

# 1. Clubs Handbook

Hi! Welcome to the Clubs Handbook. The Clubs Handbook is your go-to guide for all your Club needs when it comes to starting a new Club or running an existing one.

We've included information about things you might do all the time (including signing up members, booking rooms for your events, running Executive meetings and printing), things that might only happen once a year (running elections, submitting your reaffiliation application, completing compulsory training for Executives), and sticky situations to avoid altogether (including the consequences, strategies avoid them and what to do if they happen).

Although it is extensive, we have broken it up into sections so that you can look over it as you need. See the contents page for each individual section to find the information that you're looking for.

Whenever we update this handbook, we will let all Clubs know via the Arc Clubs Newsletter. There is also a changelog where we will keep track of what sections have been changed, and when.

If you can't find the answers you're looking for in this handbook, your first point of call for all general enquiries should be the Clubs Team.

## Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

## Call Us

Call us at 9385 9840 during office hours

## Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

We are always more than happy to have a chat to you about any issues or ideas that you might have, in busy times we will set up an appointment with you so we can ensure we have enough time to talk. This is also where you can access Arc Clubs Resources and the Clubs Storeroom.

## About Arc @ UNSW

Arc @ UNSW is run by students, for students, and its sole mission is to provide services to its members (ahem, that's you - or, at least, it should be).

We provide and facilitate a huge range of services and facilities to our members and UNSW students in general, including:

- 300+ Clubs & Societies (That's you!)
- Parties & Events
- 30+ Volunteering Opportunities
- Student Publications (Blitz, Tharunka, The Student Cookbook, UNSweetened Literary Journal)
- Arc Sport (Clubs, Unigames and Social Sport)
- Legal & Advocacy Services
- Wellness Initiatives
- Innovation Support
- On-campus venues (The Greenhouse, The Whitehouse, The Roundhouse, The Grad Shop)
- Student Representation (SRC & PGC)

Arc Membership is free for current UNSW students and comes with plenty of benefits. Head to the Arc website ([arc.unsw.edu.au](http://arc.unsw.edu.au)) for more information on how to join us.

## The Arc Clubs Team

The Arc Clubs Team are the key Arc staff tasked with supporting Arc affiliated Clubs, and it is made up of 2 full-time staff and 3 student Clubs & Grants Officers (CGOs).

The Clubs & Grants Officers are tasked with processing all of your Clubs Grants, as well as offering general administrative assistance and support for Clubs. This includes membership audits, financial reviews, sending Clubs Newsletters, managing the storeroom as well as assisting with enquiries.

The Student Engagement Administrator (Clubs) is the main person you'll find at the front desk, however other times you will find a Clubs & Grants Officer there. They are responsible for resources, bookings, processing affiliation documents for the SDC and answering enquiries.

The Student Engagement Coordinator (Clubs & Events) oversees the team, as well as looking after the policies and procedures that the team operates under.

## **The Student Development Committee**

The Student Development Committee (SDC) is a subcommittee of the Arc Board that oversees particular aspects of Arc's support for Clubs including hearing appeals regarding affiliation issues and other Club issues and awarding the Club of the Year Awards. The committee is chaired by the Student Development Committee Convenor.

## **FAQs**

### **Are you open during the holidays / uni break?**

Arc is open throughout the year except for about 2 weeks over Christmas/New Year when UNSW is closed. The Arc Clubs Space is open during semester (8:30am-6pm), and available by appointment during other times of the year. Arc Reception is open 8:30am-6pm during semester, stuvac and the exam period, and open 9am-5pm during the rest of the year.

## 2. Affiliation

### What is Affiliation?

Affiliation is the process of becoming officially associated with Arc. We require that Clubs meet certain criteria before we are able to accept them as an affiliated Club. Once these procedural and administrative requirements are met and the Club has been approved by the Arc Clubs team, the Club will be deemed to be affiliated with Arc. This gives Clubs access to Club resources.

In general, Arc stipulates a minimum standard that Clubs must meet, including (but not limited to):

- that your Club is run in a democratic fashion
- that all Club finances are being used solely for the benefit of all Club members
- the aims and objectives of your Club must contribute to UNSW student life
- there are no other existing Clubs, programs or initiatives which have a similar name or aims and objectives currently affiliated with Arc

The affiliation process involves the Club demonstrating to Arc that they meet all of the minimum requirements.

### Why affiliate with Arc?

Arc exists to ensure that student life at UNSW is dynamic, vibrant, and exciting, and active Clubs and societies are an important part of that! We provide Clubs and societies with administrative and organisational support and a framework for Clubs to flourish. We supply our affiliated Clubs with a range of resources, including access to grants and funding, printing and secretarial supplies, training and support for Executives, on-campus booking access (*Arc Rooms, CATS Rooms, and Outdoor spaces*), some on-campus storage for Club equipment and fee-free bank accounts.

Arc also provides access to stalls for UNSW-wide events like *O-Week, O-Day, Foundation Day, Welcome Back Day*, and the *International Night Markets*, which is a huge opportunity to increase your Club's exposure.

In general, we aim to do as much as we can to ensure your Club is successful, and we are always here to provide you with assistance each step of the way!

## How do I affiliate with Arc?

Great question! To help you out we have created an entire Section to help you. Check out Clubs Handbook Section 3 (Starting a Club).

## Related Documents

Clubs Handbook Section 3 - Starting a Club

## Help!

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### 3. Starting a Club

Awesome. You have decided to start a Club, the next few pages will take you through what you need to do in order to affiliate with Arc. It can get a little confusing but essentially if you set it up right at the beginning it will make it so much easier for you in the long run. We are happy to run through it with you if you are confused or have questions.

#### The first steps

Applying for affiliation has several steps. When you are completing an Affiliation Application it is important to meet each requirement, otherwise your application may take longer to be assessed, or you may be asked to repeat parts of the affiliation process in order for approval to be granted.

Your first steps in creating a Club should be:

1. Think of an idea for a Club. This should be something that you are passionate about and are ready to commit to. It should be rewarding, helpful, entertaining, or intellectually stimulating and be something that many UNSW students would be interested in joining! You should also have an overall plan of your Club's aims and objectives, and a vision for future growth for members and activities.
2. Check that a Club with very similar aims and objectives does not already exist (see the list on the Clubs Website). Determine what type of Club you will be (all the info is below)
3. Check out the affiliation intake timelines. There are specific intake periods for affiliation applications that you must adhere to.
4. Read through the model constitution and have a think about what the Aims & Objectives of the Clubs should be. If you would like to make some changes to the model constitution make sure to talk to the Clubs staff and check what changes can be made.
5. Think about how your Club would contribute the UNSW Student Community.
6. Decide on a membership fee (this can be \$0 - see Section 8 for requirements)
7. Plan the IGM (see details later in this section).

## When can I affiliate?

Arc only accepts new Club applications during specific periods:

- Club Mandatory IGM Period: **EITHER** Semester 1 W1-12; **OR** Semester 2 W8-11
- Club Affiliation Application Submission Period: **EITHER**
  - **Semester 1:** Round 1 Friday W4, Round 2 Friday W8, Round 3 Friday W12; **OR**
  - **Semester 2:** W8 – W13 (due by 5pm, Friday)

Your application results will be provided to you in rounds:

- **Semester 1:** 2 Weeks after the close of the Round. Any circumstances which require more time for the application to be approved will be communicated to the Club Executives and we will ensure that the result is announced in a timely manner.
- **Semester 2:** Affiliation Reset Date (**Friday 1 December, 2017**).

## What type of Club will we be?

Clubs are divided into two categories: **Constituent or Regular**.

- **Constituent Clubs:** Are a Club that is associated with a particular Program, School, Faculty or Residence, and has been given the approval of the appropriate authority (e.g. School or Residence management). All UNSW students enrolled in the relevant program, school, faculty or Residence are automatically *eligible* to be full members to these associated Clubs.
- **Regular Clubs:** A Club comprised of at least five (5) UNSW students, and not linked to any particular Program, School, Faculty or Residence.

### Guidelines for Constituent Clubs

- Constituent Clubs must have at least 15 members. All UNSW students enrolled in the nominated degree program(s), School or Faculty or Residence of UNSW are automatically eligible to join
- All of the Executive members within a Constituent Club must be current Arc members
- There are four categories of constituent Clubs



- A Program Club is linked to a major or degree program within a School or a Faculty. Arc recognises a maximum of one Program Club per major or degree program
- A School Club is linked to a School in a Faculty of UNSW. Arc recognises a maximum of one undergraduate, one postgraduate (research) and one postgraduate (coursework) School Club per School
- A Faculty Club is linked to a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate (research) and one postgraduate (coursework) Faculty Club per Faculty
- A Residence Club is linked to a Residence of UNSW. Arc recognises a maximum of one Residence Club per Residence.

## Guidelines for Regular Clubs

- All Club members are UNSW students who have completed a membership form and paid a membership fee set by the Club;
- Club Associate Members are persons who are not UNSW students, who have completed a membership form and paid a membership fee set by the Club
- The minimum membership fee is \$0 (see Clubs Handbook Section 8 for requirements)
- Regular Clubs must have at least 5 members
- Regular Clubs must have all of the Executive members be current Arc members
- Decisions about the activities and finances of the Club are made by the Executive

## Submitting your Application

New Clubs will need to submit the Affiliation application on Orgsync with the following documents and information attached:

- Basic details of the Club, including a description and contact information
- Membership Fee structure (See Clubs Handbook Section 8)
- Statement of Clubs Contribution to the UNSW Community
- Intended Club Activities
- IGM Minutes
- IGM [Attendance Form](#) (scanned)
- All Executives' details (full name, student number, position, contact details)



- Details of 3 Executives that will be the bank signatories (full names as appears on Passport/Driver's Licence)
- Club Constitution
- Arc Clubs Affiliation Agreement (must be signed by **all** Executive Club members)
- [Letter from School/Faculty/Residence Office](#) (*Constituent Societies only*)

You can access the affiliation form by visiting [My Memberships](#) on Orgsync and clicking **Register New Organisation** (green button on the top right).

You must complete the Affiliation Application, including all the necessary documents, and submit it online via Orgsync within two (2) weeks of your IGM. Make sure that everything is complete and all documents are included, as incomplete applications cannot be approved.

## Application Outcomes

Once a complete application is submitted, it will be assessed by Arc Clubs Staff. **The Club will be contacted regarding the outcome of the application within 2 weeks after the close of application round (dates outlined above).**

For example, an application is submitted in Week 2 Semester 1 and the round closes in Week 4, the Club will be contacted by Friday Week 6.

### Outcomes of your application

- Further Information - Arc will request further information from the applicant or Arc will notify the applicant that other stakeholders are being consulted about the application.
- Declined - If your affiliation application is declined, you will be given details of the issues that prevented your affiliation (and how they can be addressed), as well as information on appealing the decision, if relevant.
- Approved - If your application is approved, you will be given information on the next steps and the Executive Training modules.

## My application is approved what's next?

If your affiliation is approved, you will be issued with a Bank Letter to set up a fee-free Club account at any bank approved by Arc (including all banks on campus). You will also be issued with details about your Secretarial Allowance and how you can access other benefits from Arc.

You will be also sent information on the Executive Training program, which the President, Secretary, Treasurer and Arc Delegate must complete

## FAQs

### What if it has been a couple of years since my Club was last affiliated with Arc?

A Club that was previously affiliated with Arc and wanted to become affiliated again, but whose affiliation has not been active for more than 24 months must apply as a New Club. See Clubs Handbook Section 3 for information on this process.

### What is the difference between a Constituent club and a Regular club?

Constituent Clubs are officially recognised as being representative of a program, school, faculty or residence at UNSW all the other Clubs are Regular Clubs.

### How many members must we have to begin our club?

For Regular Clubs, there must be at least 5 current UNSW students as members of the Club. For Constituent Clubs, there must be at least 15 current UNSW students that are part of the relevant program school, faculty or residence at UNSW as members of the Club.

### What if my Club is similar to an existing Club, Program, Initiative or Collective within Arc?

The best way to avoid any issues is to have a chat with Arc Clubs staff before you start forming your Club, so we can provide you with advice on what existing Clubs, Programs, Initiatives or Collectives you might be similar to, and what aspects you might be able to change to differentiate yourself. While the issues can be addressed later on, it will usually require more time and work for you (e.g. holding an Extraordinary General Meeting of the Club to change its aims & objectives or name).

The outcome will depend on the degree of similarity to the existing Club, Program, Initiative or Collective. We may contact your Club and other stakeholders to assess the similarities and

differences. If the Arc Clubs team agrees your Club is sufficiently different, then your Club will be approved for affiliation.

If your Club appears to be too similar, your Club will not be approved for affiliation. The Arc Clubs team will get in touch with you and let you know which Club, Program, Initiative or Collective we think you are similar to. Your options from there are to either work with us and see if you can make changes to your Club to differentiate itself, or you can appeal the decision in writing.

### **How long will it take to know if our affiliation has been approved?**

Applications submitted in Semester 1 will receive an update 2 weeks after the end of the relevant application round. Applications submitted in Semester 2 by the application deadline receive an update 2 weeks after the deadline. Applications submitted after the Semester 2 deadline will likely experience a significant delay, as we are processing reaffiliation applications for all Clubs during this period. The update will either specify that further information is being sought from your Club and/or other stakeholders, that the Club's application has been denied or that the Club's application has been approved. Refer to Application Outcomes above for more information.

### **What happens if our application is denied?**

For any applications that are denied, you will be given details of the issues that prevented your affiliation (and how they can be addressed), as well as information on appealing the decision, if relevant.

### **Can we re-submit if our application is denied? How long will re-submission take?**

If your application has been denied because it is substantially similar to an existing Club, Program, Initiative or Collective and appeals have been denied, you can apply again in the next New Club application round as long as there has been a significant change in the aims, objectives or activities of the Club, or any other issues raised by the Arc Clubs team have been addressed. If neither of these are true, Arc will not accept another application from the Club for 24 months.

## Related Documents

Clubs Handbook Section 8 –

Club Membership

Clubs Handbook Section 18 – Club Financial Management

Clubs Handbook Section 23 – Location and Equipment Bookings

Arc Clubs List

[https://orgsync.com/browse\\_orgs/693](https://orgsync.com/browse_orgs/693)

Attendance Form

<https://orgsync.com/78400/files/493974/show>

Executive Spreadsheet – Template for Affiliation Application

<https://orgsync.com/78400/files/1267075/show>

Affiliation Agreement

<https://orgsync.com/78400/files/509380/show>

## Help!

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## 4. Existing Clubs Applying for Reaffiliation

### Why do we need to reaffiliate?

All Affiliated Clubs are required to reaffiliate with Arc every year to continue to have access to Arc's funding, resources and support.

### When do we need to reaffiliate by?

The relevant dates for **2017** are as follows:

- Mandatory AGM period is Week 8 – 11, Semester 2
- The submission period for reaffiliation applications is in Week 8 -12, Semester 2
- The deadline for Club Reaffiliation applications is 5pm Friday 20 October, 2017 (Week 12 Semester 2). See details below regarding the consequences if applications are not submitted on time
- **Clubs will be advised of your application outcome on the Affiliation Reset Date (Friday 1 December, 2017)**

Arc will run workshop and provide other support to Clubs ahead of the Affiliation Period to assist Club Executives in preparing complete applications for submission.

If your documents are submitted on time and complete, your Club will be considered to be Provisionally Reaffiliated until the Affiliation Reset Date. At the discretion of Arc Clubs staff, you will continue to have access to Clubs resources (even whilst your application is processing) unless your affiliation is rejected, at which time your access to resources will be suspended. Provisionally Reaffiliated Clubs will generally not receive cash payments (other than refunds) from Arc until affiliation is finalised (this includes grant payments).

### What happens if we don't submit our reaffiliation?

If your application is not submitted within this timeframe or has been submitted but is incomplete, your Club's affiliation with Arc will expire. This will result in the suspension of your Club's access to

all Arc Clubs resources. Once your Club's affiliation with Arc has expired, access to resources will not be reinstated until your reaffiliation has been approved.

If you submit your application late, then your Club may also be ineligible to have an O-Week Stall for the following year. Late applications will be processed once all timely submissions have been finalised, which will also be a significant delay for your Club's plans, so get prepared early!

## What do I need to do to reaffiliate?

For your Club to reaffiliate with Arc, you will need to complete the following steps:

1. Plan your Annual General Meeting. (AGM) Make sure you book a room for your meeting.
2. Give notice to Arc and all of your members **at least seven (7) days** prior to the meeting.  
Email all your Club members and forward a copy of this email notice to the Arc Clubs team ([clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)).
3. Hold your AGM! Make sure you know what you need to do and that you follow the correct procedure as per your constitution and Arc's requirements. The main things to keep in mind are:
  - a. Make sure that everyone signs the Attendance Form and you make quorum (the minimum attendance requirement) for the meeting. This is 15 members or half of the Club's membership.
  - b. Take detailed minutes of all decisions made at the meeting.
  - c. Democratically vote on any proposed changes to your Clubs Constitution.
  - d. Democratically elect your Executive members. Remember, all Executive members must be Arc members. They can become members after being elected, but make sure they sign up (for free) before you submit your Reaffiliation Application. See Clubs Handbook Section 9 for further details on holding a General Meeting.
  - e. Make sure all Executive members sign the Arc Clubs Affiliation Agreement.



4. Complete the [Reaffiliation Application form](#) on Orgsync. Make sure that everything is complete and all documents are uploaded. Remember, documents you will need to upload include:
  - AGM Notice
  - AGM Minutes
  - AGM [Attendance list](#) (scanned)
  - All Executives' details (full name, student number, position, contact details)
  - Arc Clubs Affiliation Agreement (must be signed by **all** Executive Club members)
  - Details of new signatories (full names as appears on Passport/Driver's License)
  - Club's Constitution
  - [Income & Expenditure Report](#)
  - General Ledger (*ledger of ALL financial transactions of the Club for the year*)
  - Recent Club Account Bank Statements (*within the last 3 months*)
  - Updated [Letter from School/Faculty/Residence Office](#) (*Constituent Societies only*)

Once your application is approved on the **Affiliation Reset Date**, you will be issued with a Bank Letter and details about your Secretarial Allowance (see Clubs Handbook Section 24) and how you can access other benefits from Arc.

Your Club's affiliation is then valid until the next Annual Affiliation Reset Date (unless there is a breach that leads to the Club's Suspension). During this time, you can access Arc resources and funding to help you run your Club and organise activities.

Note: if there are issues with your Club's application, whether your Club will retain access to resources will depend on the specific issues to be addressed. In some instances, (particularly where there are issues with the AGM), a reaffiliation application may be denied, and you may need to resubmit the application. All the relevant information about resources access and deadlines to address issues will be included in the notification email.

## FAQs

### **What if it has been a couple of years since my Club was last affiliated with Arc?**

A Club that was previously affiliated with Arc and wanted to become affiliated again, but whose affiliation has not been active for more than 24 months must apply as a New Club. See Clubs Handbook Section 3 for information on this process.

### **How long will it take to find out the outcome of our Club's reaffiliation application?**

Clubs will be contact by end of the Affiliation Reset date. In 2017, this date is Friday 1 December, 2017.

### **Where can I find out more information?**

Orgsync – Finding the Reaffiliation Application

<https://help.orgsync.com/hc/en-us/articles/203701546-Renew-Your-Organization>

*(note: Orgsync calls this Renewing Your Organisation)*

## Related Documents

Clubs Handbook Section 9 - Holding a General Meeting of Your Club

Attendance Form

<https://orgsync.com/78400/files/493974/show>

Arc Club Financial Templates

<https://orgsync.com/78400/files/777461>

AGM Guide

[https://orgsync.com/78400/custom\\_pages/12828](https://orgsync.com/78400/custom_pages/12828)

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## 5. Affiliation Suspensions

### What is a Suspended Affiliation?

Suspension is when your Club affiliation is put on hold either temporarily (or permanently, if the issues are not resolved). It usually occurs when Club management issues are identified or a breach in affiliation conditions occurs.

### How would I know my Club is suspended?

If your Club's affiliation with Arc is suspended, the Club Executive will be notified by email. Please remember, this is different to issues with affiliation and being suspended does not mean that your Club's affiliation expired or that you need to re-apply for affiliation.

### Why would my Club be suspended?

For the most part, a Club's affiliation is suspended because Arc has identified some issue/s with the management of the Club which need to be addressed. If your Club's affiliation is suspended, you will not have access to Club resources, including grants, printing and copying services, room and space hire, as well as equipment. Suspensions are at the discretion of Arc Clubs staff and there are a variety of reasons why a Club's affiliation might be suspended. This is a brief list of these issues, and the solution to restore your affiliation:

Issue	Example	Solution
Failed Executive audit	Club Executive members are not active Arc members in that year.	Submit your updated and complete Executive membership audit on Orgsync to <a href="mailto:clubs@arc.unsw.edu.au">clubs@arc.unsw.edu.au</a> and ensure that all Executives are Arc members.

Issue	Example	Solution
Misuse use of Clubs resources	Taking resources without correct booking, damage, non-return of equipment, missing return deadline, personal use of Secretarial Allowance.	Club Executives attend a meeting with the Student Engagement Administrator (or delegate) to discuss Club operations and strategies for meeting minimum requirements. Fines may apply, especially where equipment is damaged or missing.
Failure to attend Compulsory Clubs Briefing	Club representative fails to attend a Compulsory Clubs Briefing	Club Exec attends a meeting with the Student Engagement Coordinator (or delegate) to discuss Club operations and strategies for meeting minimum requirements.
Incorrect bookings	Holding events in spaces (CATS, Outdoor, Roundhouse) without a booking, misuse of a booked space or violation of booking agreements.	Club Exec attends a meeting with the Student Engagement Administrator (or delegate) to discuss Club operations and strategies for meeting minimum requirements.
Misuse of Club funds	Failing to acknowledge income (including sponsorship) in grants, unnecessary spending, spending that is not for the whole Club, spending without the approval of Club Exec.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).

Issue	Example	Solution
Conduct that reflects poorly on Arc or brings Arc into disrepute	Holding events in violation of Arc policies (including alcohol policies), events where police or legal action is involved, events that are reflected poorly in the general student body or wider community.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).
Failure to supply information or complete actions requested by Arc	Financial documents, membership information, Club records and meeting minutes.	Submit required records to Arc. If you fail to submit your records on time, your affiliation may not be restored until Arc has reviewed your records.
Abuse of Executive privileges	Disproportionate spending on Club Executive, pursuit of events etc. that have an undisclosed benefit to an Executive member (i.e. Exec member has a business interest).	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).
Repeated failure to follow the Clubs chalking/postering policy	Chalking on main walkway or undercover, postering outside of designated poster boards etc.	See Clubs Handbook Section 20 (Complaints & Grievances).
Any criminal or illegal activity conducted by the Club	Fraud, embezzlement, irresponsible service of alcohol, illicit drugs, vandalism etc.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).

Issue	Example	Solution
Failure to comply with Arc's WHS policy	Failure to follow safe working practices or holding dangerous/risky events.	See Clubs Handbook Section 14 (Work Health and Safety (WHS)), Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting)
Bullying or harassment	Inflammatory or derogatory statements directed at specific Club members or groups.  Discrimination against individuals or groups.	See Clubs Handbook Section 20 (Complaints & Grievances) and Clubs Handbook Section 21 (Incident Reporting).

The table above only provides a guide, and issues that result in suspension or the method required to reverse this suspension may vary. Clubs can be suspended for issues not on the list at the discretion of the Arc Clubs staff.

## What do I do if my Club is suspended?

When a Club is suspended, they will be contact via email and with details of the suspension including why and how to reverse it. If you are unsure on how to enact the solution or what it means, please talk to us.

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## 6. Communication Between Arc & Clubs

A key part of running a successful Arc-affiliated Club is keeping up to date with news and important information from the Arc. In general, important information will be announced through the Arc Clubs Newsletter and the Compulsory Club Briefings, however depending on the situation, we may also contact you by email or phone. Make sure to add [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) to your email's address box so that the emails don't end up in your junk mail!

### Arc Clubs Newsletter

The official method of communication between the Arc Clubs team and affiliated Clubs is via email in the form of the Arc Clubs Newsletter. The newsletter is published weekly during semester (and on an as-needed basis outside of semester), and includes information such as key upcoming dates, reminders, announcements, opportunities, consultation times and changes to policies.

We expect the Arc Delegate to subscribe to the Newsletter and pass all relevant information on to the rest of the Executives, however any Executives can also sign up as well. The expect

To subscribe to the Newsletter, go to the Arc Clubs Newsletters portal on Orgsync and join it by clicking 'Join Now'. You can also see older issues of the Newsletter (to see any information you may have missed recently) through the portal.

To unsubscribe, click the unsubscribe link at the bottom of the Newsletter email that you've received in your inbox.

### Arc Staff Consultation

The Arc Clubs team are here to share their skills and experience with Clubs, and are more than happy to sit down with you to discuss any Club-related questions, ideas, or issues you may have. You can drop by the Arc Clubs Space to make enquiries, but for any in-depth queries we would recommend making an appointment or dropping by during the Consultation Hours. Clubs staff have designated times where they are available to meeting with Club Executives and members to discuss anything including, but not limited to:

- Affiliations
- Grants and Funding
- Event ideas and planning
- Orgsync issues
- WHS issues
- Any other concern relating to your Club

Consultation hours are announced in the weekly Arc Clubs Newsletters. To make an appointment or to discuss alternate times for a consultation, contact the Arc Clubs team.

Please let us know beforehand what you would like to discuss to ensure our staff has time to prepare and the best possible staff member is available to speak with you. When requesting meeting times outside of the Consultation hours, be sure to list a few options for dates and times when you are available.

## Compulsory Club Briefings

Arc will run compulsory briefing sessions before or at the start of every semester that must be attended by at least one representative from each Club, who is responsible for relaying the relevant information to the rest of their Club Executives. These briefing sessions will be used to inform Clubs of deadlines, requirements and other key information for the semester.

There may be additional compulsory or optional briefing sessions, and these will be published in the Clubs Newsletter and Clubs will be notified by email via their general email address.

## FAQs

### Who do we contact to advertise or put Club information in the Arc Clubs Newsletter?

Send an email to the Arc Clubs team at least 3 weeks before your event. Decisions about including Club events in the Newsletter are made on a case-by-case basis. Preference is given to events that have a broad appeal and large capacity.

**Do I have to be on a mailing list to receive the Arc Clubs Newsletter?**

No. To subscribe to the Newsletter, go to the Arc Clubs Newsletters portal on Orgsync and join it by clicking 'Join Now'. You can also see older issues of the Newsletter (to see any information you may have missed recently) through the portal.

**How do I unsubscribe from the Arc Clubs Newsletter?**

To unsubscribe, click the unsubscribe link at the bottom of the Newsletter email that you've received in your inbox.

**Who do we contact if we have questions about our Club**

The Clubs & Grants Officers have consultation hours when you can meet with them for extended conversations about Club matters. The hours are in the Clubs Newsletter each week. For any urgent enquiries, call or visit the Arc Clubs Space.

**Help!****Visit Us**

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

**Call Us**

Call us at 9385 9840 during office hours

**Email Us**

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 7. Club Constitutions

### What is a Club Constitution?

Your Club Constitution is the policy that governs your Club, as agreed by the members of the Club. It is a reference for Executives to know how to run the Club and what must be done throughout the year. Requirements specified in a Club's Constitution must be adhered to.

