



Executive Handbook
Full reference guide

ST LUCIA

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

CONTENTS

Contents.....	2
UQ Union.....	6
The C&S Department	6
Awards & Recognition.....	7
Clubbies – Club Awards Night	7
Employability Award	7
Alcohol	8
Advertising	8
Alcohol on Campus	8
Barbeques	9
Barbeque Checklist	9
Recommendations	10
Obligations, Health and Safety & Food Safety Certificate	11
Booking University Facilities	13
Central Rooms.....	13
Union Conference Centre	13
Union Complex – setting up a stall in Union complex area	13
Sporting Facilities	14
REDROOM	14
Faculty Rooms.....	14
Other University Facilities.....	14
Club Grants.....	15
Start-Up Grant.....	15
Additional Grant.....	15
Union Owned Outlets:	16
UQ Sponsorship Grant	16
Clubs & Societies Committee	17
Disaffiliation, Disputes & Folding.....	18
Disaffiliation	18
Disputes	18
Folding a Club.....	18
Events.....	19

Campus Events.....	19
Insurance.....	19
Protocol & Dignitaries.....	19
Financial Information.....	21
Banking.....	21
Changing Signatories.....	21
Financial Audit.....	21
Statutory Declarations.....	22
Australian Business Numbers.....	22
General Meetings.....	23
Annual General Meetings.....	23
Constitutional Amendments.....	23
Elections.....	23
Ordinary General Meetings.....	24
Special General Meetings.....	24
Grievances & Conflict.....	25
Between Ordinary Members.....	25
Between Executive Members.....	25
Between Clubs.....	25
External Parties.....	25
Important C&S Events.....	26
Executive Ball (February).....	26
Clubs Conference (February).....	26
Market Day (February & July).....	26
Audit Submissions (September).....	26
AGMs (October).....	26
Clubs and Societies General Assembly (October/November).....	26
Clubbies (October).....	26
Incorporation.....	27
Market Day.....	28
Platforms.....	29
QPay.....	29
Xero.....	29
Roles & Responsibilities.....	30
Duties of the President.....	30

Duties of the Secretary	30
Duties of the Treasurer	31
Duties of a Vice-President.....	31
Duties of a Careers Officer	31
Duties of a Corresponding Secretary	31
Duties of a Curator/Custodian/Librarian/Quartermaster.....	32
Duties of Diversity Officers	32
Duties of an Editor-In-Chief/Publications Officer	32
Duties of an Events Officer	32
Duties of a Historian	32
Duties of an Immediate Past President/Remembrancer	32
Duties of a Merchandising Officer	33
Duties of a Sergeant-At-Arms	33
Duties of a Social Media Officer.....	33
Duties of a Sponsorship Officer	33
Duties of a Webmaster	33
Duties of a Welfare Officer	33
Duties of Member Without Portfolio/General Member/Puisne Member	33
Hierarchy.....	34
Running an Effective Club	35
Executive Meetings.....	35
Constitution	35
Changes to Executive Members.....	35
Union Facilities.....	37
AV equipment	37
C&S Room	37
C&S Storage Room	37
Club Profile.....	37
EFTPOS	37
Equipment.....	38
Mail	38
Photography.....	38
Professional Development.....	38
Terms & Conditions.....	39
Room Bookings	39

Booking a Stall Space	39
Holt, Innes & Heath Rooms.....	39
Event Bookings (Over the Fifteen Booking Maximum).....	40

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.

AWARDS & RECOGNITION

Clubbies – Club Awards Night

At the end of each year, the C&S Department hosts a Clubs Awards night to recognise and put a spotlight on clubs who have made an outstanding contribution through the year. This event is open to the Top Three executives. **Additional awards may be included as the Department sees fit.*

Popular and previously listed categories have included:

- President of the Year
- Secretary of the Year
- Treasurer of the Year
- Social Convenor of the Year
- Faculty Club of the Year
- Hobby/Interest Club of the Year
- International Club of the Year
- Performance Club of the Year
- Religious Club of the Year
- Social/Political Club of the Year
- Other Campus Club of the Year
- Ball of the Year
- Launch Party of the Year
- Pub Crawl of the Year
- Community Focus/Charitable Contribution Event of the Year
- Cultural Focus Event of the Year
- Industry Focus Event of the Year
- Sporting Event of the Year
- Event Series of the Year
- Merchandise of the Year and
- Outstanding Contribution to Clubs and Societies

In the lead up to Clubbies, the C&S Department will put out the call for nominations. Criteria is based on going above and beyond in the areas relevant to the award.

