Department within 14 days following Market Day. Grant monies are to be spent on events that benefit their members.

- Grant money can be spent internally (UQ Union outlets) or externally (non-Union outlets on or off campus);
- One hundred percent (100%) of grant funds can be used internally or up to fifty per cent (50%) of grant money may be used externally;
- Funds must be spent on club activities, and that benefit club members;
- If wanting to use internal grant funding, we will issue you a grant card and top it up for you to use at the outlet of your choosing e.g. redroom, pizza cafe etc;
- If wanting to use funding externally you need to do it via an invoice in one of two ways. You can ask the supplier to invoice us directly (address to UQ Union). This must be for the grant funding amount you have or a lesser amount. For example, if you have \$300 of grant money, the invoice must be for \$300 or less, we would be unable to pay an invoice for \$350 for example. Alternatively, you are able to pay an invoice yourselves and then the club is able to invoice us directly (address to UQ Union) for the amount of grant money you have. To do this you'll need an invoice from the club and the proof of purchase receipts. Please note that will pay one invoice per club, per year, so if you have multiple items, included them on multiple lines on one invoice. For example, if you have \$300 of grant money, we will pay one invoice with ten listed \$30 items, not 10 invoices for \$30;
- As grant monies are to be used throughout the year and not "stored", grant monies will be frozen, usually in the first week of November. Funding does not "roll over";
- Club who do not hold any events throughout the year and use money at their AGM only, will be reviewed by the C&S committee.

Internal venues where grant cards can be used:

- The REDROOM;
- The Pizza Cafe;
- Main Course, On a Roll Bakery, Bam Boo Haus, Jaffle Time and Pantry Sixty-Three;
- Darwins;
- The Lolly Shop;
- Schonell Theatre, Schonell events (catering);
- Second-Hand Texts and Stationery;
- \$5 or \$10 Union Vouchers.

For the full List visit uqu.com.au/feeding-u

BOOKING UNIVERSITY FACILITIES

Central Rooms

The C&S Office can book central rooms for general club activities. Each club is limited to fifteen bookings per semester. Bookings up to four hours are classified as one booking. Additional bookings can be made at 50% of the general hire rate. Rooms can only be booked once the UQ events panel have approved the application (see 'Events' section below). To view a list of bookable rooms, visit uq.edu.au/teachingspace. Clubs must abide by the terms of hire.

Union Conference Centre

The Holt, Heath and Inness Rooms in the Union Complex are available for student club use, usually for free. Paid bookings will have priority. Contact schonell.events@uqu.com.au for details and bookings.

Union Complex Stalls

Throughout the year, you might like to utilise the space outside the Union Building (opposite the Lolly Shop) as a one off to sell tickets to an event, advertise your club etc. To book this area, please email marketing@uqu.com.au. If confirmed, you are able to borrow a trestle table, marquee and chairs located on Level 2 of the Union Building.

Sporting Facilities

Sporting fields are administered and booked by UQ Sport (the Union has no booking capability). Contact bookings@uqsport.com.au for details and bookings.

REDROOM

The REDROOM can book tables or be booked out for club events. Contact redroom@uqu.com.au for details and bookings.

Faculty Rooms

The faculties can book specialised rooms that central bookings don't control. Contact the faculties directly.

Other University Facilities

There are several other areas on campus that can be booked:

- Alumni Court and Natural Amphitheatre: seo@pf.uq.edu.au
- Art Museum: art-museum.uq.edu.au/venue-hire
- College Function Spaces.
- Customs House: customshouse.com.au
- Library Rooms: web.library.uq.edu.au/research-tools-techniques/digital-essentials/uq-systems/booking-rooms
- UQ Centre: campuses.uq.edu.au/information-and-services/events-functions/uq-centre
- Viewpoint Room and The Pavilion: uqsport.com.au/facilities/function-spaces

E V E N T S

Campus Events

Due to COVID, UQ implemented an event panel. Students must complete the UQ700 form, Checklist and Statement of Compliance and send it to clubs@uqu.com.au. We will forward on to P&F for approval. Log in to your clubs portal to submit your application. P&F will let you know the outcome directly.

The submission of the UQ100 (alcohol) form will also be required if you are having alcohol and the food safety certificate if you are serving food. All can be found via the clubs portal on the website.

Insurance

The Union provides affiliated clubs with a third party public liability policy to the value of \$50 million. This insurance covers **approved, onsite** club events that are in compliance with the Union's constitutional aims and objectives.

When conducting **offsite** activities, the coverage becomes more complex and UQU are unlikely to cover your events. If you are an unincorporated club, as most clubs are, all liability, financial or otherwise will fall to the executive or organisers. We strongly recommend you consider what precautions you are going to undertake to protect yourself and members. Note that, if further clarification is required, we need to liaise with our insurance provider which can take up to four weeks so it's important you have things planned well in advance. A good rule of thumb for approval are:

- High risk activities (abseiling, skydiving, etc.) will not be covered by the Union's insurance. Any reputable company will have their own insurance.
- Casual sporting events will need to be assessed as to whether they will be covered;
- The Union's insurance will not cover events involving drugs/alcohol;
- The insurance of a licenced venue should cover patrons while they are in the venue but an individual may not be covered in other areas e.g. travelling between destinations.
- Hired and personal vehicles are not covered by the Union's insurance. Drivers should hold their own insurance or hire a company to transport members to and from an event.
- Swimming activities might be covered, if a life guard is present.