In order to remain affiliated with Arc, your Club Constitution can only be changed at a General Meeting of your Club. It is important that you ensure that these changes are in line with Arc's requirements for Club Constitutions. Any breaches may result in the suspension of your Club's affiliation with Arc until the issue has been resolved, or your Club may be disaffiliated altogether.

### How do I write a constitution?

The Arc Model Clubs Constitution provides a guide of what is acceptable for your Constitution. This does not mean that your Club cannot make changes, just that any changes must not violate the minimum parameters set out.

For example, the model constitution specifies a 'first-past-the-post' voting system for elections where all members have one (1) vote. If you were to introduce a preferential voting system it would be ratified, however if you were to restrict some members' ability to vote, your Club's Arc affiliation may be suspended.

It is therefore always recommended that Clubs consult Arc Clubs Staff before making constitutional changes. This provides the opportunity for your proposed changes to be checked over and ensure they are compliant with Arc policy.

Your Club Executive should always keep an up-to-date, editable copy of your Constitution. Further, whenever changes are made, or when you reaffiliate, you must supply a digital copy of your Constitution to Arc to be stored on our database. If ever you lose your Constitution, or have any questions about potential changes, contact [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au).

## Minimum Constitution Requirements

Arc will only affiliate Clubs that operate under a constitution that meets the requirements of Arc. The Club's constitution must have been accepted at the Inaugural General Meeting of the members of the Club. Clubs may make amendments or accept a new constitution at an Annual or Extraordinary General Meeting of the members of the Club.

**!! We strongly recommend that you use the relevant Arc Model Constitution!!**

There are a lot of requirements for constitutions and these will be difficult to address them all on your own. The Arc Model Constitution covers all of them and will make your life a lot easier. You can still make changes – just ask us to for help to check them against our requirements.

**At minimum, a Club's constitution must address the following matters:**

Name, aims and objectives:

- The constitution must specify the Club's full name, aims and objectives.

Membership (see Clubs Handbook Section 8 for more information)

- Define membership types, and specify eligibility
  - For Regular Clubs, all UNSW students are eligible for Club membership;
  - For Constituent Clubs, all students within the agreed Program, School, Faculty or Residence are eligible for Club membership;
  - For both Regular and Constituent Clubs, the Club may allow for associate membership for those that are ineligible for full membership. The Club may restrict associate membership to specific groups (e.g. UNSW staff or alumni), as long as these restrictions do not conflict with Anti-Discrimination legislation;
- For both Regular and Constituent Clubs, individuals must complete a membership form set by the Club and pay a set membership fee in order to become a Member or Associate Member

- Specify the duration of membership. This should be no more than one calendar year from the commencement of their membership, after which point membership will need to be renewed by the individual.

## Register of Members

- The Club must maintain a register of Club members including name, student number and email
- The membership list may not be distributed to any third party other than Arc without the expressed written permission of individual members.

## Membership Fees

- The constitution must explicitly state any membership fees or delegate the determination of fees to the Club Executives.
  - Where fees are stated explicitly, these fees must meet Arc's requirements (see Clubs Handbook Section 8)
- For Regular Clubs, both full and associate members may be charged a membership fee;
- For Constituent Clubs, full members must not be charged a membership fee;
- For Constituent Clubs, associate members may be charged a membership fee.

## Accepting/Removing members and Executives

- The constitution must specify a fair and democratic process for the removal of members and Executives;
- Any removal of members and Executives may only occur at a general meeting of the Club by a democratic vote of the members.
- A decision to not accept the membership of an eligible candidate may only be made at a general meeting of the Club by a vote of the members.

## Executives and committee

- The make-up of the Executive, including the number of people holding the position at any time (e.g. Two (2) co-presidents, an Arc Delegate)
- The roles and responsibility of the Executive as a whole, and each member of the Executive individually;
- At minimum, the Executive must include (but may be differently titled):

- A President
  - A Treasurer
  - A Secretary
  - An Arc Delegate
- At least three members must hold the positions listed above and the same person may not hold the position of President and Treasurer.
  - Executive positions may be referred to by names other than those specified above. The responsibilities of these roles may also be combined within the constitution as long as the President does not hold the responsibilities of the Treasurer, and there are at least three (3) Executive positions and at least three (3) separate persons on the Executive at all times.
  - Clubs may add additional Executives to their constitution, but must include the position title in the list of Executive roles (in 3.1 of the model constitution) and a position description (in 3.9 of the model constitution).

The following is an example for how to include a Vice-President position (the numbering may differ depending on your constitution. These are based on the current model constitution):

Insert            *3.1.2 A Vice President;*

Insert            *3.9.2 Vice President*

- a) *In the absence of the president, to chair all Club, Committee, General and Annual General Meetings (held during their term) of the Club;*
- b) *To assist the President in coordinating the activities and administration of the Club;*
- c) *To have a thorough knowledge of the Club's constitution;*
- d) *To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;*
- e) *To ensure that motions made at any Meeting of the Club are reflective of the constitution;*
- f) *To ensure that Arc is informed of any changes to the Executive;*
- g) *To liaise with fellow office bearers; and*
- h) *To assist the President in their duties wherever practical.*



- For Clubs where one or more Executive positions are held jointly (i.e. the same position is held by more than one person), this must be stated within the Club's Constitution (note: the numbering may differ depending on each Club's constitution. These are based on the current Model Constitution):

- The number of people that hold the position must be specified, e.g.

### 3.1.1 Two (2) Co-Presidents

- The following clauses are also required:

### 3.3 Unless specified in 3.1, job sharing of any Executive position is not permitted.

3.3.1 All Executives holding a shared position are jointly responsible for all the duties of the position that are specified in section 3.8.

3.3.2 Each Executive position is only entitled to one vote in Executive decisions, even if the position is held by more than one person. This vote cannot be divided to allow partial votes to be cast by

- The constitution must stipulate a fair and democratic election process for the Executive that meets the Arc's requirements (see Clubs Handbook Section 10). This includes specifying the voting system, e.g. first-past-the-post or preferential voting.
  - At most, voting rights can be restricted to members that had joined the Club at the time that notice of the election was given, except in the instance of Executive elections where the position represents a specific subset of members such as year representatives. In this case, voting rights can be restricted to the members represented by this position (e.g. the members in the relevant year of study). Allowances for these positions and restrictions are at the discretion of Arc Clubs staff.
  - Associate members do not have voting rights.
  - Any member who is eligible to vote in the election is also eligible to stand for election to an Executive position;
- The Club may also have a committee, which may be appointed by the Executive or elected by the members at a General Meeting;

- The constitution must stipulate the functions and processes of the Executive and committee (if it exists). The Executive are responsible for the activities and finances of the Club, while the committee operates under the direction of the Executive;
- The constitution must stipulate that The Executive (and Committee, if it exists) is bound at all times by the decisions of a Club Inaugural, Annual or Extraordinary General Meeting (IGM, AGM, EGM).

## General Meetings

- The constitution must specify an appropriate process for calling general meetings;
- The constitution must specify the requirements and processes for giving notice of general meetings;
  - At minimum, notice must be provided in writing to all members and to Arc at least 7 days in advance.
- The constitution must specify voting rights
  - All members are entitled to one (1) vote, with the following exceptions:
    - voting rights can be restricted to members that had joined the Club at the time that notice of the meeting was given; or
    - in the instance of elections at most, voting rights can be restricted to members that had joined the Club at the time that notice of the election was given, except in the instance of Executive elections where the position represents a specific subset of members such as year representatives, voting rights can be restricted to the members represented by this position (e.g. the members in the relevant year of study). Allowances for these positions and restrictions are at the discretion of Management;
  - Associate members do not have voting rights.
- The constitution must specify the democratic requirements for a motion to be passed at a General meeting (e.g. a simple majority). The requirement must be that no less than half of those eligible to vote must vote on this motion at the meeting for it to be passed.
- The constitution must stipulate the minimum attendance requirements, which must be fifteen members or half of the Club membership, whichever is the lesser.
- The constitution must specify a process by which members can petition the Executive in writing to hold an Extraordinary General Meeting, including at minimum:

- the number of members of the Club that must be a party to the petition (this must at minimum be fifteen (15) members or half of the Club Membership, whichever is lesser);
- a required timeframe for the meeting to be held once the petition has been submitted to the Executive (this must be no sooner than 7 days and no later than 21 days).

## Constitutional Amendments

- The constitution must specify that constitutional amendments may only be approved by a vote of the members at a General Meeting of the Club.

## Proxy Voting

- The constitution may specify if and when proxies are allowed at meetings (e.g. meetings not held on academic days or held off Kensington campus)
- Clubs must allow proxy votes at General Meetings held on a non-academic day. It is up to the discretion of Clubs whether meetings held on academic days can have proxies or not. Therefore, clubs whose constitution states that their AGMs and EGMs MUST be held on academic days may choose to use a clause that states proxies are not allowed in meetings. Or, if the club chooses, they may insert a clause to the effect that proxies are allowed in all meetings, whether they are held on an academic day or not.
- The constitution may stipulate additional requirements for proxy voting in addition to the requirements stipulated above, as long as they do not contravene the following requirements:
  - Where proxies are allowed in the Club's constitution, a Club must allow Club members who are entitled to cast a vote at a meeting to vote by proxy. Arc has provided on Orgsync an example of a proxy form that it is recommended Clubs use.
  - Club members who will be absent from the relevant meeting may choose to give their vote to any Club member who will be in attendance at the meeting (the proxy holder).
  - Clubs members who want to vote by proxy must fill in a similar form to the one provided by Arc. Clubs members at a minimum must write their full name, student number, sign and date the form and write the full name and student number of their proxy. Club members may choose to specifically state how they intend to vote on a

particular motion on the form or they may leave it up to the discretion of their proxy holder.

- Quorum for the meeting is calculated on the number of voting Club members in attendance at the meeting. Proxy votes are included when calculating majority or the number of votes needed for a motion to pass.

## Management of Funds

- The constitution must specify how the Club's funds are to be managed.
- At minimum, the constitution must clarify:
  - That the Executive must approve all accounts and expenditure for payment;
  - Which Executive is responsible for the management of Club funds, including
    - keeping and maintaining Club financial records;
    - ensuring that funds are not misused;
    - ensuring that the Executive is kept informed of the Club's financial position;
    - carrying out financial transactions as directed by the Executive
    - that this Executive must be one of the signatories on all Club bank accounts;
  - That all payments must be conducted by dual-signatory;
  - That only Executive members can be signatories on Club bank accounts;
  - That the Club must maintain full and up-to-date financial records including a general ledger;
  - that the Club may not lend money under any circumstances;
  - that the Club must remain debt-free at all times;
  - That all Club expenses must be met with documentation

## Inspection of Books

- The constitution must specify that all Club records are open to inspection by Arc at any time.

## Dissolution

- The constitution must stipulate a process for dissolving the Club including at minimum:
  - That an EGM is called, following the same petition and notification requirements as all General meetings, the notice of the meeting must also specify that the meeting is being called to vote on dissolving the Club
  - Minimum attendance requirements for the meeting, which must be a minimum of twenty (20) members or three-quarters of the Club membership, whichever is lesser;
  - That only business directly related to potential dissolution is conducted at the meeting
  - That after a representative of those proposing the dissolution states its case, any opposition must be given the opportunity to respond, with at least ten minutes set aside for this purpose;
  - The votes required to pass the motion to dissolve the Club. (this must be no less than twenty (20) members or three-quarters of the club membership, whichever is the lesser).
- The constitution must specify a time period of financial and administrative inactivity after which the Club is automatically dissolved. This period must be no more than eighteen (18) months.
- The constitution must specify that:
  - On dissolution of the Club, the Club is not to distribute assets to members;
  - All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the Club. If no other legitimate Club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the Club which it perceives would be useful to other Arc-affiliated Clubs.

## Anti-discrimination

- The constitution must specify that the Club will comply with Anti-Discrimination legislation in all its activities and procedures, including the granting of Club membership.

## FAQs

### **Is there a sample Constitution we can look at to help us to write our own?**

We strongly recommend that you use the relevant Arc Model Constitution. There are a lot of requirements for constitutions and these will be difficult to address them all on your own. The Arc Model Constitution covers all of them and will make your life a lot easier. You can still make changes – just ask us to for help to check them against our requirements.

### **What do we do if we want to edit or change parts of the Club's constitution?**

Additions or changes to the constitutions can only take place at EGMs or AGMs (or at the IGM held to form your Club). The proposed changes must be discussed and approved by a vote of the members at the meeting, and then submitted to the Clubs team via Orgsync for approval. We recommend that you seek advice from Arc Clubs staff well in advance to ensure that your proposed changes still meet Arc's requirements for Club constitutions.

## Related Documents

Arc Model Constitutions

<https://orgsync.com/78400/files/492689>

Arc Clubs Example Proxy Form

<https://orgsync.com/78400/files/1281681/show>

## Help!

### **Visit Us**

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### **Call Us**

Call us at 9385 9840 during office hours

### **Email Us**

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 8. Club Membership

### What type of Club are we? How are our members classified?

Membership is defined differently depending on the type of Club.

#### Regular Clubs

Membership for Regular Clubs falls under the following categories:

- (Full) Membership: (Full) Membership of the Club must be open to all UNSW students.
- Associate Membership: Associate Membership is open to persons who are not UNSW students.
  - Clubs do not need to have Associate Members.
  - Where a Club does have Associate Membership, this must be specified in the constitution, including eligibility. Clubs can restrict Associate Membership to specific groups (e.g. UNSW staff or alumni), as long as these restrictions don't contravene anti-discrimination legislation.

All members must agree to be a member of the Club by filling in a membership form and paying a membership fee (if the Club collects membership fees). See Clubs Handbook Section 8 for any requirements about membership fees.

#### Constituent Clubs

Membership in Constituent Clubs falls under the following categories:

- (Full) Membership: (Full) Membership of the Club must be open to all UNSW students within the agreed Residence, Program, School or Faculty of UNSW.
  - The Club's constitution will specify the agreed Residence, Program, School or Faculty.
  - Full members must not be charged a membership fee.
- Associate Membership: Associate Membership is open to non-UNSW students or people outside of the agreed Residence, Program, School or Faculty.
  - Associate members can be required to pay a fee (determined by the Executive) and complete a membership form (devised by the Executive).



- Clubs do not need to have Associate Members.
- Where a Club does have Associate Membership, this must be specified in the constitution, including eligibility. Clubs can restrict Associate Membership to specific groups (e.g. UNSW students, staff or alumni), as long as these restrictions don't contravene Anti-Discrimination legislation.

All members must agree to be a member of the Club, in general by filling in a membership form and, for associate members, paying a membership fee (if the Club collects membership fees). See below for requirements about membership fees.

## Membership Benefits & Rights

Clubs are run for the (full) members of the Club. This means that while all members (full and associate) members can be eligible for member benefits including discounts, freebies, event entry and activity involvement, only full members can count towards minimum attendance requirements at a General Meeting of a Club (AGM, EGM or IGM) and vote at these meetings, as well participate in Executive elections (nominating, running for a position and voting).

## Membership Duration

For all Clubs, it is a requirement that **all (full) memberships expire annually**, as no student is obligated to be a member of a Club unless they choose to be. This also applies for Constituent Clubs. In general, (i.e. in the model constitution) duration of (full) membership is from the time a member signs up until the Club's next AGM or the end of Week 1, Semester 1 after they sign up, whichever is later.

## Signing Up Members

To determine a Club's funding level, membership audits are conducted based on the number of members that have signed up to a Club's Orgsync Portal who are also activated Arc members for the year.

You may also choose to keep a separate membership list to gather any other details you may need that would be helpful to running your Club e.g. email address, degree studied, what events they'd

like to participate in, whether membership has been paid. However, Arc calculates membership based on your Orgsync Portal, so encourage all of your members to join you on Orgsync.

**No UNSW student that is eligible to become a member of your Club may be denied membership if they are willing to complete the membership form and pay the membership fee (if there is one).**

### **Signing up members on Orgsync**

Your Club's Orgsync profile will be created automatically once your Club is affiliated, and the Executive member that submitted the affiliation application will be added as an administrator. They can then assign administrator privileges to other Club Executives.

For existing Clubs that are changing over Executives, outgoing Executives should be adding new Executives as administrators. If you are having trouble getting access as a new Executive, please contact the Arc Clubs team for assistance.

Admins can use the 'People' tab on their Club's Orgsync page to approve new members or manage current members.

### **Privacy of Member's Details**

All Arc-Affiliated Clubs must keep their membership databases confidential. Contact details for its members are to remain with the Club Executive and Arc to have sole access. Contact details are never to be given or sold to any other person without the written permission of the individual members(s).

### **Membership Fees**

Clubs may charge membership fees (except to become a (full) member of a Constituent Club, which must be free). A Club's constitution will usually say that the Executive will determine the membership fee each year, however in some cases the constitution may specify the membership fee.

Club membership fees are a great way to raise funds, especially for new Clubs, and can be used to help fund events and pay for the ongoing running costs of your Club. Please keep in mind however

that large or exorbitant membership fees may deter people (especially students) from joining your Club, so make sure to strike a balance between the two.

Whether the membership fee is determined by the Executive or stated in the constitution, Arc requires a specific fee structure if membership fees are charged to ensure benefits for Arc members:

- The Club's membership fee charged to non-Arc members must be at least double that charged to Arc members;
- Associate Membership to your Club costs at least as much as Full Membership for non-Arc members.

The best way to meet this requirement is:

- Set your Club's baseline (full) membership fee assuming that all Club members will be Arc members (Arc membership is free!);
- Charge non-Arc members at least double the baseline fee to become a member of your Club;
- For Club associate membership, charge the same fee as for a non-Arc member to become a Club member.

For example:

- If Arc members are charged \$10 for Full Membership of your Club, non-Arc members must be charged at least \$20 for Full Membership of your Club and Associate Membership for your Club must also be at least \$20.
- If Arc members are charged \$10 for Full Membership of your Club but non-Arc members are charged \$40 for Full Membership of your Club, Associate Membership of your Club must also be at least \$40.

Always make sure to keep accurate records of who has paid their membership fee and issue a receipt for proof of payment for the individual paying. If you're charging for membership, make sure to check for a current Arc membership sticker on their UNSW student card before charging the baseline price.

## Membership Audits

Clubs Executives elected during the AGM Period have until the end of Semester 1, Week 2 in the following year to complete all procedures required to become an Arc member for that year (i.e. for a President elected in October 2017, they have until Semester 1, Week 2 to become a 2018 Arc member. For Executive of New Clubs or Executives that are elected outside of the mandatory AGM Period, they must become an Arc member within 2 weeks of their election (if this is later than the standard requirement).

Club membership audits are conducted at the start of each semester to ensure that Clubs are meeting our membership requirements and to assess funding levels (including determining Secretarial Allowances). Membership Audits check how many of your members are activated Arc members for the current year, and whether all of your Executive are Arc members.

Clubs do **not** need to submit their membership lists to Arc, as membership audits are completed based on Orgsync Portal membership for each Club (tip: make sure as many Club members as possible have joined your Club on OrgSync). Clubs will receive email communication in regards to their Executive membership audit.

Once your members have been counted, your Club's funding level will then be set as **Gold**, **Silver** or **Bronze** based on this number (see Clubs Handbook Section 25 for more details on funding levels). Clubs will also be allocated a Secretarial Allowance for the semester based on your funding level (see Clubs Handbook Section 24).

If your Club fails to follow the instructions in regards to Executive membership audits, your Club's affiliation will be suspended. The suspension will only be lifted when the issues are resolved.

## Terminating Membership

In some circumstances, it is possible to terminate an individual's Club membership, although this must be for a valid reason (such as misconduct, harassment or bullying) and must be approved by a General Meeting of your Club. Under no circumstances does the Club Executive (independently or as a group) have the right to terminate an individual's Club membership. To terminate membership, the following procedure must be followed:

1. A motion must be passed by the Executive or the Executive are petitioned by at least fifteen (15) members to initiate proceedings.
2. All Club members must be notified of the proceedings by a motion on notice at an Extraordinary General Meeting.
3. The member/s concerned must be notified in writing of the proceedings as well as the reasons at least seven (7) days before the meeting.
4. The member concerned is given at least five (5) minutes to speak against the motion at the EGM.
5. For termination to be accepted, the motion must be carried by a majority at the EGM.

If any Club member or Executive feels that they have had their membership wrongfully terminated, they have the right to appeal to the SDC, who will arrive at the final resolution of the matter at their absolute discretion. Please email [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) if you have any issues.

An individual member can decide to terminate their membership to the Club on their own. This should be communicated in writing to the Club's general email and/or the Club Executive responsible for the membership database (usually the Secretary) to ensure that there are records should any disputes arise.

## FAQs

### What is the difference between a Full Club member and an Associate member?

This depends on the type of Club that you are (Regular or Constituent) and eligibility requirements specified in your constitution. For Regular Clubs, all UNSW students must be eligible to be Full members of your Club, while for Constituent Clubs, students within the agreed Residence, Program, School or Faculty of UNSW are eligible for Full membership. Your Club can allow anyone that is not eligible for Full membership to become an Associate member, however you don't need to have Associate membership at all. You can also restrict eligibility for Associate membership to a subset of these individuals, as long as these don't contravene Anti-discrimination legislation (e.g. you can restrict this to only UNSW students, UNSW staff or UNSW alumni).

The rights of Full and Associate members and requirements of membership fees are also different. Please refer to the Membership Fees and Membership Benefits & Rights sections above.

**Can we sign up non-Arc members or non-UNSW students?**

Yes, however the membership fee requirements for these are different. Refer to the Membership Fees section above. Non-UNSW students will also be Associate members rather than Full members, and have different rights. Refer to the Membership Benefits & Rights section above.

**Do members need to log in and sign up with the Club on Orgsync?**

Your Club can use whatever method/s it likes to register members, however there must be at least 5 active Arc members that have joined your Club on Orgsync, Arc funding is determined by the number of active Arc members for that year that have also joined your Club on Orgsync,

**Can my charge Club set the membership fees to be anything we want?**

The Club's membership fees are decided by the Executives of the Club unless they are prescribed in the Club's constitution. Arc has requirements regarding membership fee structures in order to maintain your Club's affiliation. Refer to the Membership Fees section above.

**Does my Club need to charge membership fees?**

No. This is a good way to raise funds for your Club that you will eventually spend back on members, but you can offer membership for free.

**Can we terminate the membership of our Club members?**

Club membership can be terminated, but only voluntarily by the member or through a process that includes a vote of the Club members at a General Meeting of your Club. Refer to the Terminating Membership section above. Club Executives cannot decide to terminate membership on their own (this includes if the Executive as a whole agree that they would like to terminate membership).

**Related Documents**

Orgsync: Add a Portal Administrator

<https://help.orgsync.com/hc/en-us/articles/203702566-Add-a-Portal-Administrator>

Orgsync: General membership management

<https://help.orgsync.com/hc/en-us/articles/203702646-People-Walkthrough>

## Help!

### Visit Us

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)



## 9. Holding a General Meeting of Your Club

### What is a General Meeting?

Clubs hold General Meetings to make decisions about the Club that go beyond the authority of the Club Executives. This includes:

- changing the constitution
- removing an Executive
- removing members of the Club

anything else that a Club's constitution says can only be done (or must be done) at a general meeting (often elections) Arc has some requirements of General Meetings that should be kept in mind, otherwise your Club's affiliation may be suspended or your Club could have their affiliation ceased entirely. This section refers to Arc's minimum requirements and may vary slightly from your Club Constitution (which may set different requirements), so make sure you check your Constitution for any differences.

Note: While you may amend your Club's constitution (including changing the requirements for General meetings), Arc does have minimum standards for constitutions, which must be followed in order to maintain a Club's affiliation. Read more in Clubs Handbook Section 7.

### Arc's role at General Meetings

Arc may send one or more representatives to observe a General Meeting of your Club. Your Club Executives, member/s or other parties may also request that Arc send an observer, especially if it is foreseen that there may be disagreements about how the meeting or elections are run. These representatives must be allowed access to observe the meeting in its entirety, and not be charged a fee to attend. Arc representatives will identify themselves to a Club Executive before the start of the meeting. Unless otherwise agreed to in advance, their responsibilities are only to be an independent observer of the meeting and report their observations to Arc. They are not responsible for running the meeting, ensuring the meeting is valid or intervening in any way. They may *in some instances* be able to provide advice to Executives when requested, however the Executives are responsible for preparing for the meeting and being aware of what is required rather than relying on having someone to ask.



Clubs can also request that an Arc representative be an observer at their General Meeting, especially if there are contentious disagreements within the Club that might result in differing account of events at the meeting. Whether Arc can provide this will depend on factors including the availability of staff members, so if you think this will be required for your General Meeting, please let the Arc Clubs team know as early as possible!

## Where can I find out more information?

Chairing a meeting

<http://www.resourcecentre.org.uk/information/chairing-a-meeting/>

Taking Minutes

<http://www.resourcecentre.org.uk/information/taking-minutes/>

## Related Documents

Clubs Handbook Section 4 –

Existing Clubs Applying for Reaffiliation

Clubs Handbook Section 10 – Guidelines for Elections

## 10. Guidelines for Elections

### What are elections?

In the context of student Clubs, an election is a vote by the members of the Club to decide who will hold a particular position in the Club (mainly Executive Positions such as President, Secretary, Treasurer or Arc Delegate). The election process will differ from Club to Club, depending on things like how many Executive positions there are, and what election requirements are stipulated in the Club's constitution.

### How do we ensure our elections are valid?

Arc will consider Executive elections to be valid as long as they meet the requirements set out in the guidelines below. Arc Clubs Staff may make exceptions if the process followed is judged to be democratic.

### Guidelines

- Executive elections must be democratic and meet the requirements of the Club's constitution. The results of the election are final. The current Executive or any other individuals or groups may not bias the results of the election in any way, for example they may not refuse nominations of eligible candidates, have their votes weighted more strongly, or appoint members to an Executive position rather than the members electing the position.
- Any Club member that is eligible to vote in the election must be eligible to be nominated to any Executive position, unless otherwise specified in the Club's constitution.
  - At most, voting rights can be restricted to members that had joined the Club at the time that notice of the election was given, except in the instance of Executive elections where the position represents a specific subset of members such as year representatives. In this case, voting rights can be restricted to the members represented by this position (e.g. the members in the relevant year of study). Allowances for these positions and restrictions are at the discretion of Arc Clubs staff.

- The Club must keep adequate records of members to determine their eligibility to vote in and stand for election;
- Associate members do not have voting rights.

## Nominations for Executive positions

- Nominations may be made in advance or on the day of the AGM/IGM/EGM, as determined by the Club Executive and/or Returning Officer (unless already decided in the Club's constitution).
  - If nominations are taken in advance, members must receive notice of the nominations period before it's commencement, and nominations must be open for at least 7 days.
- All candidates must have the same opportunity to present themselves and their vision for the position/Club all to the members that are eligible to vote. This could, for example, be the time allotted to make a statement and/or time allotted to taking questions to members.
- If statements are submitted in advance, Clubs may limit the word or character count of these statements, and shorten any longer statements at the predetermined limit, as long as candidates are made aware of the limit before they submit their statement, including what will happen if they exceed it.