Employability Award

The Employability Award is an extracurricular program that gives students the chance to build skills that future employer's value such as leadership, teamwork, communication, problem solving and cultural awareness. As an executive for a club, your hours and commitment in the role will be recognised by the employability award. The program is free to join and you can enrol at any time during your degree. To eligible to receive the award you must complete and reflect:

- 100 hours of work experience;
- 100 volunteering hours;
- Five different supplementary activities.

For more information, visit employability.uq.edu.au/award

ALCOHOL

Advertising

When advertising alcohol at events both on and off campus, event managers must comply with the Alcohol Beverages Advertising Code when advertising on printed material or on the internet.

Advertisements must not over emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. 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 (e.g. entrance fee and all you can drink for the one price) or by the offer of free or reduced price alcoholic drinks.

Alcohol on Campus

If your club is considering having alcohol at an event held on campus, you must complete the relevant paperwork and get approval from Property & Facilities (P&F). See the 'Events' section.

- Complete the University Event form;
- Complete the PF100 form (Application for permission to keep or consume intoxicating liquor on site). This must be signed by the C&S Manager before it is sent to P&F.
- P&F require the PF100 at least fourteen days prior to the event. Make sure you take the extra days required for a signature from the C&S Department into account to allow the minimum notice period to P&F.
- 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.
- 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 University Security.

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.

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.

Obligations, Health and Safety & Food Safety Certificate

Setting Up:

- Follow the laminated set of guidelines attached to the barbeques for guidance on correct set up and pack up procedures for using a barbeque.
- Failure to set up correctly such as without marquee leg weights, over braille trails or food handlers also handling money may result in being shut down by Security.
- Incorrect clean up procedures such as discarding of oil/grease down drains or not cleaning the barbeque may result in being invoiced for the cleaning of barbeque or repairs to drains.

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 barbeque, this is best achieved by leaving meat on the barbeque).
- Clean dishes and utensils.
- Do not eat or serve meat that has been refrigerated uncooked for longer than one or two 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 Safety Training Certificate:

- See the 'Events' section for the certificate link;
- Select "Clubs and Societies member" from the drop down menu;
- This will bring you to your Learning Dashboard;
- Work your way through "Food Safety Hygiene" and "Food Allergy Awareness";
- Once you've successfully completed both courses click "Download copy of certificate";
- Email a copy of your certificate to clubs@uqu.com.au.

Food Storage:

- Only use clean storage containers;
- Keep hot food above 60 degrees Celsius;
- 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.

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, putting on gloves, after handling raw meat or garbage, after a break or after smoking, using tissues, or visiting 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 e.g. Only one person should handle the raw food, one to handle the cooked food and one to handle the money.

Food Safety Guidelines:

- There are Food Safety guidelines that apply to any event held by clubs where food is provided to members of the respective club or to members of the public. Club legal requirements include:
- You are legally and morally responsible for ensuring that consumers are protected from food poisoning.
- 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.
- Clubs must exercise a duty of care in food handling practices and demonstrate you have taken all reasonable precautions and exercised due diligence to avoid committing an offence.

Handling Waste:

- It is important that no fat or grease is left on the ground.
- Waste water from washing dishes or hands must be disposed of into the sewer and not a stormwater drain.
- A garbage bin with a lid must be used and all garbage removed from the site.

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.

Full hire charges:

ROOM TYPE	CAPACITY	COST
Tiered Learning Theatres	≤ 199 Capacity	\$100 p/h
	200 - 294 Capacity	\$140 p/h
	295 - 499 Capacity	\$180 p/h
	≥ 500 Capacity	\$250 p/h
Flat Floor General & Collaborative Rooms	Foyer Spaces	\$40 p/h
	≤ 79 Capacity	\$50 p/h
	≥ 80 Capacity	\$70 p/h
Computer Related Rooms Accounts are required for internet access	Computer Laboratories	\$100 p/h
	Collaborative PC Rooms ≤ 89	\$100 p/h
	Collaborative PC Rooms ≥ 90 (inc. 14-132)	\$140 p/h

*All prices listed are GST inclusive. Rates updated as of 1st January 2017.
To view the Terms of Hire [click here](#).*

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.