Sometimes, other external providers may request our Certificate of Currency or Public Liability certificate (which can be found on the Union's website). It's important to note however, this does not necessary cover you for your event, simply that we are insured and compliant. You need to factor this in to your planning, particularly if you're an unincorporated club, whereby you and the executives may be held personally liable.

U N I O N F A C I L I T I E S

AV equipment

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

C&S Room

The C&S Room is located on Level 2 of the Union Building (21B), next to the REDROOM. Any club members are welcome to use this space to hang out or hold meetings. The C&S Room cannot be booked out by a club as it is a general C&S area. The C&S Room is manned by a C&S staff member intermittently during the week. If unmanned, please email clubs@uqu.com.au or visit us during walk-in hours.

C&S Storage Room

In the C&S Room there is a storage area where clubs are able to store one clear tub of items and a club banner. Any additional items will need to be stored elsewhere, as storage is limited. If you need to store larger items temporarily, or would like to request a tub, please email us so we can consider your request.

While the C&S Room is locked overnight, we do recommend your club does not store anything of value as the room is otherwise very accessible. The C&S Room and storage space are cleaned and maintained weekly so items that are additional, not marked and/or not agreed to being stored, will be removed/disposed of.

The C&S Store Room also contains a fridge, for storing food for fundraising barbeques and other approved club activities. Any and all items stored in the fridge must be labelled with club name and date.

Club Profile

The Union's website is a fantastic way to promote your club or society and obtain potential members. To have your information included on the website, we have some requirements including using a perpetual club email address e.g. president@club.com or club@gmail.com, rather than a personal email. Clubs are able to make one change to their profile per semester. If the club does need to make changes, submit [this form](#). The changes may take up to two weeks to be reflected on the website.

EFTPOS

Clubs and societies have a couple of EFTPOS machines for club use. They are free to use and need to be booked a minimum of 48 hours prior to your event to ensure they are charged and available for use. Please note however, that we will be phasing EFTPOS machines out of the next six months (by July 2020) and encourage clubs to invest in a square reader or similar (\$60).

- To book the machine, email clubs@uqu.com.au requesting the date and time you need.
- You will receive an email advising when you are able to collect the machine, this may be the day before or day of depending on whether it's booked out by others.
- Clubs needing the machine for over 24 hours will be assessed on a case by case basis.
- You will receive a charger, printer rolls and instructions about how to run an end of reconciliation.
- There are no fees for transactions totalling less than \$500. Transaction totalling over \$500 will attract a 2% bank fee charge. The Union will deduct this amount before we transfer the funds.
- Hand the reconciliation paperwork to us when you return the machine so we can arrange payment to you. Payments may take up to ten days to be transferred into your account.

- Clubs and societies who do not return the machine and equipment within the agreed time period will be charged a \$50 fine.

Equipment

The Union is able to lend out a small number of tables and marquees. For beanbags, chairs etc., please contact Student Services.

Mail

Clubs may have their mail sent to the C&S Department, to be collected from outside the C&S Office. Mail should be addressed as:

[Club or Society Name]
C/O C&S Department
UQ Union Building 21A-417
University of Queensland Union
University of Queensland, QLD 4072

Photography

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

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

Professional Development

Executive members have a number of opportunities throughout the year to engage with knowledgeable internal and external facilitators. Correspondence about upcoming opportunities will be advertised via the executive Facebook page and the C&S emails.

BARBEQUES

Barbeques are a good way to raise funds for your club. Bookings are divided between Clubs and Societies, UQ Sport and other departments. An opportunity to book a barbeque will be advertised and held at the beginning of the year. The two locations for fundraising barbeques are the Grassy Knoll (electric, permanent) and the Prentice Forecourt (portable).

If you are a newly affiliated club or an existing club wanting to change or cancel barbeque dates contact Property & Facilities (P&F) at seo@pf.uq.edu.au and cc clubs@uqu.com.au into the email.

Barbeques are also available for use at club events on campus outside of barbeque fundraisers. Contact the C&S Department to check availability.