## If elections are held outside of a General Meeting (including online or in person through another process):

- The Club must provide at least 7 days' notice to Club members and to the Arc Clubs Office and before voting commences. The election notice must include:
  - the date and time that voting will start & end
  - how voting will take place (at a polling booth, online through a link to be released on the day, etc)
  - details of how and when details about candidates will be released (unless these details are included in the election notice)
  - details of who is eligible to vote, and how they can confirm their eligibility (e.g. *only eligible members that have joined before a specified date is eligible and will receive an email confirming their eligibility within the next 24 hours. If you don't receive this email and believe you are eligible, please contact [designated Club email] by [reasonable deadline]*).

- The Club must hold an AGM or EGM on the next academic day after the voting ends to announce the results of the election. This meeting must adhere to the AGM or EGM requirements (whichever is appropriate) as set out in the Club's Constitution and Arc Clubs Procedures.
  - The election process can be challenged at the AGM/EGM by any member who wishes to. If a vote of the members at the meeting shows that they believe that the process by which the election took place was undemocratic, the election must be re-held. The same requirements apply to the re-held election, except that:
    - Members eligible to vote in the new election must be the same as in the original election;
    - Members at the meeting may pass a motion that nominations do not need to be opened again.

## Online elections

See above for requirements of all elections held separately to a General Meeting of a Club, including online. In addition, the following requirements apply:

- Elections may only be conducted online if this is stated within the Club's constitution, for example: *The Executive of the Club shall be elected from the full members. Elections shall take place at the Annual General Meeting (and Extraordinary General Meetings, where relevant), or through an online process that satisfies the election requirements set out in this constitution. The results of online elections shall be declared at a General Meeting held within 14 days of the conclusion of voting.*
- The link for the voting must to be emailed to all members that are eligible to vote.
  - A copy of this should be forwarded to [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au), but does not need to include a valid voting link.
- Voting must be open for a minimum of 24 hours.
- The election system must be able to administer voting in a way that adheres to the requirements set out in the Club's constitution and in these guidelines, e.g. only permits votes by members of the Club and allows only one vote per member.
- Where the online election system records the votes of each individual voter, this information must not be disclosed to any individuals other than those administering the

election process (Executive and/or Returning Officer) and Arc. Any Executives that are standing for election should also be restricted from accessing the voting records.

### **Proxy Votes**

A proxy vote can be used when a member of the Club that is eligible to vote at the General Meeting is unable to attend the meeting, but has signed a proxy form allowing their vote to be cast by someone else. Arc requires that any Clubs holding a General Meeting on a non-academic day must allow proxy votes at that meeting. This means that if your Club's constitution specifies that your Club can only hold General Meetings on an academic day, then you don't need to allow proxy votes at all.

Arc has an example proxy form that you can use. At minimum, Club members who want to vote by proxy must write their full, student number, sign and date the form and write the full name and student number of their proxy. Club members may choose to specifically state how they intend to vote on a particular motion on the form or they may leave it up to the discretion of their proxy holder. The proxy holder must bring all proxy forms to the meeting and show them to the returning officer before they can cast those votes.

Quorum for the meeting (the minimum number of voting members that must be at the meeting in order for it to be valid) is calculated on the number of voting members in attendance at the meeting (so proxy votes don't count). On the other hand, proxy votes are included when calculating the number of votes needed for a motion to pass.

### **The importance of Returning Officers**

Impartial Returning Officers are a good way to ensure that elections are run fairly. The role of a Returning Officer is to oversee the election process (including receiving nominations, determining eligibility to vote and stand for election, distributing voting forms, collecting and counting votes).

Unless prescribed in the Club's constitution, there aren't requirements for how and when Returning Officer/s are appointed, however you should keep the following in mind:

- The process of appointing a Returning Officer should be clear and available to members
- It is important that members (especially candidates) feel that they can trust the Returning Officer to be unbiased in how they administer the elections

- The Returning Officer should be impartial, i.e. they don't have any stake in the outcome of the election (e.g. they aren't a candidate for a position themselves, aren't campaigning on behalf of a candidate, and don't have close ties with candidates)
- The Returning Officer doesn't necessarily need to be a member of the Club

Read the next section for information about requesting that an Arc representative to be the Returning Officer for Club elections.

## Arc's role in elections

See Clubs Handbook Section 9 for information on Arc's role in General Meetings. Clubs can request that an Arc representative be the Returning Officer for their elections, especially if there are contentious disagreements within the Club that would affect the election. Whether Arc can provide this will depend on factors including the availability of staff members, so if you think this will be required for your election, please let the Arc Clubs team know as early as possible!

## FAQs

### Can members vote at elections even if they aren't physically present?

Members can only vote if they are not physically present if the constitution either allows proxy votes or online voting.

### Can the same member be re-elected for the same position more than once?

Yes, the same member can be re-elected in the same position by a vote of the members at the meeting, as long as they are still eligible to hold the position.

## Where can I find out more information?

Chairing a meeting

<http://www.resourcecentre.org.uk/information/chairing-a-meeting/>

Taking Minutes

<http://www.resourcecentre.org.uk/information/taking-minutes/>

## Related Documents

Clubs Handbook Section 3 – Starting a Club

Clubs Handbook Section 4 –



Existing Clubs Applying for Reaffiliation

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 8 –

Club Membership

Clubs Handbook Section 9 – Holding a General Meeting of Your Club

Clubs Handbook Section 23 – Location and Equipment Bookings

Arc Clubs Example Proxy Form

<https://orgsync.com/78400/files/1281681/show>

## Help!

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### Call Us

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### Email Us

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## 11. Being a successful Club Executive

### What are Club Executives?

A Club Executive is made up of members who are elected at a general meeting, to fill constitutionally mandated roles. Each of these roles **must** have a role description in the Club's Constitution. This means that your Executive may only consist of the positions listed in your Constitution and must have a member elected to each role that is defined.

### Important Information for new Club Executives

**Congratulations on your new role! Being a Club Executive provides you with an outstanding opportunity to contribute to the future of your Club whilst also learning new skills that can assist you in life! Before you get into the exciting plans, it's important you are aware of what being a Club Executive means and the associated risks with the position. We encourage you to read all of the relevant Clubs Handbook Sections, complete your Executive Training and seek internal and external advice.**

- Make sure to sign and abide by the Arc Clubs Affiliation Agreement (this is a requirement for your Club to be affiliated), including (but not exclusive to):
  - Make sure to become an Arc member
  - Read & understand the Arc Clubs Alcohol Policy (see Clubs Handbook Section 16) and ensure that your Club abides by this at all its events (breaches may result in your Club's affiliation being suspended or your Club becoming disaffiliated)
  - Make sure at least one person from your Club Executive attends Club Briefings and reads official Arc emails, and passes on all relevant information to the rest of the Executive
  - Display the Arc Clubs logo on all Club publicity material & publications, including your Club's own website (if there is one)
  - Making sure the Club's financial records are kept up to date
  - Make sure to keep your Club's member details confidential
  - Read & understand Arc's Club incident reporting requirements (see Clubs Handbook Section 21)

- Read & understand Arc's insurance coverage in relation to Club activities, including its limitations (see Clubs Handbook Section 17)
- Understand the impact of incorporation (see Clubs Handbook Section 19)
- Understand existing insurance coverage for the Club (see Clubs Handbook Section 17)
- Understand the risks associated with your Club and its events
- If you have been elected to the position of President, Secretary, Treasurer or Arc Delegate (or your Club's version of these roles), you must complete compulsory Executive Training. All other Executive have access to the content of this training online. See Clubs Handbook Section 12 for details.

## How to operate your Club successfully

For a Club to operate successfully, each member of the Executive must take on different but important roles. It is vital that all Executive members are aware of their own requirements and responsibilities, and communicate these responsibilities and expectations with each other.

All Clubs are expected to be run democratically and fairly, and decision making ability and responsibilities should never rely solely on one Executive role.

### Managing your Club email

Your Clubs email is integral to the successful operation of your Club as it is often the first point of contact for potential new members and external parties to the Club will have with you. It is advisable to have at least one general email address that all Executives have access to. This ensures that any enquires can have a timely response.

Further, each portfolio may also have their own distinct emails, which can be divided amongst directors if needed. An example where this would be a good idea would be if there is an 'Events' department within the Club that specifically liaises with sponsors to host events. Having a separate 'Events' team emails for each director ensures streamlined communication between the director and their sponsor. This also ensures that emails do not get mixed up between directors and don't go unseen.

When submitting grant applications, it is highly advisable that the same Club email is used for every grant application, preferably an email that all the Executive have access to. This ensures that any feedback that is given in regards to a grant can be read by all the Executive, ensuring that the Club does not make the same mistake twice. It also keeps all the information in once place, makes it easier to look over any communications with Arc, and makes it easier for Arc to know which email to use when contacting your Club.

## Handover

At the end of your term as a Club Executive, you may have found that your duties were fulfilled quite satisfactorily and that the Club has had a successful year – if so, congratulations! However, this does not ensure the Club's success in future years.

Handover documents are important to continue and even improve upon the standard of performance of the Club from year to year. Ideally, each Club Executive member should write a handover for the incoming Executive, specific to each role. It is a good idea to upload these documents to OrgSync so that each year, new Executive members can learn from the previous documents. The handover document should report on three main things, which will be covered in the following sections: how to perform the role, what happened during the year, and suggestions for the next year.

A good handover document will have the new person in your role feeling confident and motivated about taking on their new role as a Club Executive. Be sure to include your name and contact details in case the new Executive member wants to clarify anything with you.

## How to perform a role

Include essential information that will need to be passed on from year to year. It may include things like:

- user names and passwords for the Club's email, website admin, Facebook, Twitter, etc.
- details about the Club's bank account
- a calendar of the year's events
- timelines on the production of each of these events
- a rough budget for the year
- important contacts e.g. suppliers/printers/caterers/sponsors, etc.

- how to best use OrgSync

### What happened this year

You should cover all the events you organised this year. Make sure to include:

- deadlines for organising different elements of the event
- the event budget, which states actual expenditure and a record of receipts of each purchase
- the organisation of the event on the day
- the outcome of the event and any suggestions for future years

### Suggestions for next year

This section does not need to be too detailed. It should mainly be advice or ideas that you can suggest to the new Executive member that may help them in their role. It could include information on:

- best places to find sponsorship
- what not to do in events planning
- other ideas for events
- things you wish you'd known when you started

## FAQs

### **How many Executive members can we have? Can we create extra positions other than the ones suggested and listed by Arc?**

There is no maximum limit to the number of positions that a Club can have, but that does not mean that Clubs can have positions that are not necessary for the Club. See Clubs Handbook Section 7 (Club Constitutions).

### **Are there specific roles that are mandatory for each Club to have?**

Yes, the core roles that every Club should have are President, Treasurer, Arc Delegate and Secretary. For more information, see Clubs Handbook Section 7 (Club Constitutions).

### **Can we have multiple people in one position?**

Yes, as long as it is correctly specified in your Club's constitution. For more information, see Clubs Handbook Section 7 (Club Constitutions).

### **Who do I contact if I am struggling to manage the Club?**

Contact the Arc Clubs team for advice on management of the Club.

## **Related Documents**

Clubs Handbook Section 4 –

Existing Clubs Applying for Reaffiliation

Clubs Handbook Section 5 – Affiliation Suspensions

Clubs Handbook Section 6 – Communication Between Arc & Clubs

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 8 –



Club Membership

Clubs Handbook Section 9 – Holding a General Meeting of Your Club

Clubs Handbook Section 10 –Guidelines for Elections

Clubs Handbook Section 12 –

Executive Training

Clubs Handbook Section 13 – Legal Help

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 16 – Arc Clubs Alcohol Policy

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 18 – Club Financial Management

Clubs Handbook Section 19 – Incorporation

Clubs Handbook Section 20 –

## Complaints & Grievances

Clubs Handbook Section 20.1 – Resolving Disputes Internally

Clubs Handbook Section 21 – Incident Reporting

Clubs Handbook Section 22 – Managing Club Events

Clubs Handbook Section 23 – Location and Equipment Bookings

Clubs Handbook Section 24 – General Resources

Clubs Handbook Section 25 – Funding & Grants

Clubs Handbook Section 26 – Arc Events: O-Week, O-Day, Foundation Day and more

Clubs Handbook Section 27 – Promoting your Club

Clubs Handbook Section 28 – Fundraising and Sponsorship

Clubs Handbook Section 29 – Club Recognition

## Help!

### Visit Us

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### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 11.2 Being a successful Vice President

### What is a Club Vice President?

The Vice President (VP) role/roles is all about support. Vice Presidents take on an important leadership role in the Club, and are there to help wherever they are needed. While VPs often have, specific tasks assigned them, they must work closely with the President and other Executives to ensure that the Club runs smoothly.

### What are the responsibilities of a Club Vice President?

The Arc Clubs Procedures suggests the following responsibilities for the Vice President

- In the absence of the President, to chair all Club Committee, General and Annual General Meetings (held during their term) of the Club;
- To assist the President in coordinating the activities and administration of the Club;
- To have a thorough knowledge of the Club's Constitution;
- To ensure that changes made to the Constitution at an EGM or AGM are in line with Arc requirements;
- To ensure that any motions made at any Meeting of the Club are reflective of the Constitution;
- To ensure that Arc is informed of any changes to the Executive;
- To liaise with fellow Executive members and Club members; and
- To assist the President in their duties wherever practical.

*Note: Depending on the Club and its constitution, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.*

### Some tips to do a good job

The most important thing for a Vice President is to be accessible. VPs need to be available to the President but also other portfolios within the Club, to be able to lend a hand wherever possible. This means that communication is particularly important as an important role of the VP is to maintain

and develop these channels of communication between the President, the rest of the Executives and the rest of the Club. As with the President, it is important that you manage your time effectively, have strong planning and organisation skills and the ability to work effectively as a team.

One key way that the Vice President can support the Executive team is to consider the risks associated with your Club and its activities, and if necessary discuss with your Executive team whether the Club should incorporate and/or purchase its own insurance.

## Related Documents

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 12 – Executive Training

Clubs Handbook Section 13 – Legal Help

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 19 – Incorporation

## Help!

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## 11.3 Being a successful Treasurer

### What is a Club Treasurer?

Treasurers are all about the money. The Treasurer is tasked with managing Club funds and ensuring that they are used in an appropriate way. Treasurers have the important responsibility of paying bills, holding petty cash, banking income and ensuring that all necessary Club financial records are maintained and kept up to date.

### What are the responsibilities of the Treasurer?

According to the Arc Clubs Model Constitution, the Treasurer has the following responsibilities:

- To keep and maintain all Club financial records;
- To hold cheque books, petty cash tins etc;
- To keep the Club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters;
- To carry out financial transactions as directed by the Club management;
- To not lend money, under any circumstances to themselves, Club members or other Clubs;
- To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- To not put the Club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- To always insist on a receipt or docket to validate any expenditure by the Club;
- To pay all accounts by cheque;
- To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- To always provide a receipt to a person who gives money to the Club for any reason and bank all money received immediately
- To ensure the Club has at least two and not more than three signatories who are Executive members to the cheque account;
- To ensure that Club funds are not misused at any time; and

- To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;
- To ensure that under no circumstances are any expenses to be met without documentation.

*Note: Depending on the Club and its constitution, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.*

## Some tips to do a good job

One of the most important things for the Treasurer is ensuring to keep-up-to-date. It is really important that all accounts are settled in a timely fashion and that records are maintained and up-to-date to ensure that everything is accounted for and that, if necessary, someone else from the Club could come in and take over from the Treasurer.

Treasurers are responsible for managing and maintaining the **General ledger**, which is the running ledger that confirms all transactions for the Clubs for the year (petty cash, deposits, bank transfers etc.). You can see further information about this in Club Financial Management (Clubs Handbook Section 17).

It is advisable that you allocate some time at least weekly to update the Club records. As such, good time management is particularly important. It is also crucial that the Treasurer is intimately aware of what records need to be kept as well as the requirements set out by Arc for financial management (see Clubs Handbook Section 18 (Club Financial Management) for more details). The Treasurer needs to work as part of a team to ensure that the entire Exec is kept updated on the treasury and the funds available for running activities and buying items for Club use.

The Treasurer is also responsible for ensuring that there are planned budgets both overall and for specific events, especially if the organisers have limited skills with budgeting and finances. As part of this, it is also advisable that the Treasurer assist the Arc Delegate or event organiser in completing grant applications.



## Related Documents

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 12 – Executive Training

Clubs Handbook Section 13 – Legal Help

Clubs Handbook Section 18 – Club Financial Management

Clubs Handbook Section 25 – Funding & Grants

Clubs Handbook Section 28 – Fundraising and Sponsorship

Arc Club Financial Templates

<https://orgsync.com/78400/files/777461>

## Help!

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### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 11.4 Being a successful Secretary

### What is a Club Secretary?

The Secretary is tasked with keeping the Club records and ensuring that meetings (and the general management of the Club) runs smoothly. The Secretary is the first point of contact for correspondence and is responsible for ensuring that tasks are completed.

### What are the responsibilities of a Club Secretary?

According to the Arc Clubs Model Constitution, the Secretary has the following responsibilities:

- To be responsible for receiving and replying to all correspondence on behalf of the Club;
- To organise meetings, agendas (in consultation with the President), and minutes;
- To keep relevant Club papers in order;
- To coordinate elections; and
- To maintain the membership list, updating when changes are made.

*Note: Depending on the Club and its constitution, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.*

### Some tips to do a good job

Effective time management is one of the most important traits of a good Secretary. The Secretary needs to ensure that all records are kept up-to-date, meeting agendas go out on time and minutes are typed and distributed promptly. Obviously, communication skills are important as the Secretary is required to communicate closely with the Executive as well as dealing with external correspondence. Further, organisational skills are important to ensure that meetings run smoothly and records are kept up-to-date.

## Where can I find out more information?

Taking Minutes

<http://www.resourcecentre.org.uk/information/taking-minutes/>

## Related Documents

Clubs Handbook Section 6 – Communication Between Arc & Clubs

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 8 – Club Membership

Clubs Handbook Section 12 – Executive Training

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## 11.5 Being a successful Arc Delegate

### What is an Arc Delegate?

Arc Delegates are responsible for ensuring that the Club Executives are aware of Arc Clubs policies and procedures, especially in regard to affiliation and applying for grants. The Arc Delegate should also have a good working knowledge of the Clubs handbook.

Arc Delegates have an important responsibility to develop a close working relationship with Arc, to make sure that all requirements are met, ensure forms are complete and submitted on time, and to make Executives aware of any changed policy or procedures that impacts their Club.

### What are the responsibilities of the Arc Delegate?

According to the Arc Clubs Model Constitution, the Arc Delegate has the following responsibilities:

- To be aware of the Arc funding system, it's requirements and its possibilities for the Club;
- To communicate with the Executive before and after each Arc Clubs Briefing to pass on information (about grants etc);
- To liaise with Arc and the Club's Executive;
- To have a good working knowledge of Arc forms;
- To collect mail on behalf of the Club from the Arc Clubs Space at least every two weeks; and
- To attend Arc Clubs Briefings or nominate a fellow Club member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, Club, and the date of the meeting they cannot attend).

*Note: Depending on the Club and its constitution, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.*

### Some tips to do a good job?

A good Arc Delegate is one with strong communication skills, ensuring that they remain well-aware of issues at Arc and everything that might affect their Club. The Arc Delegate needs to be diligent, making sure that they are kept regularly updated of issues. Arc Delegates should also possess a good

working knowledge of OrgSync and the processes involved in submitting forms for affiliating, reaffiliating and applying for grants. The Arc Delegate should be working alongside the Treasurer when applying for the Clubs Grant.

If there is something that the Arc Delegate does not understand, or if there is some particular issue facing your Club which Arc may be able to assist with, it is important that the Arc Delegate communicate with Arc. The Clubs and Grants Officers have dedicated times for consultations to help you out so make sure to drop in! Meeting Arc's administrative requirements are vital to the successful functioning of the Club, therefore, it is important that the Arc Delegate has strong teamwork skills to effectively work with other Executive members to ensure all requirements are met and run the Club smoothly and effectively.

## Related Documents

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 12 – Executive Training

Clubs Handbook Section 29 – Club Recognition

## Help!

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## 12. Executive Training

There is online training available as part of the Executive Recognition Initiative.

From 2018, Arc will provide training to Club Executives to heighten their awareness of the responsibilities and liabilities of their roles. This will apply to Club Executives that are elected during or after the 2017 AGM Period in Semester 2, 2017.

**Executives elected to the positions of President, Secretary, Treasurer and Arc Delegate between 11 September 2017 and 18 February 2018 must complete compulsory in-person training by 9 March 2018 (Friday Week 2, Semester 1, 2018).**

Training sessions will be offered at least monthly, starting in Week 13, Semester 2, 2017). Where a Club has one or more of these Executives fail to attend a training session by the required deadline, the Club's affiliation will be suspended until the requirement has been met (additional training sessions will be offered for this purpose).

Areas of training that are compulsory for the President, Treasurer, Secretary and Arc Delegate include (but is not limited to):

- Arc & UNSW insurance coverage and limitations
- The confidentiality of student data and restrictions on sharing this information with third parties
- Contracts, including sponsorship agreements
- The limitations and responsibilities of their roles
- Best practice handover processes
- Consideration of whether the Club should incorporate under the Associations Incorporation Act 2009 or register as a company under ASIC.

This training will also be made available to other Executives online.

### Related Documents

Clubs Handbook Section 11 – Being a Successful Executive

## Help!

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## 13. Legal Help

This section includes overview of the most common legal topics that apply to the proper running of your Club. This information is general only and should not be taken for legal advice as advice can change depending on your Club's particular circumstances. This section is also not exhaustive. We've tried to cover the most relevant legal information for Clubs, but it would be impossible to anticipate everything that Club's may need to know.

### Contracts

Your Club may enter contracts often, from hiring venues for a night out to purchasing t-shirts to wear at your next fundraiser. You might not think twice about it, but you should. **Contracts are legal documents with real consequences and liabilities attached.** Executives (and other Club members who might help organise events or Club purchases) need to be very careful about signing any commercial agreements in their own name for Club business.

You should:

- Always read any document before signing it
- Never be forced into signing a contract
- Get advice if you don't understand what your rights and obligations are
- Correctly identify the parties:
  - If your Club is unincorporated, don't say otherwise
  - Never represent that the Club is acting on behalf of UNSW,
  - Make sure the contract states the complete name of the business (and ABN)
- Pay attention to:
  - the amounts to be paid and by whom
  - any specific dates where performance is required
  - the duration of the agreement
  - penalties for breaching terms or cancelling the contract
  - termination clauses
  - whether any of the written terms are not what was agreed to verbally
- Never sign a contract if the Club can't comply with the terms



- Never ever pay an invoice out of a personal bank account. If the Club funds aren't enough to cover the amount needed, don't sign the agreement

Clubs may also want to consider incorporation where the Club's liability under the contract could go beyond Club's assets. Neither Arc nor UNSW will protect the Club (and this means the Executive!) from a breach of contract, so if your Club can't comply with the terms and conditions agreed to, Executives can be held personally liable.

*If someone is paying money to the Club....*

If you offer services to other companies for payment, make sure you have a written agreement setting out your costs, the specifics of what you have agreed to do, important dates for payment, and any penalties for cancellation. You should also include an invoice and specify how payment is to be made.

## Sponsorship & Promotion

Some Clubs may choose to approach external companies for additional (usually financial) support. This arrangement should be documented in a written agreement.

As with any legal contract, it's important to know your rights and obligations before you sign (see Contracts information above). You may think that a sponsorship agreement will be a simple exchange of money (for the Club) for advertising/promotion (for the Sponsor) but there are some things you should pay attention to when entering a sponsorship agreement:

- Who are the parties?
- What is the sponsorship fee? When and how is it paid? Make sure these details are clear.
- Is this ongoing agreement or a one-off for a specific event? You need to know when the Club's obligations to the sponsor end.
- What benefits does the Sponsor get in return? Can the Club provide all those benefits?
- Are there any branding requirements to comply with?
- Do you need any other parties' permission? E.g. if the sponsor will come onto campus to set up a stall, you need to check with the Clubs Office (in general, a Club's sponsors cannot set up their own stall on campus, but a sponsor can have a *small* presence at a Club's event or stall).

- What does the agreement say about Intellectual Property (IP) ownership? Does each party have to grant the other a license to use their IP?
- Is there an exclusivity clause (i.e., are you limited to only have one sponsor)?
- How can the agreement be terminated? What are the responsibilities of each party if part of the agreement has already been performed?

You need to make sure that the Club can comply with all the terms of the agreement before signing. Be wary of agreements which require action from Arc or UNSW because a Club can't enter agreements on behalf of another party.

## Fundraising

Some fundraising appeals require an authority or licence. If you are raising money from the general public, you need a licence from the Office of Fair Trading NSW.

Note: a licence is not required to collect Club membership fees.

If you're not sure whether your activity requires a licence, get advice or go to:

<http://www.fairtrading.nsw.gov.au>

If you are raising money on behalf of an existing charity, a member of the Executive should contact them directly. They may already be an authorised fundraiser and may be able to authorise fundraising activities for the Club under their own license. You will also need permission in writing to collect money on their behalf. The Club may also need to satisfy certain conditions: e.g. branding the charity, providing an income statement, etc. The Club may also be covered by the charity's public liability insurance.

## Waivers

Where the nature of your Event might involve a lot of risk, Club members (or whomever is participating) should be asked to sign a waiver of liability before participating.

A waiver is like a warning that there are risks involved in participating (however unlikely they may be) and asking participants if they will assume those risks and participate anyway. It is good practice to use a waiver if there is a chance that participants could get hurt (or suffer property loss) at a Club event (e.g. social sports, bush walking, overnight camps). E.g.

*I agree that participation in the event is strictly voluntary and at my own risk.*

*I agree that all due care has been taken by the organisers and the Club, Executives and Arc will not be held responsible for any damages to personal property, injury or death that may occur during Club events.*

Think about the potential risks:

- Is physical fitness or skill important?
- Does the activity require disclosure of medical conditions etc.?
- Is the venue in a remote location where it may be difficult to access emergency services?
- Are participants required to be separated from their personal belongings (e.g. leaving luggage in a cabin during the day on an overnight camp)?

Some activities have an inherent amount of risk that will be assumed by the participant. The *Civil Liability Act 2002* (NSW) limits a person's ability to sue others for personal injury where they engage in a dangerous recreational activity and are injured because of an inherent risk in that activity.

A waiver may not eliminate risk altogether (where injury is due to Club negligence) but it will help to limit liability if something does go wrong.

If you think you may need a waiver, the Clubs Office can provide you with a template. You can also get advice so it can be tailored to your specific event and activity.

Waivers can also be used if the Executive wants to use any photos/video footage of the event for promotional material. Members/attendees can be asked to waive their rights in relation to the use of their likeness (usually called a "release").

Keep waivers in a safe, private location (scanning and emailing copies is a good way to store important documents as well). You should never force someone to sign a waiver, but explain that it is a condition of participating that they agree to sign the waiver.

Arc has some template waivers and terms & conditions that you can use for your event. Please contact the Arc Clubs team with some general details about your event (including location, whether people will be registering in advance and whether the event is free or paid).

## Copyright

### General Copyright

Copyright protects literary works (articles, novels, screenplays, song lyrics); computer programs; artistic works (paintings, drawings, cartoons, photographs); musical works and sound recordings; films; broadcasts (TV and radio). If the Club didn't create it, chances are you need permission to use it.

### Logos

Clubs should never use another organisation's logo without permission (including the UNSW logo). Companies take their brand very seriously and the Club could get in real trouble for using a registered Trade Mark without permission. If your Club has a sponsorship agreement with an external company, make sure to include mutual permissions and branding requirements (including how you want that company to promote your Club).