See Terms & Conditions: Holt, Innes & Heath Rooms on page 39 for Union Conference Centre terms and conditions.

Union Complex – setting up a stall in Union complex area

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. Any club that fails to abide by the below terms and conditions of these stalls will be banned.

See Terms & Conditions: Booking a Stall Space on page 39 for Union Complex Stalls terms and conditions.

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

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.

Union Owned Outlets:

- The REDROOM;
- The Pizza Caffè;
- 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

UQ Sponsorship Grant

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

Individuals representing student groups and associations at the University 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 UQ Student Employability Centre 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 [read their guidelines](#).

CLUBS & SOCIETIES COMMITTEE

The C&S Committee are elected at the general assembly held at the end of year. The responsibility of the Committee includes

- Ratifying, affiliating and disaffiliating clubs
- Discipline clubs for misconduct
- Raising concerns from clubs
- Resolving complaints

Disaffiliation, if not voluntary from club (folding), is usually due to failing to submit an audit.

Examples of what the C&S Committee can discipline a club for include:

- Failure to submit membership lists to C&S Department;
- Failure to submit and pass an audit;
- Failure hold an AGM and submit all required documents to C&S Department;
- Failure to submit any other documents requested by the C&S Department;
- Misappropriation of funds;
- Breach of club constitution;
- Breach of the Union's constitution;
- Breach of the Union's regulations;
- Breach of C&S policies;
- Insufficient membership;
- Failure to charge \$2 membership fees;
- Going against club aims & objectives;
- Criminal activity.

DISAFFILIATION, DISPUTES & FOLDING

Disaffiliation

Every club has a six-month window to re-affiliate with the Union from the date of disaffiliation. If a club successfully re-affiliates within this time their bank account and assets will be unfrozen. In order to do this, the club in question must fill out the Schedule Sixteen and supply a written document explaining the situation surrounding their disaffiliation. The intent to re-affiliate will be discussed at the next C&S Committee meeting.

Those that do not affiliate within the six-month timeframe will need to begin the affiliation process that a new club would undergo. Clubs and societies can advise you as to how recently the club was disaffiliated if you are unsure but are wanting to re-affiliate.

Common reasons for disaffiliation include clubs not submitting their books for audit, AGM documentation and/or membership list when requested. Disaffiliation may also occur due to correspondence going to previous executives and current executives not updating their details hence missing requests for previously listed information.

Disputes

If you would like to dispute a decision made by the C&S Committee please email clubs@uqu.com.au

Folding a Club

In the unfortunate circumstance whereby a club needs to fold due to a lack of interest or support from the clubs must:

Hold a Special General Meeting (SGM) advising members of the intention to fold the club. At least fourteen days' notice of the SGM must be given to all membership in writing.

In the circumstance the quorum is not met (15% of membership), executive members can write a short letter to the C&S Committee requesting that the C&S Committee fold the club. The letter must be signed by the President, Secretary and Treasurer as a minimum.

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.

Protocol & Dignitaries

The University has policies regarding protocol, notably covering flag use and signatories at events and on campus. The applicable dignitaries are:

- Australian and State Chief Scientists;
- Chancellors and Vice-Chancellors of Universities (domestic);
- Chancellors and Vice-Chancellors of Universities and Colleges (international);
- Chief Executive Officers/Managing Directors of significant Australian and International Companies*;