Barbeque Checklist

Clubs will:

	Before the Day	On Day – Morning	On Day – During	After the Day
Book a barbeque day (February). Check the files on the <i>UQU – C&S Executive (year)</i> Facebook group to double check date if necessary	✓			
If necessary, inform the C&S Department of a cancellation (the sooner the better), so that the barbeque can be offered to another club.	✓			
Organise a cash float	✓			
Undertake a Food Safety training (food other than sausages/burgers)	✓			
Purchase food/drinks for sale	✓			
Store food and drink correctly in fridge in C&S Room	✓			
Inform the Union 24 hours prior if you need to cancel the booking. The Union will then offer the space to another club.	✓			
Transfer barbeque from the Union's storage area (Level 2) to barbeque location		✓	✓	
Set up marquees and tables		✓	✓	
Collect first batch of food/drinks from fridge		✓		
Correctly handle food and drinks			✓	
Ensure you have money and change for customers		✓	✓	
Provide your own utensils, tubs and containers		✓	✓	
Clean the barbeque after use using the barbeque cleaning wipes provided		✓	✓	
Remove any extra food/drinks from the fridges				✓

Clean club utensils.				✓
Return EFTPOS machine to C&S (if borrowed) with two print outs				✓
Bank funds within reasonable period (seven days)				✓

The Union will:

	Before the day	On the day	After the day
Ensure gas is full and available for you to use	✓		
Provide you with marquees, tables and an esky	✓		
Provide barbeque cleaning cloths	✓		

Recommendations

Purchases:

- Latex gloves;
- Three sets of tongs;
- Two baking or tinfoil trays;
- 200 - 300 sausages;
- A dozen loaves of bread;
- Three packets of serviettes;
- Sauces (tomato, barbeque, mustard, sweet chilli);
- 500g pre-cut frozen onions (per 200 sausages);
- 100 - 150 cans of drink; and
- Ice.

Operation:

- A minimum of three people (cashier, cook and server) are required to run the barbeque with any degree of efficiency, with four being the ideal number;
- The community barbeque equipment tub in the C&S Room can be helpful for left over items rather than purchasing everything. You can find tomato sauce, gloves, serviettes, utensils etc.;
- Sausage and drink combos are popular;
- Sales will usually spike every hour as classes change. Don't get caught out.

FINANCIAL INFORMATION

Banking

All clubs must have a bank account registered at the St. Lucia branch of the Commonwealth Bank. The accounts are required to have two signatories to approve any transaction, to deter misconduct and misappropriation of funds. Unincorporated club executives are particularly vulnerable to financial liability should they share their password or be aware of misconduct but not report it to the C&S Department. No executive may spend money on behalf of your club without approval from the committee. All signatures must be original for the bank to accept them.

The signatories of your club bank account must be:

- President;
- Treasurer;
- Secretary;
- The Union's C&S Manager; and
- The Union's Finance Manager.

Financial Audit

The Union requires all affiliated clubs undergo an annual financial audit, to ensure no misappropriation of funds. This must occur before the club's AGM. The audit period is September to August.

Unincorporated clubs may be audited by the Union. Audit submissions are due by the second Friday of September. The audit consists of a ledger of each transaction with the club's bank account, along with all receipts for any spending and income.

Failure to complete an audit will result in disaffiliation.

For further details, see the Treasurer's Handbook.

GENERAL MEETINGS

Annual General Meeting

Annual General Meeting (AGM) take place in October. You must notify your members of the meeting fourteen days prior to the meeting and C&S Department at least seven days prior. Your AGM must meet the quorum specified in your constitution to be valid, otherwise, must be re-held until it is. Proxies will not count toward quorum.

Minutes must be taken for AGM which must include:

- Time meeting opened and closed;
- AGM location;
- Attendance (name, student numbers if applicable, signature);
- Apologies and proxies, if given;
- Confirmation of the minutes of the previous year's AGM;
- Outgoing officers' reports including financial audit report from Treasurer;
- Election proceedings;
- Any constitutional amendments; and

- Any general business raised by the members.

Following the AGM, you must submit the paperwork to the clubs@uqu.com.au. Paperwork required is the attendance list, minutes from the meeting, constitution, contact details of incoming executive and the current membership list. This should be submitted within fourteen days after the AGM.

Constitutional Amendments

From time to time, your club may want to alter its constitution. The method for your club to do so is detailed within your club's constitution. Usually, this will involve sending out details of the proposed changes several weeks in advance of a General Meeting, and then getting a supermajority of the club's members to vote for the change at a General Meeting. The club must then get the C&S Committee to ratify the change, to ensure the amendment process was complied with and that the changes are consistent with the Union's ideals.

Elections

At each AGM, the club needs to elect (or re-elect) a President, Secretary, Treasurer, and most other positions. Extra positions are either listed in your constitution or can be created (or recreated) at the AGM.

For the election, the club must appoint a Returning Officer to run the election without fear or favour, who must not be a candidate for any position in the election. The Returning Officer should be familiar with your club's constitution and counting preferential votes.

Special General Meetings

Occasionally, your club will need to call a special general meeting throughout the year, if you cannot wait until the AGM. If you need to hold an SGM, check your constitution for procedural requirements such as 14 days' written notice and 15% quorum. Check your constitution for details. Common reasons to hold an SGM include:

- Amend the constitution;
- Filling a committee vacancy;
- Removing a committee member.

Ordinary General Meetings

A few clubs have a constitutional requirement to hold a general meeting at a specified interval (e.g. quarterly). Many requirements for AGMs apply to OGMs.