Never try to adapt another organisation's logo/trade mark for Club promotion. If the Club's design is too similar to an existing trademark, this could lead to breaches of the Copyright Act.

### Movie screenings

In general, you need a licence from the copyright owner to screen commercial movies in public. The fact that you have legally bought a DVD or video does not give you the right to screen it (and anywhere outside your home will be considered public), even if there is no charge to watch the film. This applies to both local and International movies as most productions will have an international distribution.

Please don't try to be clever by filming a movie on your iPhone; making copies of films for public screenings is also illegal.

You will need to contact a film supplier for permission. Roadshow Public Performance Licensing (PPL) ([www.roadshowppl.com.au](http://www.roadshowppl.com.au)) holds the majority of licences for movies in Australia and overseas.

### Streaming TV shows

Most streaming services will be limited for private use. For example, if you have a subscription with Foxtel, you have already agreed not to screen any Foxtel content in a public area (unless of course

you have a business subscription). However, there is nothing stopping a group of people watching content together on individual broadcasting devices.

### **Using photos and images**

Unless it is a photo you have taken yourself or is available from a free image website, you should get permission from the copyright owner. Contrary to popular opinion, just because it is on the internet, doesn't mean it is for public use. Using an image found online through a Google Image search can still violate copyright law.

Depending on where you found the image, you should get in touch with the content owner/website host and ask if you can use the image. Generally if you give credit to the original source, it's OK but you need to check.

### **Income tax/GST**

Clubs may have to pay income tax on proceeds that they receive from their fundraising activities. Income may come from selling items (food sales/merchandise) to the public or ticket sales (from non-members) for events, etc. This will depend on whether it is exempt from income tax. In general, Arc Clubs will be exempt as they would fall into one of the following categories:

- community service organisations
- cultural organisations
- sporting organisations

Non-profit organisations are required to make a self-assessment of income tax status. This should be done yearly via this form: <https://www.ato.gov.au/Forms/Income-tax-status-review-worksheet-for-self-assessing-non-profit-organisations/>

Being exempt from income tax means that your organisation will not be assessed on its receipts and it does not need to lodge an income tax return (unless specifically asked to).

Non-exempt Clubs must pay tax on any income over \$416 per year (up to \$915). A Club that generates income above \$915 per year is liable to pay tax on the entire amount of income.

Understanding tax can be tricky, so if your Club has a lot of income and expenditure, it may be worth engaging a professional accountant who can advise on your financial obligations.

## Australian Business Number

### What is an ABN?

The Australian Business Number is a unique 11-digit number that identifies your group to the government or community.

### Do we need an ABN?

It is not compulsory for a not-for-profit organisation to have an ABN unless it has a goods and services tax (GST) turnover of \$150,000 or more (in which case it is required to register for GST, and must have an ABN to do this). However, even if your organisation is not required to register for GST, it can be helpful to have an ABN.

An ABN does not create a separate legal entity. You can have an ABN while being an unincorporated association.

BUT

- If your Club provides services to other businesses without an ABN, they must withhold 46.5% tax from any payments made to the Club.
- You also need an ABN to register a website domain name that ends in .au
- Hiring or purchasing agreements may also require your Club to have an ABN.

ABNs are administered by the Australian Taxation Office (ATO) and registration is free.

Note: ABN is not the same as a TFN. You will still need a TFN to lodge a tax return.

It is also not the same as registering a business name (you first need an ABN to apply for a business name). An ABN is only necessary if the Club conducts any business transactions – it does not provide any legal protection or give an exclusive right to trade under the Club's name.

### How do we apply for an ABN?

Apply here <https://abr.gov.au/For-Business,-Super-funds---Charities/Applying-for-an-ABN/>

## Where can I find out more information?

Australian Competition & Consumer Commission – Contracts & Agreements

<https://www.accc.gov.au/consumers/contracts-agreements>

NSW Fair Trading – Consumer Contracts

<https://www.accc.gov.au/consumers/contracts-agreements>

Sponsorship Guide for the Volunteer Sector

[http://www.ofv.sa.gov.au/\\_data/assets/pdf\\_file/0018/8064/detailed-sponsorship-guide-for-community-groups.pdf](http://www.ofv.sa.gov.au/_data/assets/pdf_file/0018/8064/detailed-sponsorship-guide-for-community-groups.pdf)

Not-For-Profit Law Information Hub – Guide to Fundraising (NSW)

[https://www.nfplaw.org.au/sites/default/files/Guide to Fundraising 0 0 0.pdf](https://www.nfplaw.org.au/sites/default/files/Guide%20to%20Fundraising%200%200.pdf)

Australian Copyright Council

<http://www.copyright.org.au>

Australian Tax office – Do you have to pay income tax?

<https://www.ato.gov.au/Non-profit/Your-organisation/Do-you-have-to-pay-income-tax-/Review-your-tax-status/>

Australian Tax Office – How GST works

<https://www.ato.gov.au/Business/GST/How-GST-works/>

ABN Information: Australian Business Register ‘ABN Explained’

<https://abr.gov.au/For-Business%2C-Super-funds---Charities/ABN-explained/>

## Related Documents

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 19 – Incorporation

Clubs Handbook Section 27 – Promoting your Club

Clubs Handbook Section 28 – Fundraising and Sponsorship

## Help!

If you need more help on any of these areas (particularly if there is an issue to be resolved) or have questions about topics that aren't covered here, contact Arc Legal & Advocacy

([advice@arc.unsw.edu.au](mailto:advice@arc.unsw.edu.au)).



## 14. Work Health and Safety (WHS)

### What is WHS?

WHS stands for Work Health Safety. The *Work Health and Safety Act* is designed to protect people in the workplace by providing uniform safety practices across Australia based upon the best safety practices from around Australia as well as International Standards.

### How does WHS impact my Club?

As the Executive of an Arc affiliated Club, you are legally required to:

- Take reasonable care for your own safety
- Take reasonable care for that your acts or omissions do not negatively affect the health and safety of other persons
- Comply, as far as you are reasonably able, with any reasonable instruction that is given by Arc or UNSW (including cooperating with any reasonable Arc and/or UNSW policy or procedure relating to health or safety that you have been notified of).

As a result, Clubs are expected to develop a Work Health & Safety Policy, (as part of a larger Risk Management Policy and Procedure of the Club); planning and conducting all Club events in a fashion which is in line with said procedure, as well as ensuring to inform their members that they will be required to have read and understood the Risk Management Policy and Procedure, and must exercise reasonable care to adhere to these procedures. Clubs should consider their personal responsibility for Work Health & Safety, when developing a WHS Policy. You can refer to Arc's WHS Policy & Arc's Work Health and Safety Management System (WHSMS) when developing your own WHS Policy.

Club Executives are also generally responsible for:

- Taking reasonable care to not endanger your own or other people's health and safety in the course of Club-related activities and events
  - This includes not willfully placing at risk the health, safety and wellbeing of others or misuse safety equipment



- This includes engaging in safe work practices, where applicable
- Reasonable care describes the standard of care that must be met. It means doing what a reasonable person would do under the circumstances.
- Ensuring that executive members participate in WHS education and training as provided by Arc where possible.
- Engaging in safe work practices (where applicable) to ensure your own health and safety and that of others who may be affected by your acts or omissions.
- Seeking WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Participating in discussion and consultation on the management of WHS risks that may affect them and/or their Club members.

This also requires that **when conducting events, activities or meetings on their premises**, Clubs follow all of Arc and UNSW's Workplace and Safety Management Systems ("WHSMS"), and WHS protocols set by the organisations, as well as to ensure that all your members do the same. This includes, but is not limited to:

- Cooperating with Arc or UNSW WHS Policies & Procedures, such as
  - Familiarise yourself with Arc, local and University-wide emergency procedures and cooperate with directions from emergency wardens.
  - Engaging in safe work practices (if applicable) whilst on any Arc premises, taking reasonable care for your own health and safety and that of other who may be affected by their acts or omissions.
    - When undertaking tasks using Arc's resources (guillotines, badge makers, BBQs, etc.), familiarise yourself with and follow the relevant Safe Working Procedures.
  - Planning and conducting events in a fashion which is in line with UNSW and/or Arc's Risk Management Policy and Procedures
    - This includes, but is not limited to, complying with any and all venue terms and conditions.
  - Any electrical equipment that includes power cords, plugs (etc.) used at events must undergo tagging and testing inspections to ensure safety (this also applies to equipment that is stored on Arc or UNSW premises).

- It is the expectation that Clubs Executives will inform their members of relevant safety procedures & protocols, including Safe Working Procedures and Emergency Evacuation Procedures relevant to tasks undertaken on Arc or UNSW premises, as well as taking reasonable steps to ensure adherence to these procedures.
- Wear appropriate clothing, footwear and protective equipment for the work being done and properly use relevant safety devices.

Overall, WHS will require a few pieces of paperwork, some communications to Club members and taking a few simple measures of additional care, but will achieve safer practices when it comes to events and activities, facilities and Club involvement.

## Further Assistance With WHS

It is understandable that the language of the legislation and all the policies and procedures can be quite confusing and difficult to wrap your head around. Don't sweat: there are plenty of resources you can use to find out more. Arc has a WHS Knowledgebase you can make use of or check the Safe Work Australia website.

## Tagging & Testing

Any electrical equipment that is used at a Club event on campus or that is stored in an Arc or UNSW facility needs to be Tagged & Tested before the event or before storage (whichever is relevant), at no point any equipment that has not been Tagged & Tested or has not passed the test should be used by a Club.

Arc provides some tagging & testing services to Clubs free of charge. The dates when Tagging & Testing will take place throughout the Semester are in the Clubs Newsletter. Clubs can also have their equipment tagged and tested externally by a licensed provider.

For any questions regarding Tagging & Testing or use of electrical equipment at a Club event, get in touch with us via mail: [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au).

## FAQs

### What do we need to do if we are serving food at our events?

Use the Safe Food Handling Guidelines (available on Orgsync), conduct risk assessments for events where food is involved and use clear signage about any ingredients that may cause allergies (or at least ensure that Club members supervising the event have ready access to this information, if asked).

### Where can I find out more information?

SafeWork NSW – Work Health and Safety legislation

<http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>

*Note: In relation to the legislation, Clubs are considered to be “other persons at the workplace”.*

Australian Sports Commission ‘Work Health and Safety Reform’ Includes some helpful templates

[https://www.ausport.gov.au/supporting/clubs/resource\\_library/whs\\_reform](https://www.ausport.gov.au/supporting/clubs/resource_library/whs_reform)

Arcs WHS Knowledgebase (includes Arc’s WHS Policy and Work Health and Safety Management System)

[http://kb.arc.unsw.edu.au/OHS\\_Information](http://kb.arc.unsw.edu.au/OHS_Information)

## Related Documents

Clubs Handbook Section 11 – Being a successful Club Executive

Clubs Handbook Section 12 – Executive Training

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 16 – Arc Clubs Alcohol Policy

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 19 – Incorporation

Clubs Handbook Section 21 – Incident Reporting

Clubs Handbook Section 22 – Managing Club Events

Safe Food Handling Guidelines

<https://orgsync.com/78400/files/496431>

Arc Safe Working Procedures

<https://orgsync.com/78400/files/511775>

## Help!

### Visit Us

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 15. Managing Risk

### What is risk & risk management?

In a general sense, risk is anything that might have a negative impact. Risk management is therefore the process of systematically thinking through possible risks (even if they're unlikely) and ensuring that these risks are minimised (avoided, if possible) and that there are strategies to deal with them if they occur.

### Why is it important to my Club? What is the potential impact on Club

#### Executives?

The Club Executive are responsible for the safety and wellbeing of those at Club events. This includes the wellbeing of members and other Club Executives that are involved in running the event (e.g. making sure everyone is aware of safety precautions, providing appropriate breaks and ensuring that tasks are allocated appropriately), as well as the event attendees (e.g. ensuring that food is being prepared and stored safely, letting attendees know about any risks of participating in an activity beforehand).

Effective risk management minimises negative impacts for your Club as well as for you as an individual. This includes the health and safety of Club Executive and members, and will help protect against legal action against individuals (particularly Club Executives) or the Club as a whole (if the Club is incorporated) should any incidents occur.

Clubs must do a risk assessment before every event or activity. This is a procedure that requires you consider all the possible risks and take the necessary steps to reduce or avoid them altogether. You can reuse existing risk assessment documents, but make sure that the person looking after the event (and others in the team, if relevant) have read the documents and have taken all the precautions specified within it. Make sure to keep an ongoing record of risk assessment documents and the events they have been used for, in case they are needed by your Club, Arc or UNSW.

Arc also requires all Club Executives and members to be aware of Workplace Health and Safety policy and to follow the guidelines that keep people from getting hurt. See Clubs Handbook Section 14 for details about WHS.

## Risk Assessments

To start a risk assessment, Clubs will need to identify the specific risks associated with the event and use the template below to record the risk and Matrix to assess the possibility and consequence of the risks involved.

**Identify hazards and control the risks**  
1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.  
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions etc.  
3. List existing risk controls and any additional controls that need to be implemented  
4. Rate the risk once all controls are in place using the matrix in HSS20 Risk Management Procedure

**SHADED GREY AREAS**  
If you need to determine whether it's reasonably practicable to implement a control, based on the risk complete the shaded grey columns

Feel free to resize the boxes to suit your situation/the amount of text you need to use

Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
[Insert Task Section or Scenario of Event (e.g. Pack Up, Set Up, During Event or During Activity)]	[Insert Associated Hazards (can be more than one)]	[Insert Harm/Injuries associated with the Hazard(s)]	[Insert the controls that will be put in place to mitigate hazards and associated harms]	[For the three columns to the right labelled C, L and R, please use the risk methodology and matrix on Page 4 to assign the Severity of Consequence (C), Likelihood (L), and the Associated Risk (R)]					
[Repeat for ALL Tasks Sections and Scenarios]									

HSS Risk Management Form  
Version 3.5 23rd April 2013

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RISK RATING METHODOLOGY AND MATRIX																																																			
<b>Consider the Consequences</b> Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?		<b>Consider the Likelihood</b> Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?		<b>Calculate the Risk</b> 1. Take the consequences rating and select the correct column  2. Take the likelihood rating and select the correct row  3. Select the risk rating where the two ratings cross on the matrix below.  <b>VH = Very high, H = High, M = Medium, L = Low</b>																																															
5. <b>Severe:</b> death or permanent disability to one or more persons		A. <b>Almost certain:</b> expected to occur in most circumstances		<table><tr><th colspan="2"></th><th colspan="5">CONSEQUENCES</th></tr><tr><th colspan="2"></th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr><tr><th rowspan="4">LIKELIHOOD</th><th>A</th><td>M</td><td>H</td><td>H</td><td>VH</td><td>VH</td></tr><tr><th>B</th><td>M</td><td>M</td><td>H</td><td>H</td><td>VH</td></tr><tr><th>C</th><td>L</td><td>M</td><td>H</td><td>H</td><td>VH</td></tr><tr><th>D</th><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><th>E</th><td>L</td><td>L</td><td>M</td><td>M</td><td>M</td></tr></table>					CONSEQUENCES							1	2	3	4	5	LIKELIHOOD	A	M	H	H	VH	VH	B	M	M	H	H	VH	C	L	M	H	H	VH	D	L	L	M	M	H	E	L	L	M	M	M
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E	L	L	M	M	M																																														
4. <b>Major:</b> hospital admission required		B. <b>Likely:</b> will probably occur in most circumstances																																																	
3. <b>Moderate:</b> medical treatment required		C. <b>Possible:</b> might occur occasionally																																																	
2. <b>Minor:</b> first aid required		D. <b>Unlikely:</b> could happen at some time																																																	
1. <b>Insignificant:</b> injuries not requiring first aid		E. <b>Rare:</b> may happen only in exceptional circumstances																																																	

Risk level	Required action
Very high	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls
High	<b>Act today:</b> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk controls
Medium	<b>Act this week:</b> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.



When completing the risk assessment of an event or activity, consider:

- The nature of the activity. Is it a recreational activity where members could get hurt? If yes, make sure you use a waiver!
- The venue. Is it indoor/outdoor? Is it accessible to all Club members?
- What facilities are available? Do you need to have St Johns Ambulance on site and/or hire professional equipment that complies with safety standards?
- Are members going to be separated from their personal belongings? Are there lockers or storage facilities available?
- Do you need security guards (to protect belongings as well as people)?
- How are members getting to and from the venue?
- Is alcohol involved? If yes, make sure that you comply with Arc's Alcohol policy where the event is not held in a licensed venue.
- Is everyone attending of legal age?
- Is it in a remote location (e.g. a camp)? What risks are associated with overnight accommodation?
- If personal injury is likely, what facilities are available for first aid? Always make sure there is access to a phone in case emergency services need to be called.
- How are you going to promote your event?

Off campus events are unlikely to be covered under UNSW's Personal Accident policy so Club Executives need to make sure that they assess all the risks before planning an off-campus event and use a waiver.

If Club business requires use of a vehicle, take public transport rather than using your personal vehicle or hiring from a rental agency. This avoids problems with finding appropriate insurance cover.

You should also think about the financial consequences of planning events.

- Is the Club entering a contract e.g. for hiring the venue, or a third party providing services? If so, please ensure that you have comprehensively read over this contract and understand that such contracts are legally-binding. If you have any doubts, please contact Arc before signing anything!

- Do you need sponsorship for your Club to help cover the cost of the event, or does your Club have existing sponsors that need to be included in this event (what is have you agreed to)?
- Do members have to purchase tickets in advance? What is the refund policy?
- Will there be out of pocket expenses if, for example, ticket sales don't cover the costs of the event?

Based on the possibility and consequences, it is recommended that Club's establish contingency plans for when the specific risk occurs and will help the Executives to use the best course of action. It will also help the Club to identify activities or part of the activity that may lead to severe consequences and the Club can look at substituting that activity or part of the activity with a different one.

Clubs will have events that are run on a regular basis or that are run every Semester, so once the Risk Assessment is created the first time around, Clubs will only need to go back and review the assessment done previously and make an additions/alterations based on the changes made. The Risk Assessment should be shared with all relevant parties involved in the activity.

If Clubs Executives are not sure about a certain element or the complete Risk Assessment itself, feel free to get in touch with us at [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## What if something happens?

Follow the procedures that you have prepared in your risk assessment in case of an incident. After the fact, if it is a reportable incident, report it to Arc through the Arc Club Incident Report (see Section 21 for more further details).

## Where can I find out more information?

An Introduction to Risk Management

[https://www.ourcommunity.com.au/management/view\\_help\\_sheet.do?articleid=88](https://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=88)

Risk Management Help for Not for Profits

<https://www.communitydirectors.com.au/icda/risk/?articleId=1245>

NSW Office of Sport - Risk Management

<https://sport.nsw.gov.au/Clubs/ryc/governance/risk>



Not-for-profit Law: Risk and Insurance

<http://www.nfplaw.org.au/riskinsurance>

## **Related Documents**

Risk Assessment Templates

<https://orgsync.com/78400/files/496439>

Clubs Handbook Section 13 – Legal Help

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 19 – Incorporation

Clubs Handbook Section 21 – Incident Reporting

Clubs Handbook Section 22 – Managing Club Events

Arc Club Incident Report

<https://orgsync.com/78400/forms/265039/>

## **Help!**

### **Visit Us**

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## 16. Arc Clubs Alcohol Policy

Arc affiliated Clubs must comply with the requirements of the Arc Clubs Alcohol Policy at all Club activities. Any breaches by a Club may result in the Club becoming disaffiliated. Alcohol expenses for events will not be funded by the Arc Clubs Grant.

- Arc encourages moderation and a responsible attitude towards the safe consumption of alcohol. We aim to create a climate that enables individuals to make a free and informed choice as to the level of their alcohol consumption in an environment free of inducement and social pressure to drink alcohol. Arc recognises that alcohol consumption is enjoyed by many members of the University community and that Arc Clubs may want to incorporate alcohol into their activities, and while Arc will not attempt to stop drinking at Club events, our specific goals are to:
  - minimise alcohol-related harm to the individual;
  - minimise alcohol-related damage to property;
  - preserve the reputation of Arc in the community.
- Arc reserves the right to reject any grant application if Arc determines that the Arc Clubs Alcohol Policy has been breached.
- It is the responsibility of the Club Executive to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to.
- Club activities must at all times comply with relevant Commonwealth and State laws, University Policies and Procedures and Arc Policies and Procedures.
- General requirements of Club activities:
  - Club members under the age of 18 must not consume alcohol;
  - Club members must not be subjected to any pressure to drink;
  - Desirable non-alcoholic drinks must be available in adequate quantities. Where drinks are being sold, non-alcoholic drinks must be available at lower prices than their comparable alcoholic alternative. Water must be available for free at all times;
  - Drinking alcohol and becoming intoxicated must not be the primary objective of the Club activity;
  - There must be food and other forms of entertainment at events where alcohol is served;
  - Club members will not drink with the aim of becoming intoxicated;

- Club members who are intoxicated will not continue drinking;
- Club members who prefer not to drink will be supported;
- Use of serving practices consistent with the "National Guidelines For Responsible Serving Of Alcohol";
- At least one activity organiser must be designated not to drink for the entirety of the event and must be responsible for the Clubs adherence to relevant policies and procedures including this Policy;
- Activity organisers must make every reasonable attempt to ensure the safety of attendees at Club activities. This includes not allowing intoxicated Club members to continue drinking, assisting members to get home safely, monitoring the health and well-being of members and providing assistance where necessary;
- All activity attendees are subject to the same rights and responsibilities as Club Members under this Alcohol Policy;
- Drinking must not interfere with the interests and welfare of others, damage property or bring the reputation of Arc or the University into disrepute.
- Club activities held in licensed venues must comply with venue policies and procedures as well as this Policy.
- Club activities not held in a licensed venue must comply with the following additional requirements:
  - Only a Responsible Service of Alcohol (RSA) certified person can serve alcohol at the event. This person must use serving practices consistent with those learnt in an approved RSA training course. Student notes can be found at: [http://www.liquorandgaming.nsw.gov.au/Documents/liquor/serving-alcohol-responsibly/rsa\\_classroom\\_course.pdf](http://www.liquorandgaming.nsw.gov.au/Documents/liquor/serving-alcohol-responsibly/rsa_classroom_course.pdf);
  - Only licensed entities from licensed premises may sell alcohol as per Australian law;
  - The University of New South Wales does allow consumption of alcohol on their campuses. UNSW Facilities Management must approve all Club activities held on UNSW outdoor spaces. As per their conditions of use, a license is required if alcohol is served and any fee is charged (<http://www.facilities.unsw.edu.au/fm-assist/outdoor-function-bookings/unsw-outdoor-spaces-conditions-of-use>);
  - Conditions of Use for UNSW facilities can be found here: [www.facilities.unsw.edu.au/index.php/download\\_file/-/view/68](http://www.facilities.unsw.edu.au/index.php/download_file/-/view/68);

- Food and drink are not allowed in UNSW Centrally Allocated Teaching Spaces (CATS);
- University Rules and Codes of Conduct for Students can be found here: <https://my.unsw.edu.au/student/academiclife/assessment/AcademicMisconductStudentMisconduct.html>. These do not relate specifically to the consumption or provision of alcohol, however, alcohol consumption may increase the risk that students engage in student misconduct. Activity organisers should familiarise themselves with these rules and codes of conduct and make every reasonable effort to ensure Club members do not engage in misconduct;
- Clubs must comply with the requirements, policies and procedures of the venue where the activity is being held. This includes complying with informal requests from the host, for example, when a Club activity is held in a private residence, Club members must comply with the rules set down by the host.
- Banned practices:
  - Promotional activities, including alcohol promotions conducted in cooperation with alcohol suppliers, which offer inducements or otherwise encourage drinking;
  - Customs which exert social pressure on students to drink to excess including competitive drinking practices;
  - No event is to advertise or promote the provision of an unlimited amount of alcohol (e.g. "all you can drink") or promote the event with alcohol consumption as the main activity of the event.
- For any event where the ticket price structure factors in the inclusion of alcohol, Clubs must provide non-alcoholic beverages of equal value for attendees who will not be consuming alcohol.
- Members of the University community who require further information about alcohol and its effects or who wish to seek help in connection with their drinking are invited to consult either the University Health Service or Counselling Service. Fact sheets and guidelines are available from the NSW Office of Liquor, Gaming & Racing website at [http://www.dgr.nsw.gov.au/liquor\\_fact\\_sheets.asp](http://www.dgr.nsw.gov.au/liquor_fact_sheets.asp).
- If Club Executives are unsure about certain aspects of this Policy, it is their responsibility to seek advice from the Arc Student Engagement Coordinator (Clubs). The Arc Student

Engagement Coordinator (Clubs) is available to answer questions about this Policy, its interpretation and implementation.

## **What do I do if there's an incident?**

At the time of the incident, alert security and emergency services if appropriate, and follow their instructions if any are given. After the event, complete an Arc Club Incident Report.

## **FAQs**

### **Can we serve alcohol at events?**

Yes, Clubs can serve alcohol at events as long as the Arc Clubs Alcohol policy is followed. As for all Club events, you should be conducting risk assessments to minimise risks associated with Club activities, including alcohol consumption at events.

### **Is the consumption of alcohol allowed on campus at UNSW?**

Consumption of alcohol is allowed at Club events on Campus but with all events where alcohol is distributed there needs to be people with RSA distributing the Alcohol. Clubs cannot sell alcohol as they are not licensed to do so. Clubs must specify any intention to supply alcohol when making a booking for a location on campus, and must follow any restrictions set by the relevant venue management. For example, at Arc venues such as the Whitehouse or Greenhouse, BYO is prohibited, but drinks packages can be arranged in advance.

## **Where can I find out more information?**

NSW Liquor and Gaming – Liquor Law

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/law-and-policy/liquor-law.aspx>

UNSW student wellbeing – Alcohol and drugs

<https://student.unsw.edu.au/alcohol-and-drugs>

UNSW HS825 Alcohol and Drugs Procedure

<https://www.gs.unsw.edu.au/policy/documents/HS825.pdf>

UNSW FM Assist – Guidelines for Outdoor Events

<http://www.facilities.unsw.edu.au/fm-assist/outdoor-event-booking/guidelines-outdoor-events>

## Related Documents

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 21 – Incident Reporting

Arc Club Incident Report

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## 17. Insurance

### What is insurance?

Insurance is something you buy to protect against financial loss. By paying an ongoing fee (“premium”) to another party (“Insurer”) you agree that should a particular risk happen, the Insurer will cover the costs of that risk. If nothing happens, the Insurer keeps the fee.

Insurance policies are usually quite specific and the type of insurance you get will depend on the type of risk you need protection from. For example, if you go on a driving holiday you should have comprehensive car insurance, but if you’re taking a plane, you would need travel insurance.

### What protection does my Club have?

Arc does not provide any personal accident, property or indemnity insurance cover for Club members. However, in certain circumstances individual, injured students (and members of the general public) may be covered under Arc’s Public Liability Insurance where there has been a breach of a duty of care.

Most Clubs are unincorporated. This means that the Club has no separate legal identity; it’s just a group of people with similar interests working together. So Executive members of Clubs that aren’t incorporated can be personally sued in the case of an accident occurring at a Club event. Liability is fault-based so a person would need to establish that the Club was at fault (negligent) and is responsible for the injury.