- Chief Justice of Australia and Justices of The High Court of Australia;
- Chief Minister of Territories in Australia;
- Councillors (Cr);
- Figures that would attract media interest, generate controversy or pose a security risk;
- Figures whose presence could impact the profile of the University;
- Former Chief Justices and Chief Justices of The Supreme Court;
- Former Governors of all States;
- Former Governors-General;
- Former Head of State/Government and Prime Ministers of Australia;
- Former Premiers of Australian States and Chief Minister of Territories in Australia;
- Governor-General (Vice-Regal);
- Governors of all States (Vice-Regal);
- Head of Mission – Ambassadors, High Commissioners and Charge d’affaires;
- Head of State/Government (Presidents, Chancellor, Chief Executive);
- Heads of International Organisation – United Nations;
- Honorary Doctorates of the University;
- Knights and Dames;
- Leaders of the Opposition – Federal and State (MP);
- Mayors of Cities and Towns;
- Mayors of Local Councils;
- Members of other Legislatures (MLA);
- Members of Parliament – Federal and State (MP);
- Members of the Consular Corps – Consul Generals, Honorary Consuls;
- Nobel Laureates;
- Premiers of Australian States;
- Prime Minister of Australia;
- Prominent alumni, donors and bequestors;
- Religious Leaders;
- Royalty (Regal);
- Senior Foreign Dignitaries;
- Senior Military Officers (Army, Air Force, Navy);
- Senior Public Servants/Advisors; or
- The Right Honourable The Lord Mayor of Brisbane;

See marketing-communication.uq.edu.au/events-and-protocol for more information.

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.

The signatories of your club bank account must be:

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

Changing Signatories

If your club needs to update the bank account signatories, you will need to fill out a Commonwealth Bank "Authority for Business Accounts", available on the [Union's website](#).

- Hold and minute a meeting to fill the vacancy for the position;
- Fill out the account details (part one) with your club's bank details;
- Method of operation (part two) is "Any two of the authorised signatories...";
- The (new) club President, Secretary and Treasurer fill out persons authorised (part three);
- Chose "no" for the primary business activity (part four) question;
- Select "unincorporated association" for the quick reference guide (part five), unless your club is incorporated;
- The (new) club President, Secretary and Treasurer sign persons authorised (part six);
- Give the completed document, and meeting minutes to the C&S Department (in person or scanned and emailed) to be signed by the C&S Administrator and the Union's Finance Manager;
- Collected the signed form and minutes, and bring them to the bank;
- If a new signatory does not have a Commonwealth Bank account, they will need to have one created, which will require identification, ideally either a passport or an Australian driver's licence;
- The club's bank account will be added to your account. You will be able to view the account balance and transaction history, and make transfers with the credentials of a second signatory.

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.

Statutory Declarations

If you cannot find a receipt for a transaction, you can substitute in a [Statutory Declaration](#), which must be declared before a [Justice of the Peace](#) (or plebeian Commissioner for Declarations). Statutory Declarations are enacted by the Oaths Act 1867, and false declarations can result in fines and/or imprisonment.

Australian Business Numbers

An Australian Business Number (ABN) is a unique eleven-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 the C&S Department for an "ABN not quoting" form to supply instead.

GENERAL MEETINGS

Annual General Meetings

Each club must hold their annual general meeting every October. You must give two weeks' notice to your club members and the C&S Department. 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;
- Election proceedings;
- Any constitutional amendments; and
- Any general business raised by the members.

Within fourteen days of the AGM, these minutes, along with current membership list, contact details of the new executive and a change of bank signatories form must be submitted to the C&S Department.

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.

If you can avoid it, the incoming committee should not be entirely or overwhelmingly new members, as the committee as a whole will be lacking the required experience and knowledge to run the club. Conversely, the incoming committee should not be entirely or overwhelmingly incumbents, as this will likely result in many new members the following year. Somewhere between these two extremes is best for most clubs. Note, however, that it is up to your members who they vote for, and an entirely new incoming committee does not have to be the end of the club.

Ordinary General Meetings

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

Special General Meetings

Occasionally, your club will need to call a general meeting for one reason for another, which usually cannot wait for the AGM. Common reasons are:

- Amend the constitution;
- Filling a committee vacancy by the members; or
- Remove a committee member.

Many requirements for AGMs apply to SGMs. Only the reasons for the SGM that were given in the notice may be discussed at the SGM.

GRIEVANCES & CONFLICT

When individuals from different backgrounds come together as a club/society, it can be expected that there may be disagreements, differences of opinion and personality clashes. As such, we require that each club hold themselves to account by agreeing to a code of conduct to ensure the protection of the executive, its members and the club as a whole. More often than not, clubs handle issues maturely and adhere to their respective codes of conduct to resolve the issue. In some circumstances however, the code is not adhered to and individuals and/or clubs find it necessary to submit a complaint or grievance with the C&S Committee and/or the University. If the complaints occur within the Club settings, the C&S Committee are the appropriate course of action. If the complaints fall outside of club related activity, the University are the appropriate course of action.

Between Ordinary Members

It is your responsibility as the executive to handle internal conflicts. Some suggested:

Many grievances come about from miscommunication. The first step to resolving grievances is to ensure that all parties actually understand one another.

If you need to terminate the membership of a club member, you will need to inform the C&S Department.

Between Executive Members

If the conflict involves a member of your club executive, and the above strategies fail to work, we suggest that the C&S Department mediate. If the C&S Department cannot satisfactorily resolve the grievance, then the C&S Committee will decide how to proceed.

The club executive cannot remove a duly elected member from office; this can only be done at a General Meeting of the club.

Between Clubs

If the conflict involves your club and another club, and the above strategies fail to work, we suggest that the C&S Department mediate. If the C&S Department cannot satisfactorily resolve the grievance, then the C&S Committee will decide how to proceed.

External Parties

Most grievances with external parties arise from breach of contract from either side. You should seek advice from the C&S Department before entering into large contracts, and for assistance with resolving disputes with external parties.

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 **Error! Reference source not found.** on page **Error! Bookmark not defined.**

Audit Submissions (September)

See **Error! Reference source not found.** on page **Error! Bookmark not defined.**

AGMs (October)

See **Error! Reference source not found.** on page **Error! Bookmark not defined.**

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.

INCORPORATION

Only a legal entity may enter into contracts, sign leases, employ people, own assets, and sue and be sued. Incorporation will make your club its own legal entity, able to do all of the preceding in its own right, instead of by proxy by the club's trustees (club executive).

A club, at its conception, will be an unincorporated society. As such, it is not its own legal entity, and has no obligations in its own right. Instead, the club executive will be responsible for the club's activities. Most of the time, this is an advantage, as the government remains blissfully unaware of you and your finances. However, it does mean that the executive of the club may be liable for injuries, debts, and similar that occur regarding your club.

By incorporating, your club will benefit from limited liability. As such, the liability for damages the club is responsible for, in most cases, is limited to what is owned by the club, and so the club executive will be protected from financial devastation. There will still be some cases in which the executive will not be protected, mostly resulting from gross negligence or malicious activities.

Some companies may not enter into contracts with the trustees of an unincorporated society, due to the increased risks of non-payment. An unincorporated society can still usually insure themselves, but it may come at a premium.

Incorporation does come with some disadvantages, mostly extra government bureaucracy and scrutiny. Currently, the Union itself is unincorporated.

For more information, contact the C&S Department to ask for the incorporation guides.

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			✓

PLATFORMS

QPay

Clubs use QPay to book events, sell tickets and track attendance. QPay training is held twice yearly. If you do not already have an account, go to getqpay.com and register. We advise that all clubs use this system when organising their free or ticketed events. This not only assists us in capturing data which helps us obtain funding for clubs such as yours, but also contributes to your grant funding amount. If you have concerns about the per cent QPay charge, we recommend you pass this cost on to those buying the tickets.

Xero

We incentivise and encourage the top twenty earning clubs, to use Xero to monitor and conduct their financial audit. Training for Xero is run as regularly as determined by the C&S Department and will pay for the membership cost associated with this. If your club is not in the top twenty earning, please express your interest and we will assess whether we can cover the cost on a case by case basis. Also, if we are aware you are interested, we will know to invite you to the Xero trainings that are organised.

ROLES & RESPONSIBILITIES

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 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. Failure to do so may result in disaffiliation.

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).

Duties of a Vice-President

The vice-president should act as a secondary president for the club, sharing the President’s workload, acting as the President in the President’s absence, and to double check the President’s efforts.

Duties of a Careers Officer

The Careers Officer should liaise with industry and the faculty to promote employment and professional development opportunities to your members. They should also ensure any internships offered meet the [Fair Work guidelines](#).

Duties of a Corresponding Secretary

If your club sends or receives a large amount of general correspondence, the Corresponding Secretary will read the incoming correspondence and draft the outgoing correspondence, taking some of the (Executive) Secretary’s workload. If your club has significant correspondence of a specific nature, consider dedicated positions instead e.g. [Sponsorship Officer](#) if the correspondence is between your club and your sponsors, or [Social Media Officer](#) if the correspondence is via social media.