The risk of liability increases with the level of negligence involved (was the risk foreseeable and was enough done to prevent the risk being realised?) so it is important that a risk assessment is done for every Club event and potential hazards are minimised.

A “risk” is more than just someone falling over. Clubs may be exposed to claims for negligence, theft of property, fraud, bad professional decisions, discrimination and harassment and copyright infringement.



## Should my Club have external insurance?

If your Club decides to incorporate, you should be aware that incorporation doesn't come with automatic insurance protection so you'll need to decide if it is worth purchasing insurance. Clubs don't have to have insurance to be incorporated but it may be a good idea to investigate what policies may be appropriate to your Clubs activities:

- Public liability insurance (to protect members of the public from negligent acts of the Club)
- Directors and officer's liability insurance (to protect against wrongful acts of the Executives e.g. a breach of a professional/statutory duty or fraud)
- Personal accident insurance (to protect Club members against the financial costs of accidents and injuries)
- Property insurance (to protect against theft or loss of Club property)

The main risk to Club Executives is that someone will sue them for an injury or loss (but your Club's risk assessment process will identify the specific risks the Club is exposed to). Clubs who organise regular events off campus where the likelihood of someone getting hurt is high, should give it serious thought.

However, if your events are well planned and you take all necessary precautions (like completing a detailed risk assessment so that facilities, equipment and environment are safe) to make sure that risks are minimised, it might not be an expense that your Club needs to spend.

If your Club is unincorporated, insurance can only be purchased individually (rather than on behalf of the Club) and the same types of policies aren't available.

## UNSW Personal Accident Policy

Clubs may also have access to UNSW's Personal Accident Policy. This policy applies to full and part-time students, on or off campus, while acting in the interests of UNSW or involved in UNSW business. The nature of the event will ultimately determine whether the coverage applies to Club-related accidents. For example, a harbour cruise is not likely to be considered "UNSW business" whereas Club members participating in a recognised overseas competition would probably have cover.



It is also a question of whether UNSW was aware of and approved the event or activity. Events that have Faculty backing would likely be covered.

The Personal Accident Policy only applies to physical injury or death and not sickness, illness or disease. It does not apply to students under the influence of drugs or alcohol at the time of the accident, claims indirectly arising because of drugs or alcohol, or illegal or criminal acts.

## FAQs

### **Are Arc affiliated Clubs covered under Arc's insurance policies?**

Arc affiliated Clubs are covered by Arc's public liability insurance. If you require the certificate of currency for an event (i.e. if a venue requires this before agreeing to let your Club hire a space), contact the Arc Clubs team. If your Club is running an activity and you want to find out whether it would be covered by Arc's insurance, contact Arc Legal & Advocacy.

### **Can members of Arc Clubs be personally sued for negligence?**

Members of the Club can be personally sued if they are negligent (e.g. in providing a particular Club event) and that negligence results in injury to another person. Negligence isn't the same as an accident – some accidents just can't be avoided. Negligence involves acting without reasonable care and skill.

The best way to avoid this is to make sure that Club members are diligent in assessing and minimising obvious risks so that there is no negligence. Clubs can also take extra steps to limit the legal exposure of Executives by becoming incorporated

## Where can I find out more information?

General Insurance Information

<https://www.moneysmart.gov.au/insurance>

UNSW Insurance

<https://www.fin.unsw.edu.au/services/insurance/personal-accident>

Not-for-profit Law: Risk and Insurance

<http://www.nfplaw.org.au/riskinsurance>

## Help!

Arc Legal and Advocacy: [advice@arc.unsw.edu.au](mailto:advice@arc.unsw.edu.au)

## 18. Club Financial Management

Whether your Club has an annual turnover of \$200 or \$200,000, one of the biggest responsibilities of the Club Executives (and the Treasurer in particular) is to ensure that your Club funds are managed well. Good financial governance is an expectation of Arc and (no doubt) your Club members and there are certain things that need to be in place to ensure good financial governance. Requirements include dual authorisation on all Club bank accounts, transparent Club Financial Reports presented at AGMs and documents provided promptly for Club financial reviews.

For the day-to-day financial management of your Club, there are a few main things that you should keep in mind:

### Good Financial Governance

- Clubs should not hold more than \$200 in petty cash.
- Any payments to the Club made in cash should be banked immediately.
- Clubs should issue a receipt for any payment or receipt of cash.
- For all purchases made, the Club should attain and retain a full tax invoice of the purchase. It is a good idea to scan receipts immediately and keep a digital copy for handover purposes.
- Every financial transaction should be recorded in a way that makes it easy to access and review at a later date.
- Club financial records must be made available to any Club member upon request.
- Any large purchases, expenses linked directly to the Executive or any issues with Club financials should be fully disclosed to the Club at the AGM.

### How to maintain your Club's financial records?

The Treasurer has a responsibility to ensure that all Club financial records are maintained and kept up-to-date. These records should detail any income or expenditure conducted through the Club bank account or through petty cash. For simplicity, it is suggested that Club maintain a record for each funding source (i.e. one general ledger for your bank account and one for your petty cash). These records should be updated immediately after each transaction (allocate some time each week) so that another Executive member would be able to step in and take over should the need

arise. OrgSync's Treasury function allows Clubs to keep their financial records online for only the Executive to see.

We also have a Club Financial Template set up for this purpose which Clubs can access on Orgsync. Clubs can download this template and use it to keep up-to-date records of transactions. The template also has set formulas that will automatically feed into and display the Income and Expenditure statement. If the Treasurer has issues with the template or want to know more about how to use it, they can get in touch with us for assistance.

These financial records should include, as a minimum, the following information:

- the date (for cheques, the date the cheque was written)
- a description of the transaction
- details of payer/payee
- the amount
- the cheque or transaction number
- for payments, it is worth noting when the cheque was presented (i.e. deposited) and if the invoice has been saved/stored
- any further notes on the transaction

Records for petty cash need not be as complicated but remember, your Club should never hold more than \$200 in petty cash. At minimum, you should record the following information:

- the date
- a description
- details of payer/payee
- the amount
- any further notes on the transaction

These financial records should be easily reconciled to your Club bank account and your Treasurer should be able to account for any differences (such as outstanding bills or uncashed cheques).

## Financial Reviews

Clubs may be asked to undergo a financial review which will be conducted by the team of Clubs & Grants Officers. Your Club may be reviewed at random to check that your Club is being operated fairly and effectively, or you may be reviewed because we suspect some level of financial mismanagement.

All Club finances

If you are asked to undergo a financial review, your Club will be notified by email (to the Club general email, President and Treasurer) and be asked to provide the following information within fourteen (14) days:

- banking transactions from the past twelve (12) months (bank statements or account print-out)
- list of transactions made without your bank account (such as cash purchases/petty cash register)
- income and expenditure statements that indicate what each transaction links to

If everything is supplied and is in good order, the CGOs will have fourteen (14) days to review your finances and notify the Club of the outcome of the review.

If you supply all of the required documentation and information that we need by the deadline, there will be no practical effect on the operation of your Club, other than grant processing. While your Club should continue to submit grant applications, Arc may hold off processing them until your review is complete.

If you fail to supply all of the required documentation and information that we need by the deadline or you are deemed to have failed your review, your Club's affiliation with Arc will be suspended until the issue has been resolved. If you fail your review, you will need to arrange a time to meet with the Student Engagement Coordinator (or their delegate) to discuss your Club's financial management.

All Clubs Financial records are also reviewed during the reaffiliation period when the Clubs submit their reaffiliation application.

## Club Bank Accounts

Each time new Executives are elected (at an AGM or EGM), the signatories on the Club bank account **must** be updated, otherwise you will lose access to your Club funds. We recommend that you change your signatories at a bank branch on UNSW's Kensington Campus, as they are most familiar with the relationship between Arc & Clubs, which will make the process quicker and easier. You should always have three signatories, with only two required to authorise any transaction from the account. This ensures that your Club can still access its funds if one of the signatories is away. Keep in mind that one of these signatories **must** be the Treasurer.

When you go to the bank, make sure to bring:

- All of the new signatories with their photo ID (mainly passport or driver's license).
- The completed relevant form from your bank. The names of your new signatories on this form should **exactly match** the name on their photo ID (including all middle names).
- The minutes of the Club AGM (or EGM, if relevant) where the signatories were elected to their Executive positions. Make sure that these minutes also contain the full names of your new signatories.
- A Bank Letter from Arc (detailed below).
- If you are setting up your bank account for the first time, you will also need to bring a copy of your constitution.

### For New Clubs:

Once your affiliation with Arc has been approved, a member of the Arc Clubs team will send you a Bank Letter that verifies your affiliation status and lists the signatories for your new account (as stated on your Affiliation Application – make sure that these names exactly match their photo ID). This letter will ensure that you won't have to pay bank fees on your account.

### For Existing Clubs:

Once your Club has submitted its complete Reaffiliation Application and the application has been approved (i.e. all documentation is submitted), a member of the Arc Clubs team will send you a Bank Letter that verifies your affiliation status and lists the signatories for your new account (as stated on your Reaffiliation Application – make sure that these names exactly match the name of their photo ID). This letter will ensure that you won't have to pay bank fees on your account.

## Making a Payment or Purchase

All payments made by your Club **must** be authorised by the Club Executive (no payments or purchases can be made by individual Executive members). Where possible, all payments should be conducted through the Club bank account. This is to ensure that there is an accurate record of all payments. For example, if a Club wishes to purchase Club t-shirts and collects cash to finance it, the Club must then bank the cash and pay the bill from the Club bank account as opposed to directly paying the shirt company in cash.

Similarly, if a Club Executive pays for the shirts and then the Club collects payment, the Club would need to bank the cash and then pay the Executive from the bank account instead of paying the cash directly to the Executive member. This is particularly relevant when Club make purchases that are difficult to pay directly from the Club (such as from a supermarket). Once again, in that situation the person paying for the item would need to be reimbursed from the Club bank account and not directly in cash. For small payments, petty cash can be used directly by the Club Executives to make purchases.

## Receipts

It is recommended that Clubs keep originals or copies of receipts and invoices for their own records. It is a good idea to keep both a digital (scanned) and paper copy of all invoices to ensure that documents aren't lost or become unreadable as receipts often fade.

You should ensure that, for any purchase your Club makes, you obtain an invoice that includes the following information:

- the company's name
- the company's ABN
- a clear description of purchases and quantities supplied
- the total amount paid
- GST information (including where tax is applied)
  - If the company is not registered for GST, the receipt or invoice should say "[the company] is not registered for GST"
- the date the invoice was issued



Your Club should not make purchases from companies if they are unable to provide an invoice, as it is important that you have all the details of purchases recorded. Keep in mind that you need to provide valid tax invoices if you are planning on applying for a grant from Arc (see Section 28). Details on requirements for tax invoices are available from the Australian Taxation Office website.

## Receiving Payments

All funds received for your Club should be conducted through your bank account and recorded in your Club financial records. For most Clubs, funds could be received from:

- membership/subscription fees
- payment for merchandise (shirts, hoodies etc.)
- ticket sales (for Club events)
- sponsorship
- fundraising
- Arc Grants

In many situations, funds can be direct deposited into your Club bank account. This is usually much easier and prevents Executives from having to deal with large sums of cash. If funds are direct deposited, it is important to remember to update your Club financial records when the funds reach your account.

For cash payments, it is *fundamentally* important to ensure that you immediately bank any payments received. For example, if you are taking cash payments for membership fees during O-Week, you should be banking these funds at the end of each day, if not more often (especially if a lot of money is being collected).

Clubs can also look at online ticketing platforms such as Eventbrite or any other to sell tickets and collect money for events.

## Reimbursement

Reimbursements must be made out to Executives and members of the Club that purchase things for the Club in a timely manner. The best way to go about this is to have the Executive team discuss and



agree upon the procedure and timeline for reimbursements in a meeting at the start of the Executive term.

For example, at the meeting it is discussed that for any large purchases/expenses, it is agreed on that the treasurer will be notified before making the transaction, that they should then be provided with the receipt of purchase anytime within the next 7 days, and that the timeline set states that all reimbursements will be made out on Friday of each week. If you do make a purchase in the week, make sure to send through the receipts to the treasurer on or before the end of Thursday, that way the payment will be made out on the Friday and if the receipts are not given in time they can then be paid out the coming week.

This is just an example and Executives should have a meeting at the start of the term to decide on a system with which all of them are comfortable and agree on. This information should be passed on to all the relevant people such as members making purchases for the Club.

## Budgeting

To ensure that you are using your Club's funding effectively, it is very important that your Club develops effective budgets. You should budget for the whole year, as well as for specific events that you organise to ensure that you are spending your money in the most efficient way and not spending more that you want to (and particularly more than what you have in your Club's bank account). Good budgets ensure that your Club's funding is allocated well throughout the year and on the matters that are of the highest priority for your Club, while also leaving funds for future years. While your budgets will never be perfect, it is important to get them as close as possible.

Budgeting works best when it is an ongoing process that draws upon the budgets and actual income and expenditure from previous years, which can and should be modified if necessary. If your Club has not created budgets in the past this process is more difficult, but it is still possible to look at the events run in the past, as well as major income and expenditure from previous years as a starting point for your budget.

### Yearly Budgeting

Budgeting for your Club for the whole year should not be a difficult process. Here are some things you should consider:

- Current funds and expected income. How much money are you likely to have available to spend? This could include money in the bank, sponsorship and grant funding.
- Expected expenses. What are your likely expenses for the year? This could include events, money set aside for purchasing equipment, publications your Club produces from year to year and administrative expenses.
- Priorities. You should look over this basic budget and consider what is most important. Where can you save money and where would you like to spend more?
- Contingencies. It is always a good idea to budget for unforeseen expenses and the potential for shortfall in your income. It is also extremely helpful if you plan to leave a 'carryover' – a surplus of funds that remain in the Club bank account to assist future Executives at the start of their terms.
- Tracking and adjusting. You should compile your budget into a single document (usually together with your financial records) and refer to it regularly. This involves comparing actual income and expenditure to your budgets to see how they compare. If spending is higher than expected, you may have to consider cutting expenses elsewhere, if you have more money than expected, you can look at areas which might need more funds.
- Future planning. How much do you want to have available for future years (at minimum)?

Developing budgets is a collaborative process, so you should work with your whole Executive and committee. When you have developed and adopted a budget that your Club is happy with, you then need to all work as a team to ensure that you meet it.

## Budgeting for an Event

For large and expensive events (such as balls, dinners, camps etc.), it is advisable that you develop a detailed budget specific to that activity. For many Clubs, the cost of holding events can be quite a large part of your annual budget. There can be a delicate balance between how much you can spend and how much money you collect, often with a lag-time between spending the money and getting it back (for example, in ticket sales or Clubs Grants). Some things to consider include:

- How much can the Club afford to spend on the event or activity?
- How much can the Club afford to lose if something goes wrong?
- How much is the Club likely to get back? You should always do your budget based on a conservative estimate of this – it is always better to make more than lose more.

- Have you considered absolutely every expense? Think the event through from start to finish and make sure that you haven't forgotten anything. You should always allow room in your budget for unforeseen expenses.
- If the event has been organised by a sub-committee, has the Club Executive been kept informed of the events budgeting and planning? Is the Executive happy with the budget for the event? Is it in line with the Club's annual budget?
- If you're planning to apply for a Clubs Grant for your event, there are requirements regarding the ticket pricing structure at your event.

## FAQs

### **How do change who has access to my Club's bank account?**

A bank letter is issued when a Club is approved for affiliation or reaffiliation, or when a Club submits an EGM form and specifies that the signatories need to be updated. Arc must be satisfied that the we will continue to support your Club before issuing the letter. This means that any concerns about your Club such as that its General Meeting and elections may delay the issuing of the letter. Refer to the Club Bank Accounts section above for more information.

### **Where can I find out more information?**

Institute of Community Directors Australia – Financial Management and your Community Group  
<https://www.communitydirectors.com.au/icda/tools/?articleId=1798>

## Related Documents

Clubs Handbook Section 0 –

Being a successful Treasurer

Clubs Handbook Section 13 – Legal Help

Clubs Handbook Section 25 – Funding & Grants

Clubs Handbook Section 28 – Fundraising and Sponsorship

Arc Club Financial Templates

<https://orgsync.com/78400/files/777461>

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## 19. Incorporation

### What does incorporation mean?

Incorporation gives your group its own legal identity (the group becomes a 'separate legal entity' from its members). The group can enter into contract, sign a lease, employ people, and sue and be sued.

### The Details

Contracts can only be made by legal identities, e.g. a person or a company.

A person creates a contract in their own name and on their own behalf, but a company operates completely separately from its owners/members/employees and individuals cannot be held personally legally liable for the actions of the company.

“Clubs” have no legal status – Clubs are just a collection of people doing things on their own behalf. The formation of a Club, or affiliating with Arc, does not automatically create a separate legal entity. There are advantages to being an informal group of people. It doesn't cost anything and there aren't any obligations to fulfill. However, a lack of legal identity also brings some important disadvantages.

Most Clubs will be considered unincorporated associations, meaning the Executive members act in their own name, are personally liable for debts and can be sued if something the Club does goes wrong.

For example, if a Club member is injured at a Club event due to negligence, e.g. food poisoning because of dodgy sausages, individual Executive members can be sued to recoup medical and other costs. Or if you sign an agreement to hire the function room at the local pub for your Club's AGM, and there is damage caused to the room (voting gets a little contentious and a fight breaks out), the pub can sue you for the costs of repairing. Or you approve for print 1000 flyers advertising the Club's end of session camp with a similar logo to a high-end hotel chain, and they sue for copyright infringement. Worse still, your flyer also displays some not-so-nice comments about staying at said hotel chain and they also sue for defamation.

The two most common ways to create a separate legal identity and minimise legal risk to members are:

- Incorporate under NSW *Associations Incorporation Act 2009*;
- Form a company limited by guarantee under the *Corporations Act 2001*.

## Benefits of Incorporating

Once incorporated, a Club has a separate legal existence that is distinct from that of its members.

Incorporation removes personal liability BUT gives the Club the same powers as an individual to:

- own and sell of property and other assets
- enter into contracts
- sue and be sued

One of the main benefits of incorporating a group, so that it has a separate legal identity from its individual members, is that the group then has 'limited liability'. 'Limited liability' means that in most cases, the responsibility for debts of the group or any legal costs the group may be ordered to pay, is limited to the amount of money and assets held by the group. This helps protect the people involved in the group from being personally liable if anything goes wrong with the group (that is, from being required to pay any debts or costs of the group from their own money or assets).

An important exception to understand is that limited liability will not apply to protect individuals if a director or officer of an incorporated group breaches their directors' duties. These are duties prescribed by legislation and case law (judge-made law) and are largely the same whether you are a director of a company or an association. These duties include:

- always acting in the best interests of the group
- being honest and careful in your dealings both with the group and on behalf of the group
- knowing what the group is doing, including how the group is faring financially
- ensuring that the group keeps proper financial records, and
- making sure that the group can pay all of its debts on time.

## Should you incorporate?

It is a good idea for all Clubs to think about and make a decision on whether or not to incorporate. This is one of the big legal decisions you will face as a group. It is a particularly important issue for people who are (or have been approached to be) involved on the Executive, or who have decision-making functions in the group.

Deciding whether or not to incorporate depends on the amount of risk involved in the Clubs every day activities. If the Club frequently enters contracts which involve a lot of money, it is worth considering. Some businesses will not enter contracts with an unincorporated association because there is greater chance of not recovering money that is owed.

If your Club is entering contracts worth more than the Club's bank account can cover, it may be worth considering incorporation.

E.g. If the Club President hires a venue for \$10,000 for a Club ball and the Club only sells \$6,000 worth of tickets, can the Club afford to pay the shortfall or pay the costs to cancel the event?

Without incorporation, the person who signed the contract is the person who must pay up, so Executives need to be really careful about signing agreements in their own name if there is a chance that Club funds can't cover the debt.

However, there are also significant legal obligations and increased reporting mechanisms (including providing the government with regular financial information, increased record keeping and annual fees) that go with being an incorporated association (and company) so you need to decide whether it is worth the cost and ongoing compliance requirements. These compliance requirements will need to be met by future years as well.

## Incorporated Association vs Company

Incorporating your Club is much cheaper and easier than forming a company.

Ongoing legal compliance (financial reporting etc.) is less onerous, and it is easier to make changes to the Executive. Penalties for non-compliance and breaches are also less severe.



Most Clubs will be considered a Tier 2 Association (income and expenditure is less than \$250,000 and current assets are valued at less than \$500,000) which is even cheaper and less onerous than a Tier 1 Association.

	<b>Incorporated Association</b>	<b>Registered Company</b>
Regulation	NSW Office of Fair Trading	Australian Securities and Investments Commission
Application Fee	\$128	\$387
Compliance	Local Court	Federal Court of Australia
Penalties	Civil & Criminal	Civil & Criminal

But incorporation isn't a cover all. You still need to make sure that the Club can meet its debts before entering money contracts. If the Club incurs a debt in circumstances where the amount cannot be repaid, all members of the Executive could be held personally liable (it's an offence punishable by a \$5500 fine or jail time).

The Executive also has obligations to act in the best interests of the Association.

## We don't want to incorporate, what do I have to do?

If your unincorporated Club chooses not to incorporate (that is, to stay unincorporated), your group will not be recognised as a 'legal entity'. Some of the benefits of not incorporating are:

- the group doesn't have to register with government or tell government or the public about who its members are or its financial situation, and
- the group doesn't have to pay any registration or annual fees to government.

Remaining unincorporated will not prevent the Club from carrying on its day to day activities in the same way that an incorporated group might. Your Club can still also take out insurance to try to protect it from possible liability (although insurance may be more difficult or more expensive to get when unincorporated). Also, unincorporated groups still have legal obligations, and will need to comply with employment law, occupational health and safety law, consumer law, tax laws and a range of other laws. Be aware that while incorporated and unincorporated groups may look the same from the outside, in the eyes of the law there is a vast difference, and if something goes wrong, the courts will treat the two organisations very differently.

## FAQs

### Can Clubs create contracts?

Clubs can create and enter into contracts, however we recommend meeting with the Arc Clubs team before signing any contracts involving large sums of money.

### How can a Club create a separate legal identity?

Clubs can create a separate legal entity by registering to become incorporated or registering to be a company (see links below)

### What are the benefits of becoming incorporated?

Incorporation helps create a separate legal identity and helps minimise legal risks.

## Where can I find out more information?

Incorporation Information: NSW Government Fair Trading 'Before Incorporating'

[http://www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations/About\\_associations/Before\\_incorporating\\_a\\_new\\_association.page](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/About_associations/Before_incorporating_a_new_association.page)

Incorporation Information: Not for profit Law Information Hub 'The incorporation decision'

<https://www.nfplaw.org.au/incorporationdecision>

Registering a Company

<http://asic.gov.au/for-business/registering-a-company/>

## Related Documents

Clubs Handbook Section 15 – Managing Risk

## Help!

Arc Legal and Advocacy: [advice@arc.unsw.edu.au](mailto:advice@arc.unsw.edu.au)

## 20. Complaints & Grievances

### Why is this important?

This section will provide you with guidance with how to deal with any complaints or grievances that your Club receives. A good understanding of this will allow the Executive to have a clear procedure to utilise if a complaint or grievance is raised and increase the chance of a positive outcome.

### The Details

Any Club member, Arc member or member of the UNSW community may make complaints about an Arc-affiliated Club.

Those involved are encouraged to work together informally to resolve grievances (see Clubs Handbook Section 20.1 – Resolving Disputes Internally), but where that's just not possible, complaints can be referred to Arc for action. That action may be in the form of mediation, investigation or (in some cases) dismissal of the complaint.

Arc won't get involved in disagreements over the general running of the Club or clashes of personality (i.e. the dispute is between individual Club members, or between a member and an Executive, where the Executive is not acting on behalf of the Club), **but** Arc can intervene where the Club (through its Executive team) is not following Club Procedures.

### How do I manage Conflict?

One of the biggest challenges for a Club and its Executives can be facing conflicts, which can be internal or external.

#### Internal Conflicts

Internal conflicts can be between two (2) Executives or a group of Executives. It can also be between a Club member with a Club Executive or another Club member. A significant amount of conflicts are due to miscommunication.

The best and easiest way to approach a conflict is to talk to the person/people personally and try to figure out and resolve the issue early on. Talking to the individual/s also helps as they may not be aware that there is an issue.

There is more information in Clubs Handbook Section 20.1 (Resolving Disputes Internally) to help Executives resolve disputes internally.

If dispute resolution is unsuccessful, Executives can get in touch with the Arc Clubs team. Depending on the nature of the conflict, the Clubs team may give advice on a mediation process for the parties or another appropriate course of action.

### **External Conflicts**

External conflicts can be between the Club and external parties (sponsors, venues management, UNSW departments, other Clubs). These kinds of conflicts can be due to non-fulfillment of contracts on either side. To avoid such conflicts, it is strongly recommended that Clubs talk to the Arc Clubs team before signing contracts involving large sums of money.

If a conflict occurs with any external parties, Clubs should get in touch with the Clubs team for any advice before taking any action or before the situation escalates.

The Clubs handbook has important information about signing contracts and approaching sponsors, see Clubs Handbook Section 13 (Legal Help) for more info. If you need general advice or help with a particular issue (e.g. there's a section of a contract that you don't understand, or a sponsor is threatening legal action), you can contact the Arc Clubs team about getting legal advice from Arc's Legal & Advocacy team.

## **FAQs**

### **What outcome may occur after an investigation?**

The complaint could be dismissed. If a penalty is required, it may include but not limited to recommendations to the Club, a formal warning, suspension, or in extreme circumstances disaffiliation of the Club

### **What are some examples of when Arc may intervene if a Club (through its Executive team) is not following Club Procedures?**

Some examples include

- Failing to uphold the Club's Constitution
- Breaching members' voting rights
- Misuse of Club funds or resources

- Abuse of Executive privileges
- Criminal or illegal activity
- Failure to comply with Arc's WHS policy
- Bullying, harassment, or discrimination
- Behaviour which harms Arc's reputation

### **How can a Club member make a complaint or signal a grievance?**

Complaints can be made in writing to [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au).

### **Where can I find out more information?**

Not-for-profit Law – Fact Sheet: Dealing with disputes and grievances with members

[https://www.nfplaw.org.au/sites/default/files/Dealing\\_with\\_disputes\\_and\\_grievances\\_with\\_members\\_0\\_0.pdf](https://www.nfplaw.org.au/sites/default/files/Dealing_with_disputes_and_grievances_with_members_0_0.pdf)

Mindtools: Conflict Resolution

[https://www.mindtools.com/pages/article/newLDR\\_81.htm](https://www.mindtools.com/pages/article/newLDR_81.htm)

### **Related Documents**

Clubs Handbook Section 11 – Being a successful Club Executive

Clubs Handbook Section 20.1 – Resolving Disputes Internally

Clubs Handbook Section 21 – Incident Reporting

### **Help!**

#### **Visit Us**

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

#### **Call Us**

Call us at 9385 9840 during office hours

#### **Email Us**

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 20.1 Resolving Disputes Internally

### Okay, but how do I resolve disputes internally?

Being involved in a Club can come with its fair share of challenges. Whether you're on the Executive after years of involvement, or if you've only been to one event, there's always a possibility that conflict may arise. This could be with regards to the long-term direction of the Club, how Club funds should be spent, which activities and events should be run, or simply a one-off disagreement between members.