Duties of a Curator/Custodian/Librarian/Quartermaster

If your club owns a lot of equipment, especially for use by members, the Curator, Custodian, or Quartermaster will be responsible for keeping track of it, including which member currently is in possession of each piece of equipment, and any wear or damage to equipment when it is returned.

If the club owns items book like in nature, then the Librarian will have the same duties.

Duties of Diversity Officers

Diversity Officers are responsible for representing underrepresented members in your club. This is a position that should be elected by and from the members who they represent. Examples of such officers in the Union that your club may consider:

- Women's Officer (VP Gender & Sexuality);
- Queer Officer (VP Gender & Sexuality);
- Postgraduate Officer;
- External Campus Officers (Turbot Street, Ipswich, Gatton);
- International Students;
- Indigenous Students (Goorie Berrimpa); and
- (Dis)Abilities Officer.

Duties of an Editor-In-Chief/Publications Officer

If your club has a publication, it will be the responsibility of the Editor-In-Chief/Publications Officer.

Duties of an Events Officer

An events officer is responsible for organising events for your club. If your club holds a lot of events, you may want to divide this role into several. For example, a faculty club may have an Academic Events Officer and a Social Events Officer. Alternatively, if your club holds a major event every year, you may want to dedicate a role just for organising that event e.g. a Ball Officer.

Duties of a Historian

A Historian is responsible for maintaining and updating the history of your club.

Duties of an Immediate Past President/Remembrancer

The position of the Immediate Past President is ex officio, which, unsurprisingly, the club's President is automatically appointed to when they leave office. The role of the Immediate Past President is to ensure continuation between consecutive committees, and induct the new committee on relevant procedures for running the club.

If your club has an Immediate Past President, ensure that you have statutes for what happens when either the President or Immediate Past President resigns. The Remembrancer position is similar, but is elected. A candidate would ideally have been a past member of the club's committee, but may be a long term member if no other member nominates. In a year that has many executive re-elected, the position of Remembrancer may remain vacant.

Duties of a Merchandising Officer

If your club sells a large volume of merchandise to your members, then the Merchandising Officer will be responsible for organising the sales (payment and distributing) to your members, as well as purchasing from suppliers.

Duties of a Sergeant-At-Arms

Duties of a Social Media Officer

The Social Media Officer is responsible for posting events, news, announcements etc. on social media platforms.

Duties of a Sponsorship Officer

If your club has multiple sponsors, the Sponsorship Officer will be responsible for corresponding with these sponsors, organising sponsorship payments and sponsor events with your club.

Duties of a Webmaster

If your club has a website, the Webmaster will be responsible for maintaining it. Your Webmaster may be able to set up a version control repository, that will allow any member to suggest changes to the website, and automatically make those changes live when the Webmaster approves them.

Duties of a Welfare Officer

To assist individuals who may require support and referral advice within club related activities. Welfare Officer(s) should be easily identifiable and are particularly important for off campus events. Responsibilities may include:

- Consider safety of members getting to and from venues e.g. drivers where there is alcohol consumption;
- Managing concerns or a complaints regarding a club or executive member;
- Raising concerns of discrimination, harassment, unsafe behaviour etc.;
- Refer misconduct complaints (physical, sexual) appropriately;
- Assisting injured persons or those needing medical attention.

Duties of Member Without Portfolio/General Member/Puisne Member

A Committee Member Without Portfolio (MWoP) is a committee member with no explicit responsibilities. As such, their responsibilities are whatever they are assigned by the President and other executives. This role is good for a club that is too large to only have three executives, but for which the other roles here would be too specific to create a dedicated role for. A committee can have several Members Without Portfolio, who should be elected proportionally using the “single transferable vote” method (alternatively, there are method that are mathematically superior but also mathematically vastly more complex, and your club probably should not be declaring candidates elected though what appears to be a black box to your members). If your club uses the term “General Member”, ensure that “General Member of the Committee” is not confused with “general member of the club”.

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 encourage 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 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 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 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.

A constitution is the underpinning document that defines your club 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;
- How the club 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;
- A dissolution clause relating to any money or assets the club might have if folds.