This is a basic guide to resolving common disputes within Clubs. Being able to resolve disputes and conflict is an important skill for all Club members to develop. Whilst Arc can assist in certain circumstances, we do expect Clubs to first attempt to address matters internally within the Club first.

#### 1. Establishing a dispute resolution system

The simplest, but most important, action that your Club can take is to set up an internal dispute resolution system. By having a clearly accessible procedure that individuals can follow if a dispute arises, conflict is less likely to escalate and disputes are less likely to take on a personal character. While the specific structure that you establish can depend on several factors (the size of your Club's Executive team, the number of Directors or Subcommittee members, the type of events and activities you run, and the Club's constitution), there are some steps that any Club can take.

You may choose to combine some of these elements into a formal grievance or dispute resolution policy for your Club. Having your policy in a written form and accessible to all members can ensure that all Club members are aware of it. If you do choose to create a grievance policy, however, you must ensure that it is within the scope of the Club's constitution (for example, you could not give a grievance officer the power to terminate someone's membership of the Club).

#### Specifying a responsible person

At any gathering of Club members, or when Club members are working together (whether it is a one-off event or activity or a recurring event such as Executive meetings), it is important to assign responsibility for resolving grievances to an individual or a small group of individuals. Some examples of this are:

- At Executive meetings and within the Executive team, you may choose that the President will oversee any grievances that arise, unless the President is involved, in which case the Secretary will oversee grievances;
- Individual Vice-Presidents will oversee grievances within their portfolio/department, or should a member of a portfolio have a conflict with a member of another portfolio, they should bring it up with their Vice-President at first instance;
- The person who organised an event shall oversee grievances or conflict at that event (or, should they not be in attendance, nominate someone else to do so);
- The Secretary (or another member of the Executive team) shall be the first point of contact if a general Club member has a grievance against any other member of the Club.

In order to make this effective, it is essential that the relevant Club members know who the responsible person is for each situation. This can be done at training days or at your first Executive or portfolio meetings; information can be included in event marketing; or the responsible person's contact details could be listed on your Club's Facebook page, Orgsync page, or website. It is beneficial to have a chain of responsible persons, in the circumstance that the identified responsible person is directly involved with a grievance, the next person on the chain becomes the responsible person. A chain progression may be Event Organiser => Secretary => President.

## Defining types of grievances

It is helpful if Club members know when they should take grievances to the responsible person as opposed to resolving them between themselves. If all disagreements, no matter how minor, are brought to the responsible person, it will be difficult for the Club to function. However, if no disagreements at all are brought to them at all, their purpose will not be achieved. Setting some basic criteria will assist in determining when a matter should be brought to the responsible person, particularly at an organisational level (within the Executive or within portfolios). Here are some examples that you may choose to adopt:

- If the disagreement has the potential to damage the long-term working relationship between the individuals involved;
- If the disagreement will significantly impact the Club's members if not resolved (an event will not take place or a major opportunity for members will be missed);



- If the disagreement relates to someone not performing their core duties (missing a significant number of Executive meetings, consistently not performing assigned tasks);
- If the disagreement could be classified as bullying or harassment (one person is being intimidating, threatening, or aggressive towards another).

You may also want to specify types of disagreements that should *not* be brought to the responsible person, such as minor disagreements in the course of Club activities, or an inconsequential failure to perform a task.

## What actions can be taken in response to a disagreement?

Having some basic steps that can be taken in response to disagreements will make the process of resolving them more predictable and more accessible, and will also ensure a degree of consistency in resolving them. Depending on the scope of the dispute, as well as the level at which it arises and who the responsible person is, there are several different ways in which you may choose to respond:

- **Executive decision** - when the dispute falls within the scope of one portfolio in the Executive team, it may be possible for that Executive member to make a decision on the disagreement that resolves the central issue at hand. If a disagreement spans multiple Executive portfolios, the Executive team could make the decision as a whole. While this is likely to resolve the specific matter, and may be useful for situations where a group of people have a disagreement, there may still be resentment between the individuals that will need to be addressed.
- **Mediation** - in a situation where it is important that the working relationship between two or more individuals is preserved (such as between two Executive members or within a portfolio that will be doing a large quantity of work together), mediation may be an appropriate action to take. This involves bringing the people having the dispute together in the presence of a neutral third party (usually the responsible person) who can listen to both sides of the disagreement and facilitate a discussion. The mediator's role is to ensure that the people with the disagreement are able to put their views forward in a respectful and fair manner, without the conflict escalating further. They should have a good knowledge of the dispute and the context in which it occurred. In a mediation, it is ultimately up to the people having the dispute to agree on a solution - the mediator is simply there to guide them towards an agreement.

- **Arbitration** - this is similar to mediation, in that the people having the disagreement are brought together by a third party who attempts to resolve the dispute. The key difference is that the parties to the disagreement agree to be bound by the decision of the third party. In this situation, the person responsible for making this decision should be able to take an unbiased view of the conflict, and should be trusted by both parties (and the Club, more broadly) to come to a fair and reasonable agreement.
- **Changing working arrangements** - where it is unlikely that two or more people are going to be able to work together within the Club, or where there has been bullying or harassment, it may be necessary to ensure that the individuals involved do not work together again. This can be done in the short term (for one event or activity) or in the long term (over the year or for the duration of their involvement in the Club). This method is useful when a disagreement is affecting the Club as a whole, when it is significantly impacting a person's experience within the Club, and when it may also impede the Club in the long term (such as if two Executive members cannot work together). As such, it should not be the first option considered.
- **Constitutional remedies** - in a situation where it is not possible to resolve the disagreement, or where a disagreement is likely to be highly detrimental to the Club as a whole, it may be necessary to rely on the Club's constitution. The model Club constitution outlines the process by which a Club member may be removed from the Club, the process by which an Executive position can be declared vacant, and the process by which a committee member (such as a Director, Coordinator, or Subcommittee member) can be removed from their role. While such remedies may resolve the disagreement, they may have negative consequences - it can harm the reputation of the Club, it can alienate existing and potential members, it can reduce interest in Executive and committee roles in the future, and it may cause other conflicts to escalate if people are taking sides. A decision to pursue a solution using these provisions of your Club's constitution should not be made lightly.

## 2. The role of a responsible person

If you choose to nominate a particular person to be responsible for managing disagreements or conflict within the Club, their role and its associated responsibilities should be clearly defined. They may hold this position in addition to existing responsibilities, or your Club may have a grievance officer whose sole responsibility is to manage conflicts within the Club. This section goes into

additional detail regarding what a responsible person should do in the event of a disagreement or dispute.

It is important that all Club members know who the appropriate person to approach is in the event that they do have a disagreement or conflict.

### *Specifying a responsible person*

There are several factors to consider when deciding who shall be responsible for dealing with any particular disagreement or conflict. These relate to both the position and authority of the individual within the Club, as well as their personal qualities.

- **Authority** - the responsible person should have the appropriate level of authority within the Club to take steps to resolve the disagreements or conflict. For example, the President is generally the most appropriate person to deal with disagreements within or involving the Executive team.
- **Presence** - the responsible person should be in a position where they can understand the disagreement or conflict, and can address it promptly if necessary. For example, appointing the Treasurer of the Club to be the responsible person for disagreements within the Club's marketing subcommittee would not be ideal. This may involve nominating a specific person to be responsible for disagreements or conflicts at specific events (such as large social events, particularly where external security is not provided).
- **Impartiality** - the responsible person should be able to remain, as much as possible, impartial. This does not mean that anyone with an interest in the matter should be not be the responsible person - for example, a Vice-President of a portfolio may be actively involved with the portfolio, but could still be responsible for disputes within the portfolio. However, they should be able to fairly evaluate and understand both sides of a disagreement without favouritism or bias.
- **Empathy and respect** - the responsible person should be capable of respecting individuals involved in the disagreement. They should also be capable of empathising with those involved, even if they do not agree with them. This is particularly important for conflicts that have a personal element (as opposed to, for example, issues regarding performance of duties).

It may not be possible to find an individual who meets all of these criteria for every situation within the Club. However, bear in mind that they are not requirements, just ideal characteristics, and that an individual can still be a responsible person in a specific situation without possessing all these qualities.

## The duties of the responsible person

The duties of the responsible person will vary immensely depending on the circumstances, as well as whether the Club has adopted a specific grievance policy or set of procedures. For example, the role of an individual who is responsible for preventing conflict at a small social event will be substantially different from that of an individual who is responsible for disagreements within a particular portfolio or team for the entire year. The list presented here is not exhaustive, nor does it apply to every situation.

- **Being a first point of contact** - the responsible person should generally be the first person, external to the disagreement or conflict, who is contacted. This is important to prevent disagreements from escalating, as well to prevent misinformation being spread. To achieve this, their contact details should always be available to anyone who might need to contact them.
- **Understanding both sides of a disagreement** - the responsible person should make an effort to hear both sides of a dispute or disagreement. This may involve reaching out to people, as it cannot be assumed that both sides of a dispute will contact the responsible person. It may also involve seeking information from third parties where relevant, or obtaining copies of emails, Facebook messages, or other communications.
- **Collect information in writing** - the responsible person should, where possible, communicate with the parties to a dispute in writing, and keep notes on any conversations that they have. It is important to be able to refer back to written records if a person, or multiple people, disagree with what was said or done in the course of resolving a disagreement.
- **Keeping information confidential** - the responsible person may receive personal or private information in the process of resolving a disagreement. They should, as much as possible, keep that information confidential. Sometimes it will be necessary to share information with others (for example, in a conflict between two subcommittee members from different

subcommittees, the Executive may need to know details of the conflict to determine if a subcommittee member should be removed from their role).

- **Determining what steps to take to resolve the disagreement** - the responsible person should be able to determine, based on their knowledge of the disagreement, the appropriate steps to resolve it. These could be taken from the list of actions mentioned in Clubs Handbook Section 20, or they could be unique to the context of the particular dispute.

### 3. How Arc can help

Depending on the nature of the disagreement or conflict, there are ways in which Arc can assist with resolving disagreements within Clubs. However, these should not be a substitute for having processes in place within your Club that allow disagreements to be managed and resolved.

- **Supervising General Meetings** - Arc can send a representative to an AGM or an EGM if it is anticipated that there will be a conflict or disagreement at the meeting. This is particularly important if a member, or members, of the Club are contesting the legitimacy of the meeting or the election of Executive positions. The Arc representative may be able to act as a Returning Officer in some circumstances.
- **Facilitating a mediation** - Arc can facilitate a mediation or arbitration if your Club is unable to find an appropriate person from within the Club to do so. This could be the case if a disagreement has arisen within the Executive team and nobody within the Executive is able to take an impartial position.
- **Providing advice on your Club's constitution** - Arc can provide advice on whether certain actions are in line with the Club's constitution, as well as whether or not certain planned actions would be in line with the constitution. This could be important if your Club was planning on relying on a specific part of the constitution to resolve a disagreement, or if your Club was planning constitutional amendments to add a grievance officer or a specific grievance policy.
- **Providing advice to the responsible person** - Arc can give specific advice on a particular disagreement or conflict in a situation where the person responsible for resolving the dispute is unsure of the best course of action. Bear in mind, however, that Arc may not necessarily have access to all the relevant background information, and that without this information, may be limited to providing general advice that might not fit your scenario.

#### 4. Examples of how disagreements could be resolved

**Scenario 1:** *Jeremy is an Activities Director in the Nicolas Cage Appreciation Society. He works underneath Lorraine, the Vice-President (Activities). Jeremy is responsible for supervising two members of the Activities Subcommittee. The Nicolas Cage Appreciation Society does not have a formal grievance policy, but it was explained at their training day that Executive members are responsible for managing disputes in their portfolios.*

*Tanya, who is one of the Subcommittee members that Jeremy is responsible for, never completes her tasks by the deadlines Jeremy sets. As a result, events that Jeremy is responsible for have been poorly organised. On two occasions, Nicolas Cage movie screenings have been postponed or cancelled due to issues with venue bookings. Jeremy is becoming increasingly frustrated.*

The most relevant aspects of this situation are:

- Tanya is not performing her duties;
- This is impacting the Club's events, and therefore the experience of its members;
- Tanya is in a Subcommittee role which is likely not a major role within the Club;
- The Executive member in charge of the portfolio (Lorraine) is the responsible person.

In this situation, Jeremy should first make an effort to deal with the issue himself. It is important to remember that not every disagreement or conflict should immediately be escalated, and that Club members should aim to manage their own disputes where possible. In order to do this, he could:

- Arrange a meeting with Tanya to discuss her performance and the consequences of this. She may not understand the importance of the tasks assigned to her, and may not have realised that events have been cancelled because she did not complete her duties.
- Reduce the number of tasks assigned to Tanya until it becomes clear that she is capable of completing them.
- Change his management style to provide more specific and direct instructions.

If this is not effective in resolving the issue, Jeremy could raise the issue with Lorraine. As the responsible person, there are several things that Lorraine could do to manage the disagreement:

- Refer to emails and messages between Jeremy and Tanya to understand the entire situation;
- Talk to Jeremy and Tanya individually to understand each of their perspectives on the issue;



- Arrange a mediation between Jeremy and Tanya to ensure that they both understand each other's point of view;
- Reallocate responsibilities in the portfolio.

While Lorraine could raise the issue with the Executive team and have Tanya removed from her role, this may not be necessary given that it is not a major role within the Club. This could have a negative impact on the Subcommittee as a whole and may be a disproportionate response.

**Scenario 2:** *Kristie is the President of the Banana Enthusiasts Club (BEC), one of the largest societies on campus. Brandon is the Treasurer, and is responsible for a budget of over \$80,000. As part of his role, he is required to allocate funds to a variety of large events, including the annual Big Banana Road Trip, various Banana Parties, and two Banana Industry Networking nights.*

*The Executive was elected in November 2016. Kristie expected a first draft of the budget by the end of the year. It is now February 2017 and Brandon has still not completed a budget. The rest of the Executive is becoming frustrated, as they cannot plan their events without knowing how much they have to spend. However, Brandon insists that it is not his fault, as he has not received any information from the Executive regarding what events they want to run throughout the year.*

*Kristie and Brandon had a heated argument at the last Executive meeting, with Brandon accusing Kristie of not providing him with the information he needed to create the budget. Kristie insisted it was Brandon's responsibility to consult the Executive on this matter, not hers.*

The most relevant aspects of this situation are:

- The disagreement has the potential to seriously impact the Club's capacity to run its events throughout the year;
- It is not clear who is at fault and who is not performing their duties;
- The disagreement affects the whole Executive team, meaning that it may be difficult to find a neutral person to help with resolving the disagreement;
- Given that the members involved are on the Executive, the only way they could be removed from their role is at a General Meeting of the Club.

In this situation, it is essential that the disagreement be resolved in order for the Club to continue to function effectively.



Either Brandon, Kristie, or another member of the Executive could take steps towards resolving the dispute. If there is a person who is responsible for dealing with disagreements within the Executive, the disagreement should be brought to them. Assuming that a responsible person has been nominated, and that they are capable of remaining impartial, there are several steps they could take towards resolving the disagreement:

- **Collect all the relevant information** - the responsible person should seek to understand the disagreement from both Brandon and Kristie's point of view. This would involve talking to both of them individually, collecting copies of emails or messages between them, becoming familiar with each of their responsibilities under the Club's constitution, and asking other Executive members for their perspectives on the disagreement.
- **Consult with Arc regarding Executive responsibilities** - the responsible person may need to seek clarification about the Club's constitution and who is responsible for completing certain tasks. This will allow them to create more informed solutions to the disagreement.
- **Arrange a mediation between Brandon and Kristie** - the responsible person could organise a mediation between Brandon and Kristie. In the process, they could ask Kristie and Brandon to each explain their points of view with an opportunity to better understand each other's perspective. The mediator could refer them to their prior communications, their constitutional responsibilities, and outline the impact that their dispute is having on the rest of the Club. The goal of the mediation would likely be to ensure that all budgetary responsibilities are allocated in a way that Brandon and Kristie are comfortable with.
- **Arrange an arbitration between Brandon and Kristie** - this would be similar to a mediation, however, Brandon and Kristie would have to agree in advance to be bound by the decision of the third party. This requires the arbitrator to be impartial, fair, and to have a high level of background information about the disagreement. An arbitration may be more suitable if it is very important that the required work gets done, regardless of whose responsibility it is.

**Hold an EGM to replace Brandon and elect a new Treasurer** - this may be necessary if the disagreement is otherwise unable to be resolved. It would be necessary to follow the correct procedures outlined in the Club's constitution. In doing so, it is important to keep the Executive informed and ensure that conflict does not escalate or spread as a result of this.

## Related Documents

Clubs Handbook Section 9 – Holding a General Meeting of Your Club

Clubs Handbook Section 10 – Guidelines for Elections

Clubs Handbook Section 11 – Being a successful Club Executive

## Help!

### Visit Us

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 21. Incident Reporting

### Why do we need to report incidents?

Even with the best planning, things can go wrong. There are some risks (like unpredictable human nature) that cannot be controlled. Reporting incidents is important for preventing incidents and ensuring the continued safety of Club members. It will help identify underlying unforeseen issues and can improve risk minimisation and the way Arc supports Clubs in the future. It's also important that Arc can follow up to make sure that the appropriate action was taken, that everyone involved is OK and offer additional assistance or resources if necessary.

### What incidents do I need to report?

Executives must report certain “notifiable” events under the Arc Clubs Procedures. A notifiable event includes

- Injuries
- Theft
- Drug/alcohol related incident
- Inappropriate behavior, including (but not exclusive to)
  - Failing to uphold the Club's Constitution
  - Breaching members' voting rights
  - Misuse of Club funds or resources
  - Abuse of Executive privileges
  - Criminal or illegal activity
  - Failure to comply with Arc's WHS policy
  - Bullying, harassment, or discrimination
  - Behaviour which harms Arc's reputation
- Physical assault
- Sexual assault
- Property damage
- Criminal behaviour
- Death

- Anytime that external services are called (including security, police, fire or ambulance)

As a general rule, these types of events should also be reported even if it was not directly witnessed by a member of the Executive, but reported to them later by another person.

## How do I report an incident?

If something happens at a Club event (any Club meeting, camp, social gathering etc. – even those on campus) Executives should use the online Arc Club Incident Report (on OrgSync). Club members can also use this form if they witness a notifiable incident.

## FAQs

### Who must report incidents?

Reportable incidents must be reported by Executives, however any member of the Club can also report incidents. See above for more information on reportable incidents.

### What kind of incidents must be reported?

These are called reportable incidents. See above for more information on reportable incidents.

## Related Documents

Sexual Assault Action Plan

<https://orgsync.com/78400/files/1281227/show>

*Note: The University has recently made changes to the reporting process of Sexual assault and Sexual harassment. If you or someone you know needs support or advice about this issue please use the new [portal](#) to identify and access options. This new reporting portal is easy to find and navigate, and provides up-to-date information on how to report sexual assault and harassment, and where to go for immediate and long-term support.*

Arc Club Incident Report

<https://orgsync.com/78400/forms/265039/>

## Help!

### Visit Us

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 22. Managing Club Events

Good planning and organisation will allow your Club event to not only run smoothly on the day, but will also allow you to receive funding that Arc offers for such events, including the Clubs Grant and/or the Student Community and Development Grant (SCDG), as well as allowing you to nominate for the Arc Club Event of the Year, and Photo of the Year awards.

### Planning Early

The first step in planning an event is to establish the idea of the event. It is important to do this as early as possible! You should have a clear scope of:

- The purpose of the event. For example, is the purpose to recruit members? Is it purely for members to socialise? Are you putting on a ticketed event to raise funds?
- When and where do you want it to be held?
- How many people are you expecting to attend?
- What sort of budget, if any, do you have to work with?

### Booking a Venue and Drawing Up a Schedule

Once you have planned out these initial aspects, you need to book your venue. Venues should be booked well in advance to secure your event's date, time and location. For on-campus events, refer to Clubs Handbook Section 23 (Location and Equipment Bookings) for information on booking a room or an outdoor space. For off-campus events, you should also approach the venue or relevant booking authority well in advance. This may also include public spaces such as parks, which may have special booking procedures for large groups. Make sure to be aware of any Terms and Conditions of hire and any other important information given during the booking process (including information included in the confirmation email) to avoid any problems!

Once you have confirmed your event's time and place, it is advisable to draw up a schedule for the day of the event, starting from before the event at the time you have to set up (or even earlier – from when you will begin promoting your event). This will often highlight the little things that are often forgotten, e.g. iPod and playlist, decorations, signage, etc. It will also allow you to keep an eye on your budget and delegate tasks, especially for large tasks like organising catering and drinks.

Catering is something that will need some research and time in planning. Keep in mind catering for vegetarians/vegans/allergies/other dietary requirements. For all events at the Greenhouse, there are a variety of packages available for Clubs at reasonable prices (see Clubs Handbook Section 23 for more details).

## Promotion

After this initial planning, you can then begin to implement your plan. If you are planning to promote your event (especially if you promoting to a wider audience than your members), develop a plan and start early. Remember, good promotions often make all the difference in how many people turn out. If it's a big ticketed event, Facebook and OrgSync promotions will not be enough. Consider handing out flyers or giving away free stuff with your information attached. Increase your event promotions closer to the date, both online and offline. See Clubs Handbook Section 27 for more ideas about promoting events.

## WHS, Risk Management and Insurance

Make sure that you are aware you of your Club's Work Health & Safety responsibilities and perform a risk assessment to minimise the risks and the consequences of incidents. Some financial risks are covered by existing Arc & UNSW insurance, however you and your Club may want to purchase additional insurance to cover other risks.

## Have a Back-Up Plan

It is important to remember that it is highly unlikely that everything will go according to your schedule or plan. If something does go wrong, do you:

- Have a contingency plan?
- Have a wet weather plan?
- Know where to get first aid help?

If you have to book additional venues to accommodate for these situations, make sure you do it with your initial venue booking.



On the day of your event remember to bring:

- Any booking confirmations received (having it accessible in your email is usually fine)
- All the necessary items to help you apply for an Arc Clubs Grant. These include:
  - An attendance form from the Arc Clubs Space
  - Your Club Banner OR a generic Arc Banner
  - A camera to take a photo at your event with the banner. The photos we need are the ones that show the event in motion, not posed group shots with the banner - these tell us nothing about the event!

Remember to take the logistics behind packing up your event into consideration! The best way to ensure an event that runs smoothly is to plan well in advance, and to always have a back-up plan!

## Where can I find out more information?

Australian Sports Commission – Clubs/Association Management Program: Event Management

[https://www.clearinghouseforsport.gov.au/\\_data/assets/pdf\\_file/0016/185110/Club\\_EventMgt.pdf](https://www.clearinghouseforsport.gov.au/_data/assets/pdf_file/0016/185110/Club_EventMgt.pdf)

## Related Documents

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 17 – Insurance

Clubs Handbook Section 23 – Location and Equipment Bookings

Clubs Handbook Section 25 – Funding & Grants

Clubs Handbook Section 27 – Promoting your Club

## Help!

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### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 23. Location and Equipment Bookings

### Arc Spaces

Arc has several spaces available for Clubs to hire. Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

### Greenhouse (Roundhouse Temporary Facility)

During 2017, Arc will be using a temporary facility on the Village Green called the Greenhouse while the Roundhouse undergoes renovation and refurbishment works. Use this form for bookings.

Free Greenhouse room hire is offered for the locations listed below and is only available to Arc-affiliated Clubs (not individual Arc members or students, unless booking for an IGM). Individual student hirers should contact Venue staff directly ([venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)) and will be charged a discounted UNSW rate.

No persons under the age of 18 are to be in the venue after 5pm.

Location	Spaces	Booked Through	Availability	Capacity
Greenhouse	Room 1	Arc Venues & Events	In Session: Mon-Fri 9am-9pm	125
	Room 2			83
	Room 3		Out of Session:	83
	Room 4			125

The Greenhouse also hires out The Pavilion Bar, The Gazebo and The Deck Bar for large scale events. These events require a detailed written proposal from your Club submitted to the Greenhouse for consideration. If your event has been approved, Arc's Event staff will meet with you to assist in planning and co-ordinating details for your event.

Location	Capacity
The Deck Bar	400
Pavilion Bar	250
The Gazebo	84

## Arc Offices

Room Location	Room	Booked Through	Availability in Session	Capacity
Arc Offices (Basser College)	Training Room 1 (sml)	Arc Reception (Basser College)	Mon-Fri 8:30am-5pm	10
	Training Room 2 (lrg)			25
	Dance Studio		Mon-Fri 8:30am-6pm	15
	Music Room 1 (lrg)			5
	Music Room 2 (sml)			2

The Training Rooms can be combined for use as one larger space. They can only be used for events such as meetings or presentations, not rehearsals or other activities that may cause disruption to the adjacent office space.

Clubs Bookings for Arc Music and Dance Rooms are limited to five (5) hours per Club per week. Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

## How to Book an Arc Space

Bookings can only be submitted by the Club Executive via Orgsync in the Forms Section.

1. Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.
2. Go to your Club Orgsync Portal and begin the 'Arc Room Bookings - Clubs' Form.
3. Read through the Terms and Conditions on the first page of the form and then click 'Begin Form'.
4. Select your Club from the drop-down menu and click 'Next'.
5. Fill in all required fields of the form.
6. Select desired Location (either Greenhouse or Arc Offices) and choose the room/s that you need for your booking.
7. Agree to the Terms and Conditions before submitting your application.
8. Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing.
9. You will receive an email confirmation from Arc or Greenhouse Staff. Please print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Make sure to check your junk mail inbox as well for confirmation emails.

At any point in time you may press 'Save & Finish Later' at the bottom of the form to pause your submission. To go back to your submission, visit the 'Forms' Section and click the 'View My Submissions' button on the right.

## Catering

The Greenhouse also offers catering options for functions held in The Greenhouse. These must be booked at least three (3) days in advance. All beverages including juice and soft drinks must be purchased from The Greenhouse Bar. Any bookings that require bar service must be negotiated directly with the Venues Office ([venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)) at least two (2) weeks in advance before lodging your Orgsync booking form.

In order to comply with food safety regulations, Clubs are not allowed to bring in any external food in to any Greenhouse or Arc Rooms (other than light snacks such as chips or lollies). This includes any hot foods that have been purchased outside of The Greenhouse.

## Room Bookings – UNSW (CATS Rooms)

There are over 250 Centrally Allocated Teaching Spaces (CATS) on campus and many are available for Clubs to use. Major theatres such as the Science Theatre will incur a cost to hire, but most classrooms and many smaller theatres are available for Clubs to use free of charge. The [UNSW Venues and Events Webpage](#) provides details of CATS rooms on campus.

### How to book a CATS Space

Only Club Executives are able to submit booking requests on behalf of their Club. To book a CATS space, you must submit the 'UNSW Venues & Events/CATS Room Bookings' form on OrgSync.

These are the steps you will need to take:

1. Booking applications must be submitted at least seven (7) days in advance of your event. Applications that fail to adhere to this requirement will be denied.
2. Go to your Club Orgsync Portal and choose the 'UNSW Venues & Events/ CATS Room Bookings' form.
3. Select your Club from the drop-down menu and click 'Next'.
4. Fill in all required fields. Be sure to include a description of your proposed event if your event will involve any external (i.e. non-Club members/non-UNSW students) guests. If so,

include who they are and the role they will be playing in your event. If you are receiving sponsorship for your event, include this in your form as well.