Changes to Executive Members

Sometimes, for a number of reasons, a club executive will need to step down from his/her role. If this does occur, you should:

- Hold a Special General Meeting (SGM) to advise members of the changes. You must give fourteen days' notice to members and advise them of the purpose of the meeting. Members are able to nominate themselves for the position prior to the meeting or at the meeting;
- We need the minutes of the SGM minutes if the President, Secretary and/or Treasurer is the position that has change. We keep contact details for these Top Three.
- You do not need to inform us of any other club changes such as the Vice President, social media liaison, events etc.
- In most cases, you will need to hold a club meeting so that your members are aware of any change or can open up the position to members during the meeting.
- With a change of executive, you may need to change bank signatories. To do this you will need the minutes where this decision occurred signed by the C&S Manager as well as the Authority for Business' account form (see the resources on the Union's website).
- Refer to your constitution for more information.

UNION FACILITIES

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 C&S emails.

TERMS & CONDITIONS

Room Bookings

- To confirm a booking, requests for general club activity must be processed 48 hours prior to the booking date required. You will receive a confirmation email from the C&S Assistant with the approved booking details.
- If you book within 48 hours of the date required, we will be able to complete your request but unable to guarantee an exclusive space.
- Clubs with special club related circumstances may be afforded additional sessions each semester which will be considered by Teaching Space Management on a case by case basis.
- **Note:** Central rooms are owned and managed by the university. University will take precedence over club bookings subject to request.
- Rooms include any centrally controlled teaching spaces which can be viewed via the *Central Teaching Room Search* on the Teaching Space Management Website.
- General club bookings are not to be used to hold an event.
- Groups may request dates prior to semester commencement and/or on weekends which will be considered on a case by case basis. (Please visit the available dates calendar before organising a GCA – uq.edu.au/teachingspace/docs/Available%20Booking%20Dates.pdf).
- Catering or any food or drink (with the exception of water) is strictly prohibited in teaching spaces.
- This process excludes any booking of outdoor space.
- Student groups are bound by the [terms of hire](#).
- Bookings are subject to change at the discretion of the University.
- All correspondence must be made via clubs@uqu.com.au.

Booking a Stall Space

Following approval from the marketing department, you are welcome to set up outside the Union Building (facing the Lolly shop). You must set up in front of the retaining wall and no further than three metres from the wall. Any club that fails to abide by the below terms and conditions of these stalls will be banned:

- Selling food or drink of any kind or allowing a third party to use this space is strictly prohibited;
- Clubs must only set up in designated stall space. If you move from your spot you will be asked to pack up;
- No posters are to be put up on nearby walls or columns;
- 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.

Holt, Innes & Heath Rooms

Standard bookable hours are between 8:00am - 10:00pm Monday to Friday.

- Clubs & societies are responsible for the setting up and pack down of the spaces, at the conclusion of each booking the room must be reset to its original configuration;

- Only President, Secretary or Treasurer of the club can request a booking;
- All rubbish and items (including boxes) are to be removed from the room, please request additional bins if required;
- Charges of \$50 per hour will apply for any additional cleaning and venue resetting required;
- Any outstanding payments and sanction imposed by the Union will prevent C&S from booking spaces within the Union Complex;
- Extra charges may apply if the venue is required outside of standard booking hours;
- No outside alcohol or catering to be supplied in the rooms, Pizza Cafe food is accepted;
- 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;
- All AV and PA equipment to be borrowed from Clubs & Societies;
- All booking details must be confirmed 48 hours prior to the event, after this point changes may not be accommodated;
- All invoices must be paid prior to event commencement; failure to do so may result in the cancellation of the event;
- No spaces are available for use during examination blocks.

Event Bookings (Over the Fifteen Booking Maximum)

If the event is endorsed by the Union as a genuine student club event, a hire charge of 50% of standard cost will apply.

- The Union will be responsible for supplying Teaching Space Management with a list of Union endorsed events. As with general club activities, these events will be covered by the Union's insurance.
- Should events involve VIP attendance (please refer to room bookings form) applications need to be submitted eight weeks in advance, as rooms will only be booked following UQ Protocol Approval, which can take several weeks. Failure to allow UQ Protocol enough time could result in no room being available to your event.
- If the club wishes to host an event that is not endorsed by the Union, 100% hire charge will apply, and separate provision of public liability insurance would need to be supplied.
- The only exceptions for fee waivers would be those groups who have applied and gained approval from the Union or relevant department uq.edu.au/teachingspace/clubs