5. Submit your booking application. Your application will be assessed by Arc Clubs staff before being sent on to UNSW CATS Staff to review (depending on your affiliation status).
6. You will receive an email confirmation from UNSW CATS Staff. Please print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Please allow for at least five (5) to seven (7) working days for your confirmation email before contacting Arc staff about the status of your booking.

At any point in time you may press 'Save & Finish Later' at the bottom of the form to pause your submission. To go back to your submission, visit the 'Forms' Section and click the 'View My Submissions' button on the right.

Be aware that Clubs cannot transfer or book on behalf of any other student organisation or third party, including event sponsors. Additionally, any event that has sponsorship is required to pay for venue hire. Any Club that breaches this condition will have all booking privileges withdrawn.

Ensure that you leave the room as you found it. Food and beverages are not permitted inside any CATS space without the expressed permission of CATS UNSW.

All Clubs are expected to adhere to CATS Booking Terms and Conditions. Any breaches to those rules may result in your Club's access to bookings being revoked.

## Outdoor Spaces

The following Outdoor Spaces are available to be booked by Clubs:

Type	Location	Location Information	Map Reference	Built-in BBQ
BBQ	Michael Birt Lawn (D25)	Outside the Lowy Cancer Research Centre	D25	
BBQ	Library Lawn Gravel Area (E21)	On the front corner of the Library Lawn near the Morven Brown Building	E21	Y
BBQ	Morven Brown Lawn (C20)	Courtyard inside the Morven Brown Building	C20	
BBQ	Commerce Courtyard (E20)	Courtyard area outside the CLB	E20	
BBQ	Ball Sculpture Lawn (H17)	On the main walkway	H17	
BBQ	Chancellor's Garden (Fountain OMB - J15)	Formerly the 'Naked Lady Lawn', between the Old Main Building and The Red Centre	J15	Y
BBQ	Physics Lawn*(L13)	Behind the Old Main Building, near Barker Street	L13	Y
BBQ	Physics Courtyard (Graham Russell - K15)	Eight beside the Chancellor's Garden	K15	
BBQ	Science Square (G13)	Grassy area in front of the Science Theatre	G13	
BBQ	Alumni Park (D12)	Along College Road, grassy area next to UNSW Hall	D12	
BBQ	Sam Cracknell Barbeque (H8)	BBQ next to the Sam Cracknell Pavilion (*booking the BBQ does not allow you to use the Village Green or Sam Cracknell Pavilion. You must contact Arc Venues directly for those areas)	H8	Y



Type	Location	Location Information	Map Reference	Built-in BBQ
BBQ	Goldstein Courtyard (B16)		B16	
Info Table	Quadrangle Colonnade Information Table	Outside the WH Smith located at the Quad. No food and/or beverages can be given away/sold at this location. This includes bake sales.		
Info Table	Library Walkway Table			

**Note: Until further notice, Arc will not be able to hire out portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.**

## How to Book an Outdoor Space

There are three types of Outdoor Event classifications: Barbeques, Information Tables, and Special Functions. Locations that have in-built BBQs can be used by Clubs (see table above). Note that until further notice Arc does not hire-out portable BBQ's to Clubs. If Clubs possess their own BBQ, they are permitted to use this as part of an event at the allocated BBQ lawns (See above), but must include this when completing the booking form.

Bookings for any of these events must be done through the appropriate Orgsync form only. Any unapproved functions on campus will be cancelled and the participants asked to leave. All of the required documents will need to be uploaded submitted via the form before it can be processed.

Bookings must be placed either:

- For BBQs and Information tables: at least fourteen (14) days in advance of the event.
- For Special functions: at least thirty (30) days before the event.

Bookings that fail to adhere to this requirement will be denied.

1. Go to your Club Orgsync Portal and begin the 'UNSW Outdoor Event Bookings - Clubs' form.
2. Select your Club from the drop-down menu and click 'Next'.

3. Fill in all required fields of the form (For BBQs, you must read the [BBQ Risk Assessment form](#) and [Food Safety guidelines](#) before submitting. For Special Functions, please see below for the documentation you will need to upload.)
4. Submit your booking application. Your application will be assessed by Arc Clubs staff before being sent on to FM Assist to review (depending on your affiliation status).
5. You will receive an email confirmation from FM Assist if your booking is approved. Print a copy and bring it with you on the day. If you have not received a confirmation email then you do not have the booking. Please allow for at least five (5) working days for your confirmation email before contacting Arc staff about the status of your booking.
6. If you require table for your event, after you receive your confirmation, you will need to submit the 'Arc Club Resources Booking Form' (See 21.2) to secure a resource.

If you are submitting an application for a **Special Function** (Festivals, Bands, Charity Drives, Displays and Promotional Events etc), you must prepare the following documentation:

1. A timeline of all activities.
2. A completed Risk Management Form (HS017) covering all activities. Instructions can be found on the Guide to Completing Risk Management Form (HS017-1). For an explanation on the Risk Ratings, please refer to the [Risk Rating Table on Orgsync](#). The risk assessment must be signed by the person responsible for the event.
3. If alcohol is being sold at the function then a liquor license must be obtained.
4. A list of organisers' phone numbers and email addresses.
5. If marquees, barriers, or stalls are required, a mud map of the layout and bump-in/ bump-out times.
6. Read the Food Safety Guidelines.

## Equipment Bookings

The following resources are available to hire for Clubs use only:

Resource	Description	No. Available	Location*	Deposit/Cost**
Projector Screen		2	Arc Reception (1) Sam Cracknell Office (1)	\$50 Deposit
Portable Speaker	Input options: RCA, 3.5mm, SD Card, USB, FM Radio, TRS, XLR, Bluetooth	4	Arc Reception (2) Sam Cracknell Office (2)	\$50 Deposit
Trestle Table		10	Arc Reception (10)	\$50 Deposit
Chair		8	Arc Reception (8)	\$50 Deposit
Hot Water Urn	10L capacity, for use with water only (do not make coffee etc within the urn)	2	Arc Reception (2)	\$50 Deposit
Keyboard (instrument)		1	Arc Reception (1)	\$50 Deposit
Generic Arc Banner		2	Arc Reception (2)	\$50 Deposit

## How to Book Resources

It is recommended that all bookings for resources be made as far in advance as possible to ensure that your request can be accommodated. All bookings applications are made online only through the Orgsync Form *Arc Club Resources Bookings*.

Booking applications can only be submitted by Club Executives, but you can specify another Club member that will be responsible for the resource on the day (i.e. collecting the resource, paying the bond and returning the resource in a timely manner).

To submit a booking request:

1. Applications must be submitted at least seven (7) days in advance of your event. Those that fail to adhere to this requirement may be considered depending on availability, but notification of the application outcome may not be sent until the day before the event.
2. Go to your Club Orgsync Portal and begin the *Arc Club Resource Bookings* Form.
3. Select your Club from the drop-down menu and click 'Next'.
4. Fill in all required fields of the form.
5. Agree to the Booking Terms and Conditions before submitting your application.
6. Your application will be assessed by Arc Clubs staff and (depending on your affiliation status) will be sent through for final processing.
7. You will receive an email confirmation from Arc Reception regarding your booking. If you have not received a confirmation email then you do not have the booking.

Resources are to be picked up either from the Arc Reception Office (Basser College, Level 2), or Sam Cracknell Office (Sam Cracknell Pavilion, Level 1). When arriving to pick up your resource from either location you will need to:

- Pay the cash deposit
- Provide your student I.D. card as bond

These will be returned once the resource is returned. All equipment must be returned to the same location as the pickup. You may specify a preferred pickup location, but this will be subject to the availability of the resource at that location.

Finally, please note that when booking an Outdoor Location (See above) this does not constitute a booking for a trestle table. You need to submit two forms in that instance – one for the space, and one for your desired resource.

## FAQs

### **Do I have to pay to hire equipment?**

A deposit and student ID is required on the pick up of the resource(s) these will be returned once the resource is returned). This equipment booked by a Club must be for Club use and not given to another group or individual to use for their own activities.

### **Can I hire equipment outside office hours?**

Equipment available from Arc Reception can be used out of hours, but you must pick up and return equipment during office hours and have somewhere safe to keep everything in the meantime. You will need to specify a date and time by which you will return the equipment, so that we can make bookings for other Clubs to use the equipment.

### **Do I have to pay to hire locations?**

Generally speaking, as long as your event is a Club event that is mainly attended by students, then you will not have to pay a hire fee. Some commercial venues on campus do incur a fee, however Clubs will usually have access to a student rate. If you have any questions, please contact the Arc Clubs team.

### **How can I check availability before submitting an online booking form?**

For the Dance Studio, Music Rooms and Training Rooms, please visit or email Arc Reception ([reception@arc.unsw.edu.au](mailto:reception@arc.unsw.edu.au)) about availabilities. For Greenhouse availabilities, contact [venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au). For CATS Room and Outdoor bookings, you can contact them via email, however we would recommend instead submitting your booking application for your preferred date, time and location, and include alternative options in your booking application that they can consider if your first choice is unavailable.

### **Can I hire a portable BBQ?**

Until further notice, Arc will not be able to hire out portable BBQs for Clubs to use on campus. Clubs will be able to bring and use their own equipment, as long as they specify this when booking the location.

### **Can I book the Greenhouse rooms as an individual student?**

Individual student hirers should contact Greenhouse staff directly, and will be charged a discounted member rate

**Can I book the Greenhouse for larger scale events?**

Contact Greenhouse staff directly about possible event arrangements.

**How many hours can I book the Arc Music and Dance rooms per week?**

Clubs Bookings for Arc Music and Dance Rooms are limited to five (5) hours per Club per week.

Depending on availability, Arc Clubs Staff may be able to extend this cap on a case-by-case basis.

**Can I use the Arc Music and Dance rooms to hold lessons and classes?**

Hirers may not use the Arc Rooms for direct financial gain, including conducting music lessons, however Clubs using the rooms for rehearsals may pay fees to external parties such as conductors.

**When are the Arc offices available for room bookings?**

8:30am-6pm, Monday-Friday, during session.

**When are the Greenhouse rooms available for bookings?**

9am-9pm, Monday-Friday, during session

**Can I book an Arc Room without being a member of the Club Executive?**

No, only Club Executives can book on behalf of the club via Orgsync

**How much prior to my event should I make my booking application?**

Arc rooms, the Greenhouse and CATS room booking requests must be submitted with at least 7 days notice, whereas outdoor room bookings require a minimum of 14 days notice.

**Can the Greenhouse provide catering options for my event?**

Yes, please see [arc.unsw.edu.au/roundhouse/hire](http://arc.unsw.edu.au/roundhouse/hire) or contact Greenhouse staff directly.

**Can I provide my own food for my event held in The Greenhouse?**

No external food is allowed to any Greenhouse or Arc rooms. Please see information about those rooms above, including catering information.

**Can I book a CATS room in the university semester break, on the weekend or at night?**

Yes, the standard room booking procedure applies.

### **Can I book a CATS room for a sponsored event?**

This will depend on the specifics of the event and the sponsorship agreement. Contact the CATS team in advance for more information ([cats@unsw.edu.au](mailto:cats@unsw.edu.au)). In some cases, a venue hire fee may apply.

### **When booking an information table at the library (e.g. for a bake sale), is the table included in the booking?**

No, Clubs will need to book equipment separately.

### **How can I book the Village Green?**

Visit [arc.unsw.edu.au/play/facilities](http://arc.unsw.edu.au/play/facilities)

### **Where can I find out more information?**

Arc Student Room Bookings

[arc.unsw.edu.au/roundhouse/hire](http://arc.unsw.edu.au/roundhouse/hire)

Arc Sports Facilities

[arc.unsw.edu.au/play/facilities](http://arc.unsw.edu.au/play/facilities)

UNSW FM Assist – Outdoor Event Bookings

<http://www.facilities.unsw.edu.au/fm-assist/outdoor-event-booking>

### **Related Documents**

Clubs Handbook Section 14 – Work Health and Safety (WHS)

Clubs Handbook Section 15 – Managing Risk

Clubs Handbook Section 16 – Arc Clubs Alcohol Policy

Clubs Handbook Section 21 – Incident Reporting

Clubs Handbook Section 22 – Managing Club Events

Clubs Handbook Section 26 – Arc Events: O-Week, O-Day, Foundation Day and more

Clubs Handbook Section 27 – Promoting your Club

Clubs Handbook Section 28 – Fundraising and Sponsorship



## Help!

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### Call Us

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### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

Arc Venues & Events: [venue@arc.unsw.edu.au](mailto:venue@arc.unsw.edu.au)

## 24. General Resources

Arc provides all affiliated Clubs with a variety of resources, including:

- Pigeon Holes (for mail)
- General meeting spaces
- Staff support
- Free Legal Advice regarding Club matters
- Storage space (limited)

The Arc Clubs Space is open Monday-Friday, from 8:30am – 6pm during session, and generally closed out of session. Please check the Arc Clubs Newsletters for updated opening times of the Clubs Space out of session.

### Secretarial Allowance

The Secretarial Allowance is designed to assist Clubs in covering costs associated with marketing or administration and it is available for all affiliated Clubs to access exclusively from the Arc Clubs Space. If a Club's affiliation status becomes either 'suspended' or 'expired', then the Club loses access to their Secretarial Allowance until their affiliation issues are resolved (see Clubs Handbook Section 5).

The Secretarial Allowance is updated around Week 4 of each semester following the membership audit (see Clubs Handbook Section 8), or when you first affiliate as a new Club. The allowance total is valid until the next membership audit. The amount is not "rolled over" to the following semester or later years and is not transferable or withdraw-able. Clubs are allocated an amount for their Secretarial Allowance based on their funding level as shown in the table below.

Funding Level	Secretarial Allowance (per semester)
Bronze	\$25
Silver	\$100
Gold	\$200

Clubs are entitled to up to \$200 each semester, depending on their Club Type (see Clubs Handbook Section 25). Clubs can top up their Secretarial Allowance at any time by making a cash payment at the Clubs Space or by making a card payment at Arc Reception.

Clubs can use their Secretarial Allowance to pay for the following (credit redeemable in the Arc Clubs Office only):

- Photocopying and Printing (See below for detailed instructions)
- Laminating
- Badge making

## Printing, Scanning, Photocopying & Laminating

Arc provides Clubs with access to computers and cheap printing facilities in the Arc Clubs Space. To access the computers, login using the “Clubs” account and the password is “Clubs”. There are three Windows desktop computers for use, as well as an Apple Desktop computer that has the Adobe Creative Suite software installed on it. All of these computers have internet access.

Laminating pouches are available in A3 and A4 sizes only and can be obtained from the Arc Clubs Space to use with the in-office laminating machine. Before operating the Laminator, please ask for assistance from the Clubs Space reception.

Laminating (cost per sheet)	
A4 Laminating	\$1.00 ea.
A3 Laminating	\$1.50 ea.

Payment for printing, photocopying, and laminating will be deducted from your Club’s Secretarial Allowance. See above for more information on the Secretarial Allowance.

### How to Print, Scan, and Photocopy:

Each Club is given its own ID number (PAN) and password (PIN) code that is to be used for accessing their printing allowance. These codes are visible to your Club on your profile page of your Orgsync

portal (Executives only). If you do not have access to them, the codes can also be provided at the front desk of the Arc Clubs Space.

Club printing can be done in two ways: either by printing from one of the Club Space computers, or online from your own laptop by visiting the <http://Clubsprint.arc.unsw.edu.au/printmydocument> website. Please note that all printing is only received through the Arc Clubs Space printer, and is not available for use elsewhere on Campus.

To **print** from the Arc Clubs Office computers, login and send your printing job to the Clubs Office Printer (PQTKC2P34) – this should be the default printing option. A dialogue box will then pop up on the computer screen for you to type in your Club's printing I.D. and PIN to complete the process.

To print from your laptop via the <http://Clubsprint.arc.unsw.edu.au/printmydocument> website, you will need to upload your document and select your printing options. Please note that currently Clubs can only print in A4 size (black and white, or colour) single-sided through this website. To print double-sided or on A3 you must use the Clubs Space computers.

The Arc Clubs Space has plain white paper and coloured paper to use for printing. Printing on coloured paper does not incur additional costs, so speak to the front desk about which colours you would like to use and the receptionist will load it into the machine.

If your Club intends to print on A5 paper, or thicker GSM/certificate paper, then you will need to provide your own paper. Make sure you speak to the Arc Clubs front desk for assistance before printing on different types of paper.

To **photocopy**, press the 'copy' button to the left of the screen and type in your Club's PAN I.D. Press the blue icon on the screen to submit, and then type in your PIN. Press 'done', and then you will be logged in. When you have finished photocopying, make sure you press the 'Log In/Out' button to log off.

To **scan**, simply press the 'Email' button on the printer's LCD screen (no login required). Select 'New Recipient' to input your email address to receive the scanned document/s, and 'close' when you have finished. You can type in a subject and/or message as required. Press the "Start" button when you are ready to start scanning. You can load A4 documents in the scanner on the top of the printer for faster scanning, but ensure you have removed all staples/paperclips from your document beforehand. For irregular sized documents (receipts etc.), place them on the photocopier area.

The pricing list for printing is as follows:

Black & White Printing	Cost per page
A4 Single Side	\$0.075
A4 Double Side	\$0.13
A3 Single Side	\$0.13
A3 Double Side	\$0.225

Colour Printing	Cost per page
A4 Single Side	\$0.41
A4 Double Side	\$0.71
A3 Single Side	\$0.70
A3 Double Side	\$1.23

## Badge Making

There are three badge makers available in the Arc Clubs Office. The large badge maker produces 57mm (diameter) badges, and the two small badge makers produce 35mm (diameter) badges. You can refer to the Badge Making Sizes Template that is available on Orgsync when designing your badges to ensure that the image is compatible with the machines.

If you are going to make a large batch of badges, contact [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) at least a day in advance so that the materials can be prepared for you.

The pricing list for badges is as follows:

Badges	Cost
Small Badge 10 Pack	\$5.00
Small Badge 20 Pack	\$9.00
Large Badge 10 Pack	\$6.00
Large Badge 20 Pack	\$11.00

Payment for badge parts will be deducted from your Secretarial Allowance. For a compiled list of prices, please see the Arc Clubs Office Resources Price List available on Orgsync.

## Clubs Storeroom

Clubs can request to have an allocated space in the Arc Clubs Storeroom, which is located near the Arc Clubs Space (Basser College, Level 2, through the car park). Clubs items must be confined to their allocated storage tub (approx. 50cm (D) x 30cm (W) x 37cm (H)). As space is limited, Clubs may only have one storage tub each. Clubs that want to store large or bulky items can only do so with prior consent from Arc Clubs Staff.

The storeroom will be accessible whenever the Arc Clubs Space is open. You just need to sign out the key from the Arc Clubs Space first and make sure the key is promptly returned. Each tub also has a designated space in the storeroom (refer to the list on the back of the storeroom door) that it must be returned to.

If you would like to apply for a space, please email [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) or visit the Arc Clubs Space to discuss availability. Clubs without storage tubs cannot store their equipment in the storeroom without prior approval.

When you have been allocated a storage tub, you can use it to store your Club's general items that you use regularly for activities, or that need to be available for numerous Club members. There are some items that are prohibited from being stored in the storeroom at any time.

The following items will be removed immediately if discovered by staff and disposed of without notice:

- Any perishable goods, fresh or packaged (food, drinks, including sauces, oils)
- Dangerous goods
- Gas bottles/cans (of any kind)

In addition, all unlabelled items outside of storage tubs will be thrown out without notice. Other clearly labelled items that should not be in the storeroom may be thrown out after giving the Club seven (7) days notice via email (sent to the general Clubs email).

## FAQs

### **Can I use my Club's secretarial allowance for non-club needs?**

No, this service is for Club-related uses only, so make sure only to give out the printing passwords to Executives and other trusted Club members. If you want to change your Club's password, contact the Arc Clubs team. Clubs that misuse their secretarial allowance may lose access to the allowance.

### **How often does the secretarial allowance get updated?**

The Secretarial Allowance is updated around Week 5 of each semester following the membership audit. Any remaining secretarial allowance is not rolled over.

### **What type of things does the secretarial allowance cover?**

Photocopying and printing, laminating and badge making.

### **How do I access my Club's printing passwords?**

These will be emailed to club executives upon affiliation. Clubs can also ask members of the Arc Clubs team at the Arc Clubs Space front desk or via email.

### **Are there any other storage spaces available other than the Clubs Storeroom?**

Arc cannot provide Clubs with any additional storage space on campus.

### **Can I store items larger than my club storage tub in the Clubs Storeroom?**

Clubs that want to store large or bulky items can only do so with prior consent from Arc Clubs Staff. Otherwise, all unlabelled items outside of storage tubs may be thrown out without notice. Other clearly labelled items that should not be in the storeroom may be thrown out after giving the Club seven (7) days notice via email (sent to the general Clubs email).

### **What items am I not allowed to store in the Clubs Storeroom?**

The following items will be removed immediately if discovered by staff and disposed of without notice:

- Any perishable goods, fresh or packaged (food, drinks, including sauces, oils)
- Dangerous goods
- Gas bottles/cans (of any kind)



## Related Documents

Badge Making Sizes Template

<https://orgsync.com/78400/files/725557/show>

Arc Clubs Office Resources Price List

<https://orgsync.com/78400/files/797326/show>

## Help!

### Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

## 25. Funding & Grants

One of the main ways that Clubs benefit from being affiliated with Arc is through funding and grants. We know that running awesome events that get your Club members excited costs money. In order to support the rich diversity of Club events held continually throughout the year, Arc provides an array of funding options to best suit the needs of your Club.

Clubs may only receive one grant per activity. For example, if a Club chooses to receive a Clubs Grant for an Activity, then they are no longer eligible to receive another grant for the activity (e.g. Student Community & Development Grant). If you think your activity is well suited to the SCDG, apply for that grant first, and if your application is unsuccessful, your Clubs Grant application deadline will be extended past the standard deadline.

The approval of all Arc Grants is subject to factors such as eligibility requirements and budgetary restrictions. Arc may pay out less than the normally calculated amount.

Clubs are encouraged to contact Arc Grants Staff to discuss their funding needs and ensure that they are operating under the scope of the Funding Policy in advance of applying for funding.

Application forms for all Arc Grants can be found on OrgSync under the 'Forms' section, and must be submitted online only (i.e. you can't download the form and email it in or hand in a printed version).

### Funding Categories

Your funding level determines the amount of cash funding available to your Clubs through the Clubs Grant. For Regular Clubs, your funding level is determined by your membership audit (see Clubs Handbook Section 8) and is re-assessed each semester. For Constituent Clubs, your funding level is pre-determined by the type of University body that you relate to. If you wish to upgrade your funding level throughout the semester, you can contact [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) to request to be re-audited. If you have progressed to the next level, your funding will automatically update. This method of increasing your funding level applies to both Regular and Constituent Clubs.

Club funding levels are assigned as Bronze, Silver or Gold as per the following tables.

## Regular Clubs

Arc Members	Club Type	Annual Funding Limit
5-49	Bronze	\$1000
50-199	Silver	\$2000
200+	Gold	\$4000

## Constituent Clubs

Constituent Clubs are automatically assigned a funding level based on the type of constituency:

Constituency Type	Club Type	Annual Funding Limit
Program	Bronze	\$1000
School/Residence	Silver	\$2000
Faculty	Gold	\$4000

Constituent Clubs can upgrade their funding level if they have enough members as per the guidelines for Regular Clubs. To upgrade, contact [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au).

## Types of Funding

The following table provides a quick reference of the types of funding available to Clubs:

Grant	Calculation	Maximum Amount	Type of Grant
Clubs Grant - Activities	30% of expenses up to break-even, <b>plus</b> \$1 per Arc member up to \$100	\$500 (Bronze) \$1000 (Silver) \$1500 (Gold)	Standard
Clubs Grant - Equipment, Merchandise and Publications (EMP)	50% of cost for equipment or publications up to break-even  <b>OR</b> 30% for <b>merchandise</b> up to break-even	<b>Equipment or publications:</b> \$500 per purchase  <b>Merchandise (per year):</b> \$500 (Bronze) \$1000 (Silver) \$1500 (Gold)	Standard
Secretarial Allowance	Automatically received upon affiliation with Arc	<b>Per semester:</b> \$25 (Bronze) \$100 (Silver) \$200 (Gold)	Standard

Grant	Calculation	Maximum Amount	Type of Grant
Student Community and Development Grant (SCDG)	Depends on quality of applications in the round, at the discretion of application review panel.	None	Competitive

Note that Clubs Grants are the only form of funding that count towards your annual funding limit for your Club.

Subject to budgetary restrictions, Standard Grants are paid by Arc if:

- The information submitted is correct and the application meets all of the grant requirements
- The Club has not reached its funding limit

Competitive grants are based on how well your application meets the grant criteria, and is also dependent on the number and quality of applications received.

## Clubs Grant Details

The majority of Club activities, equipment, merchandise and publications will be eligible for a Clubs Grant, as long as another grant has not been approved.

### Activities

“Activities” include (but are not limited to) BBQs, cruises, camps and parties.

Applications for a Clubs Grant must be submitted within one month after the event (from the first day, if the event takes place over multiple days/weeks). This means that the application for an event taking place on 5 June is due to 5 July, and the application for an event taking place on 2 February is due to 2 March. Applications cannot be submitted before the event, as documentation from the event is required.

Arc recognises that many Clubs hold regular events, such as weekly classes or monthly meetings. A separate Clubs Grant Application may be submitted for each re-occurrence for which you would to apply for a grant, however where a Club holds multiple activities per week, Arc Clubs Staff must be consulted prior to applying for funding. If these activities are similar, Clubs may be asked to consolidate Grant Applications.

## Equipment

“Equipment” refers to purchases made by the Club that are integral to the Club’s aims or activities, are durable and for the long-term use of the Club. This equipment must remain the property of the Club.

Examples include cash boxes, music stands, eskies, membership stickers and sport equipment.

Funding will generally not be provided for resources or purchases of items that are already provided by Arc for Club use. For example, Clubs can borrow speakers from Arc, so purchases of similar items will generally not be eligible for Arc funding. Clubs that wish to receive funding for these purchases must provide satisfactory reasons as to why Arc resources are insufficient for the Club’s use. If in doubt, it is recommended that Clubs contact Grants Staff beforehand to make arrangements.

Additionally, in order to be eligible for funding, the equipment must have a continued future use that is aligned with the aims of the Club, and that will allow the Club to grow substantially. So for example a soccer Club buying soccer goals would be eligible for funding, but a photography Club making the same purchase would not receive funding.

## Merchandise

“Merchandise” refers to items produced by the Club to promote the Club’s aims or activities. If merchandise items are being sold, when calculating the breakeven point it is assumed that all items will be sold at the full price.

Examples include: T-Shirts, pens and membership cards

Merchandise that is for a specific activity (e.g. T-shirts that feature a design for a specific tournament, production, camp) are not eligible for funding under through the Merchandise stream. Instead these should be included in the costs for the event/activity in the Activity stream.

## **Publications**

“Publications” refers to items published by the Club to promote the Club’s aims or activities.

Separate print runs/purchases of the same item within the same year will be considered as one, so funding for these items are subject to the same grant limits as a single purchase.

Examples include: newsletters, websites, annual journals.

## **How to Apply for a Clubs Grant – General Details**

### **Joint Clubs Grant Applications**

Arc recognises that a Club may wish to hold activities with another Club, program, collective or other third party. Arc encourages such events as an important aspect of promoting diversity in student life.

Joint Club activities or purchases must be submitted as a single application in the [Arc Clubs Grants Form](#) and must include a breakdown of the portion of costs incurred and income received by each Club (or other party) involved so that Arc may determine the proportion of funding to each Club.

If a Club jointly runs an activity with a group or other party not eligible to receive funding from Arc, then the Club will still only receive a proportion of the grant based on the proportion of costs incurred and income received by the Club.

### **Receipts & Invoices**

It is recommended that Clubs keep originals or copies of receipts and invoices for their own records (see Clubs Handbook Section 18 – Club Financial Management).

Arc requires that all receipts and invoices (either originals or copies) must be submitted for grant applications and must contain the following information:

- The company’s name
- The company’s ABN
- The date the invoice was issued
- A clear breakdown of all purchases and their quantities
- The total amount paid
- GST information (including where tax is applied)

- Where the company is not registered for GST, the receipt or invoice should say “[the company] is not registered for GST”

Receipts that do not contain one or more of the items listed above will usually be omitted from the grant. Exceptions to this can be found at the end of this section. All copies of receipts must be clear and complete (i.e. the whole receipt is visible) – where copies are unclear or incomplete, Clubs will be asked to bring the original receipt into the Clubs Office to be sighted by staff. It is recommended that Clubs make copies of receipts as soon as they receive them (before they have a chance to fade). Photographs of receipts are generally not acceptable, as often it is hard to make out important details. Make sure you’re providing a copy that it is a scan or photocopy.

Proof of payment may be requested for any payment included in a grant application.

## Invoices Without ABNs

For any Australian purchase where the supplier is unable to supply an ABN on their invoice, they will need to complete a ‘Statement by Supplier – reason for not quoting an ABN to an enterprise’ form available [HERE](#) or from the Australian Taxation Office website. This form must be completed by the supplier and they must still provide an invoice with all of the other required details such as the name of supplier, date, breakdown of products supplied and total charges.

For the most part, in section A-3 of the form, the reason for not quoting an ABN will be because ‘The supplier is an individual and has given the payer a written statement to the effect that the supply is made in the course or furtherance of an activity done as a private recreational pursuit or hobby’. Keep in mind that the reason and the subsequent legal declaration made will be at the discretion of the supplier. If a supplier declines to provide an ABN or complete this form, your Club should not make purchases from that supplier and should pursue other alternatives.

This form should only be used as a last resort if you are unable to find a supplier that has a registered business and ABN. Only in unique circumstances (such as purchases of niche or unique items) will this option be plausible for your Club.

If you have any questions about this form or the situations in which it could be used, contact [grants@arc.unsw.edu.au](mailto:grants@arc.unsw.edu.au).



## International Purchases

Some Clubs may wish to make purchases internationally. In these cases, the invoices and receipts will not contain an ABN, and the Club's payment may be made in a foreign currency.

When processing the grant application, the value of the purchase will be calculated at the exchange rate on the day of the purchase (i.e. the date stated on the invoice or receipt).

The following additional charges are eligible for grant funding (where invoices end/or receipts are provided):

- delivery fees charged by the international supplier
- delivery fees charged by international couriers
- international transaction fees charged by a financial institution when a payment is made directly from an Australian account to the international supplier

The following examples are additional charges that are ineligible for grant funding (this is not an exhaustive list):

- transport fees for someone in a foreign country who is helping your Club to transport the purchase
- exchange rate transaction fees where the payment is not being made directly from an Australian account to the international supplier (e.g. a Club Executive makes the payment overseas in person)

## How to Apply for a Clubs Grant - Activities

### Before your event:

- Read through the Clubs Grant Application Form.
- Include the Arc Clubs logo in **any** marketing material for your event (including event photos for Facebook events). The logo must be clear and legible. You can access the Arc Clubs Logo in the Files section if you are a Club Executive.
- If your Club is supplying alcohol at the event, ensure that the Alcohol Policy requirements are met (see Clubs Handbook Section 16)

- Make copies of all receipts (i.e. scan them) and keep both the originals and copies in a safe place.
- Retain any invoices and proof of payment if the invoice is over \$500 (e.g. bank transfer screenshot or updated invoice showing \$0 as the owing amount)
- Create a budget for the event, including ticket prices.

If ticket fees (or other compulsory fees) are charged to attendees, make sure to charge a premium of at least 110% on event fees for all non-Arc members. For example, if Arc members are charged \$10 entry (the base price), non-Arc members should be charged at least \$11. If Clubs charge different fees to Club members and non-Club members, this may result in a four-tiered structure. E.g:

Membership Status	Example Price
Arc Member, Club Member (base price)	\$10
Arc Member, Non-Club Member	\$10.50
Non-Arc Member, Club Member	\$11
Non-Arc Member, Non-Club Member	\$11.55

When budgeting for your event, it is usually a good idea to set ticket prices under the assumption that all (or a large majority of) attendees will be paying the base price. That way, you should generally only have a larger than expected income, rather than falling short. This is especially important if your Club has limited funds, and you are hoping to breakeven or make a profit from your event.

### At your event:

- Have all attendees sign the attendance list (including non-Arc members).
  - This is especially important if the Club is providing alcohol at the event (see Clubs Handbook Section 16).
  - The list should contain full names, student numbers, signatures and whether they are active Arc members. Also remember to include date, Club name and activity at the top of every sheet. You can use Arc's template attendance Form.
  - Where a performance or conference is hosted or organised by the Club, the attendance of Arc members may be based on the attendance list of the organisers, performers and crew. Performance observers and conference entrants are not required to complete the attendance list, however they may do so.

- Check Arc membership when collecting ticket fees (if fees are charged) - Arc members have a current Arc sticker on their student card.
  - This is recommended because we check your list of Arc member attendees before awarding \$1 per Arc member. If you've budgeted very precisely but don't check membership, you may receive less funding than anticipated.
- Take a photo of your event, showing that the Arc Clubs logo was displayed prominently. This photo should show attendees at the event participating in activities and **not** simply holding the Club's banner up for a photo - the idea is for the Arc Clubs logo to be on display for the duration of the event.
  - Displaying the Club's Arc banner will usually be the most convenient way to fulfil this criterion, however an alternative use of the Arc Clubs logo is acceptable, as long as it is prominent and clearly associated with the event. For example, Clubs may be able to display A3 printouts of the Arc Clubs logo or include the logo in signage; however an attendee simply wearing a shirt with the Arc Clubs logo is insufficient. Acceptance of other methods of displaying the Arc Clubs logo at your event is at the discretion of Grants Staff. Consult staff **prior** to the event if you are unsure.

## After your event:

- Make scan all receipts (if you haven't already).
- Complete a Clubs Grant Application on Orgsync and attach:
  - Scans of all receipts proving the total expenses of the Activity.
  - The completed attendance list from the event.
  - Copies of any marketing material, showing the Arc Clubs logo, date, location, time and ticketing structure (if relevant).
  - The photo showing that the Arc Clubs logo appeared at the event.
  - Actual budgets detailing all income and expenditure (including sponsorship). Please only account for spending you have receipts or invoices for. There is a template on the application form, however you are welcome to attach your own. These amounts should match up to your Club's financial records.

The application must be submitted within one (1) month of the start date of the activity (i.e. if the event was on the 3/5/17, the grant must be submitted by 3/6/17). Late applications will not be eligible for funding.

## Executive-specific Events:

Events that are Executive-specific and not for the general membership of your Club have a separate funding process compared to regular events. These events could include but are not limited to:

- Executive dinners
- Executive training
- Handover dinners

Grants for such events are calculated as follows:

1. Grant amount will be calculated as 30% of expenses
2. Grant amount will be limited to \$500 or \$50 per Executive member in attendance, whichever is lesser.
3. Non-alcoholic drinks are covered by the grant, however tips will not be included in the reimbursement

While your grant can reach a maximum of \$50 per Executive member, **this does not mean you get \$50 to spend per member**. The other restrictions of 30% of expenses and a total grant limit of \$500 will still apply. It is important to understand that these grants are not a “free lunch or dinner”, but rather a subsidy of a Club-funded Executive event.

Obviously, marketing requirements and restrictions will be slightly different to regular events. As such, the following restrictions apply to such events:

1. In the case of handover dinners, this grant covers both incoming as well as outgoing Executive members. Executive members are those who are elected to positions set by the constitution of the Club, not those who are chosen through a selection process such as directors or subcommittee members.
2. This grant can be used for 1 handover dinner and 2 training/bonding events each Academic year.
3. In terms of marketing, evidence of proper organisation specific to the event (training or handover) is required. This could mean a Facebook event, invitations, or an email. This marketing will need also need to feature the Arc Clubs logo or a general disclaimer of Arc’s support.
4. We understand that it might be a little strange to bring your banner to handover dinners. In order to complete this requirement, a small Arc Clubs logo is adequate. This could mean a

small name-card or placard with the logo that will be unobtrusive but still recognisable. *(insert example pictures below)*

These Executive grant applications can be confusing, so here are some examples:

- You have 5 Executives attending your dinner, with the relevant marketing and Arc Clubs logo requirements. At your dinner, you spend a total of \$180, made up of food and drink. In total, you will receive  $\$180 \times 0.30 = \$54$  in subsidy for this dinner. This grant application hasn't hit either restriction of \$500 total or \$50 per member, so **your Club will receive the total \$54 in their grant.**
- You have 12 Executives attending your dinner, 6 incoming and 6 outgoing. Because you would like to celebrate your incredible year running your Club, you spend a total of \$2000, made up of food, drink and a \$35 tip. Initially, your grant calculation would be  $\$2000 \times 0.30 = \$600$  (*tips not included*). While you have a total of 12 eligible Executives, meaning a  $\$12 \times 50 = \$600$  total grant amount, you are restricted by the \$500 maximum, which means **your Club will receive a total of \$500** in their grant.
- You have five Executives attending a training event in order to receive qualifications that will allow your Club to run much better events for the year. The course costs \$600 for the five of you, and you have an important networking event with the other course participants afterwards which costs \$250 for the five of you. Your initial grant calculation would be 35% of  $\$600 + \$250$ , or \$297.50. However, you can only receive \$50 per Executive member, so **your grant amount would be \$250.**

It is still a requirement that all Clubs present the amount that they spent on their Club's Executive members at their AGM in the Treasurer's Report. It is important that all Club members are informed about where the Club's money is spent, particularly when it is spent on Executive members.

These different restrictions may be confusing, which is why we're willing to help! Come have a chat to us in the Clubs Office about your funding for these events, or simply send through an email to [grants@arc.unsw.edu.au](mailto:grants@arc.unsw.edu.au)

## How to Apply for a Clubs Grant - Equipment, Merchandise or Publications

### Before your purchase:

If the item/s you want to purchase are already provided by Arc for Club use, contact Clubs & Grants Staff to confirm whether your purchases will be funded by the Clubs Grant. As mentioned above, you must provide satisfactory reasons (in writing) as to why Arc resources are insufficient for the Club's use.

For merchandise, publications or customised equipment, make sure the Arc Clubs logo appears in a prominent, visible position in your designs. High quality jpeg and eps downloads of the Arc Clubs logo can be found on OrgSync. If you're worried about the size or placement of the Arc Clubs logo, run it past the Grants Staff before your purchase.

All Publications must contain the statement: "This Student Club publication is proudly supported by Arc", in addition to the Arc Clubs logo.

### After your purchase:

For standard equipment (i.e. equipment that isn't customised), pick up a sticker with the Arc Clubs logo from the Clubs Office and attach it to the item.

Complete the Clubs Grant Application Form on OrgSync and attach:

- Receipts or invoices proving the total cost of the Equipment, Merchandise or Publication. You must provide proof of payment for any invoice over \$500.
- The design of all Merchandise, customised Equipment or Publications OR a photo of the equipment showing that the Arc sticker is attached (whichever is relevant).

Submit the application within one month of the invoice or receipt date.

### Extra tips for the Clubs Grant:

- Grants Staff will **not** process incomplete or late grant applications. Make sure to complete the application form correctly, attach all documents prior to submission and submit your full application via OrgSync.
- All applications must comply with the Arc Clubs Alcohol Policy and have a ticket pricing structure consistent with the requirements listed above. No exceptions will be made – non-compliant applications will be rejected.



- For applications where the attendance list, event photo (showing the Arc Clubs logo) or event marketing (showing the Arc Clubs logo) are not provided or do not meet the requirements, Clubs will receive one (1) warning. Any further breach of the requirements on Clubs Grants submitted after two (2) warnings will be penalised by 33% of the total grant (for each issue identified). Where two (2) issues are identified, 66% is deducted, and where three are identified, the application is rejected.
- Late applications will be immediately rejected, unless an exception has been granted by Grants Staff in advance. If you anticipate your application being late, please contact Grants Staff beforehand.
- The attendance list must be provided if the Club provides alcohol at the event, otherwise the event will be ineligible to receive a grant (due to non-compliance with the Arc Alcohol Policy).
- If your application needs clarification, Grants Staff will contact you via the email address you provided on your application.

## Student Community and Development Grant (SCDG)

### When to apply for an SCDG

Student Community and Development Grants (SCDGs) are designed to allow Arc and UNSW to provide support to students who seek to contribute to the campus community & develop Graduate Attributes through hosting or participating in activities.

The SCDG suits a wide variety of activities. Examples of activities funded in the past include participation in debating tournaments, cheerleading tournaments, environmental summits, student forums, art shows and publication writing. To be successful in receiving an SCDG, applicants are required to be able to prove how their event matches the criteria of the SCDG.

### How to Apply for an SCDG

The SCDG is assessed against the following criteria:

- The contribution towards the development of graduate attributes.
- The cultural, social, historical and reputational significance of the event and the contribution to campus culture and community.



- The nature, topic and size of the event.
- The degree of planning and preparation for the event.
- How innovative the activity or approach is.
- The number of Arc members likely to benefit from the event and/or the ability and dedication of the participant/s to use the experience gained from the event to benefit Arc members and the campus community.
- Other avenues of funding support.
- Previous dealings between the applicant/s and Arc.

Since the SCDG is a Competitive Grant, in order to be successful in receiving a SCDG applicants must address each of the above criteria points in detail.

The SCDG Application Form is on Orgsync and requires the following information:

#### For an Individual Arc Member - Participant

- Bank details
- Activity description (3000 word limit)
  - What graduate attributes will be developed? (List the applicable graduate attributes and expand on how these criteria will be developed.
  - How does the activity contribute to UNSW student life, particularly with respect to campus culture?
  - How will you communicate your experiences to Arc members and the wider campus community
- Details of the activity's host e.g. letter of acceptance
- Planned budget
- Post activity report

#### For an Individual Arc Member - Host:

- Bank details
- Activity description (3000 word limit)
  - What graduate attributes will be developed? (List the applicable graduate attributes and expand on how these criteria will be developed.

- How does the activity contribute to UNSW student life, particularly with respect to campus culture?
- How will you communicate your experiences to Arc members and the wider campus community
- Details of the activity's host e.g. letter of acceptance
- Planned budget
- Attendance summary
- List of organisers
- Expense quotes

## For a Club or Group of Arc Members - Participants:

- Bank details
- Activity description (3000 word limit)
  - What graduate attributes will be developed? (List the applicable graduate attributes and expand on how these criteria will be developed.
  - How does the activity contribute to UNSW student life, particularly with respect to campus culture?
  - How will you communicate your experiences to Arc members and the wider campus community?
- Details of the activity's host e.g. letter of acceptance
- Planned budget
- List of attendees (with student numbers)
- Post activity report

## For a Club or Group of Arc Members - Host:

- Bank details
- Activity description (3000 word limit)
  - What graduate attributes will be developed? (List the applicable graduate attributes and expand on how these criteria will be developed.
  - How does the activity contribute to UNSW student life, particularly with respect to campus culture?

- How will you communicate your experiences to Arc members and the wider campus community?
- Details of the activity's host e.g. letter of acceptance
- Planned budget
- Attendance summary
- List of organisers
- Expense quote
- Post activity report

## Post activity report

Arc requires all Student Community & Development Grant recipients to acquit the funds received under your respective Grant program. Please submit this form within 30 days of the formal completion of your project, or within 30 days of being notified of the grant amount awarded for your application, whichever is later.

Failure to acquit your project may result in restricted access to all Arc resources. In addition, Arc will also take this inaction into account in all future grant applications.

Through [this from](#), you will be required to submit:

- A brief statement about your project and its aims (300 words max)
- Attendance of your event (and demographic), if applicable. For an applicant-hosted event: attendance numbers and number of people involved in the organization of the event, both divided into Arc members and non-Arc members.
- Costings - a statement of the actual income & expenditure, including the dollar amount and in-kind payments
  - Were the funds used in the manner specified in the grant application (and if not, explain why)?
- Receipts & Invoices - copies of all receipts and/or invoices for all above costs
- Outcome Summary - statements regarding the impact of the SCDG funding on the event, and how you communicated the experience to UNSW students & Arc members (preferably upload pictures and/or examples of print media)
- Photographic evidence of the project (at least 2 photos required)

## FAQs

### **How do I know if my Club is categorised as Bronze, Silver or Gold?**

Call or email the Arc Clubs team, or visit the Arc Clubs Space. Clubs will be notified of their funding category via email when it is determined in early Semester 1.

### **Which types of funding count towards my Club's annual funding limit?**

Funding through the Clubs Grant counts toward the annual funding limit.

### **Can my Club access grants before it has been approved for affiliation?**

Where the grant is specifically for Arc-affiliated Clubs, your Club will not be eligible for funding for events held and purchases made before your Club has been formally approved for affiliation. The Student Community and Development Grant is open to individual and groups of Arc members, so non-affiliated Clubs are eligible for funding.

### **Can I still get funding for an event that happens outside of semester?**

Yes, as long as the grant application is still submitted by the specified timeframe. Over summer, some Clubs Grant deadlines are extended (these extensions are announced in the Clubs Newsletter).

### **Can I use a photo of a receipt as proof of purchase instead of scanning it?**

Yes, however make sure that all the important details are readable.

### **Can I use an EFTPOS receipt as my proof of purchase?**

No, EFTPOS receipts usually don't have an itemised breakdown of the expenses or the businesses ABN, which are required features of receipts in order to be accepted.

### **Can we apply for a Clubs Grant for a fundraising event?**

There are two parts to the Clubs Grant calculation:

- Expenses & overall profit/loss
- Number of Arc members attending the event

For events that have made a profit (the goal of all fundraising events), there is no funding for the first part of the calculation. While your Club may be raising money for charity and might consider the donation to be an expense of the event, Arc funds events for the benefit of students rather than charities, so these payments are not included in the calculation.

The specific nature of the event will determine whether the second part of the calculation is applicable. For events such as a bake sale, students making purchases would not be considered to be “attending” an event – they are simply making a purchase and continuing on their way. On the other hand, for events such as a Trivia Night where individuals are at the event for an extended amount of time, your Club would receive funding for attendance.

See the rest of this section for further information on funding levels and grant calculations.

### **For the Clubs Grant, can I claim prizes and gifts as expenses? Are cash prizes allowed?**

Generally prizes and gifts can be include the same as any other expense for the event, however you do need to be able to provide a receipt, so cash prizes would not be suitable. A good substitute for cash prizes is gift cards as prizes, this way the receipt can be used to show expenses.

### **Can I apply for a Clubs grant if my club participated in Arc Events?**

If your Club is just participating in the event in a capacity that is expected of Clubs involved with the event (such as having a stall at O-Week), then your Club won't be eligible for funding for that activity. If however you run your own event (e.g. a meet and greet during O-Week), then this is eligible for funding.

### **What if I can't submit my grant within the 30 days after the event?**

Let us know before the 30 day deadline has lapsed and provide the reason. As long as there is a good reason (e.g. waiting for an outstanding invoice), most likely we will be able to extend the deadline. Extensions are generally not granted if you contact us after the deadline has passed.

### **Do I get attendance funding for events like bake sales and ticket sales?**

Attendance funding is for events where students are participating in an event for an extended period of time, not just passing by and purchasing an item, so generally having a stall of some kind does not qualify for attendance funding. Ticket sale income is included in the event that students are buying tickets for, but you cannot get attendance funding for a stall held to sell the tickets.

### **Can I apply for Clubs Grant funding for Executive-specific events?**

Yes, however there is a different calculation applied. Refer to information on Executive-specific events earlier in this document.

**For the Clubs Grant, how is the funding split between clubs holding the joint event?**

We will split the grant funding based on information that you provide about how the expenses were split and how you want the attendance funding to be split. Refer to information on joint club grant applications earlier in this document. Note: only Arc-affiliated Clubs are eligible for funding through the Clubs Grant. If you run a joint event with an external Club, you can apply for funding for expenses that your Club covered.

**What if the company/person I have made a purchase from does not have an ABN?**

Refer to information regarding invoices without ABNs above.

**What if the company/person I have made a purchase from is international?**

Refer to information regarding international purchases above.

**How can I calculate GST on an invoice/receipt?**

<http://nomoney.com.au/divide-by-11-7-common-questions-about-gst-including-food-and-contractors>

**How early can I put an application in for the Student Community & Development Grant?**

You can apply as early as you like, though in some cases your application may be held until a round closer to your event.

**Where can I get more information/examples regarding the Student Community & Development Grant?**

We run info sessions for potential applicants before each deadline. See the website for dates and times ([arc.unsw.edu.au/scdg](http://arc.unsw.edu.au/scdg)).

**Is there a preferred template to base our application off for the Student Community & Development Grant?**

Come to one of the info sessions, or schedule to have a chat with one of the CGOs for tips on how best to write your application.

### **For Student Community & Development Grant (SCDG) applications, what if the event has not happened yet, how do I budget for it?**

If the event has been run previously, base the budget off the actual expenses and income from previous years, with added adjustments for the current year's plans.

If the event is being run for the first time, provide quotes for different expenses (search around for quotes and provide links and proof of that for your estimates).

### **Where can I find out more information?**

Divide by 11 – 7 common questions about GST including food and contractors

<http://nomoney.com.au/divide-by-11-7-common-questions-about-gst-including-food-and-contractors>

### **Related Documents**

Clubs Handbook Section 0 –



Being a successful Treasurer

Arc Clubs Logos

<https://orgsync.com/78400/files/514127>

Arc Club Financial Templates

<https://orgsync.com/78400/files/777461>

Clubs Grant – Activity Stream Example Documents

[https://orgsync.com/78400/custom\\_pages/13880](https://orgsync.com/78400/custom_pages/13880)

Clubs Grant Application Form 2017

<https://orgsync.com/78400/forms/234722>

Student Community & Development Grant Information

<https://arc.unsw.edu.au/scdg>

Student Community & Development Grant Application Form

<https://orgsync.com/78400/forms/144503>

Arc Clubs Attendance Form

<https://orgsync.com/78400/files/493974/show>

## Help!

### Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

### Call Us

Call us at 9385 9840 during office hours

### Email Us

[grants@arc.unsw.edu.au](mailto:grants@arc.unsw.edu.au)

## Arc Clubs Affiliation Agreement

The Club agrees to the following requirements of Arc affiliated Clubs:

- To adhere to Arc's membership requirements that all executive members must be Arc members.
- To have a Constitution that complies with Arc's minimum requirements.
- To attend all Clubs Briefings and read all official Arc emails.
- To submit membership lists for auditing when requested.
- To display the Arc Clubs logo on all Club publicity material and publications, including the Club's own website (if the Club has a website).
- To update Arc on any changes to the Club Executive .
- To not cover or remove official in-date Arc promotional or information material.
- To allow Arc representatives access as an observer to all AGMs, EGMs.
- To keep financial accounts up-to-date and open for inspection by Arc for spot audits (2 weeks notice will be given).
- To abide by any reasonable requests and/or recommendations by Arc related to a complaint regarding the Club.
- To comply with any reasonable requests and directions made by Arc that are necessary to ensure compliance with the Club Procedures and/or for the proper governance of the Club.
- To allow Arc the right to monitor any Club activity for insurance purposes.
- To allow Arc the right to use images of your Club (including but not exclusive to photos posted on Facebook and submitted in grant applications) in its marketing and publications.
- That the Club's Membership fees will meet Arc's requirements as set out in (see page 3 of this agreement).
- That the Club will comply with Work Health & Safety Requirements (see page 2 of this agreement).

The individual agrees

- that they have read and understand the Arc Clubs Alcohol Policy, will ensure that the Club abides at all its events, and acknowledge that breaches of the policy may result in Arc suspending the Club's affiliation or disaffiliation (this would mean that the Club temporarily or permanently loses Arc's support).
- that they have read and understand Arc's Club incident reporting requirements, and acknowledge that breaches of the policy may result in Arc suspending the Club's affiliation or disaffiliation (this would mean that the Club temporarily or permanently loses Arc's support).
- that they have read and understand Arc's insurance coverage in relation to Club activities, including its limitations (see page 3 of this agreement).
- that they have read and understand Arc's advice to Clubs regarding incorporation (see page 3 of this agreement).
- that they are aware that the information they collect about individual members is confidential and cannot be given or sold to any other person without the written permission of the individual member(s).
- that they will attend or complete any mandatory training as required by Arc.
- that they will notify Arc by email if they decide to resign from their Executive position.
- that Arc may disclose to the current Executive, in limited circumstances, any formal adverse findings by Arc against them which may render them unsuitable for holding an Executive position.

## Work Health & Safety (WHS) Requirements

Arc @ UNSW Limited ("Arc") affiliated Clubs are required to comply with Work Health and Safety legislation. Club Executives are required to ensure that they exercise their WHS duties and responsibilities in ensuring that all Club events or activities are conducted in a way that complies with WHS legislation. Compliance is mandatory, and if breaches occur this may result in the Club becoming disaffiliated.

Responsibilities of an Executive member of an Arc affiliated Club include, but are not limited to:

- Taking reasonable care for their own Health & Safety.
- Taking reasonable care for the Health & Safety of others.
- Not willfully placing at risk the health, safety or wellbeing of others or misusing safety equipment.
- Participating in discussion and consultation on the management of WHS risks that may affect them and/or their Club members.
- Developing a Work Health & Safety Policy; planning and conducting the Club and all its events and activities in a fashion which is in line with said procedure.
  - The WHS Policy should form part of a larger Risk Management Policy & Procedure of the Club.
  - Clubs should consider their personal responsibility for Work Health & Safety (WHS), when developing their Work Health & Safety Policy.
  - Clubs can refer to Arc's WHS Policy & Arc's Work Health and Safety Management System (WHSMS) when developing their own Work Health & Safety Policy and Risk Management Policy & Procedure.
- Engaging in safe work practices (if applicable) whilst on any Arc premises, taking reasonable care for their own health and safety and that of other who may be affected by their acts or omissions.
- Cooperating with Arc and/or UNSW to ensure the compliance with WHS legislation, including cooperating with Arc and/or UNSW WHS policies and procedures when conducting events involving Arc or UNSW facilities.
- Seeking WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Ensuring that executive members participate in WHS education and training as provided by Arc where possible.
- Wearing appropriate clothing, footwear and protective for all work being done and properly use relevant safety devices while on Arc premises or when participating in Arc-run events and activities.
- Ensuring whilst on any Arc premises that they are familiar with Safe Working Procedures that are relevant to the tasks they are undertaking.
- Familiarising themselves with Arc, local and University-wide emergency procedures and cooperate with directions of emergency wardens.

For more information on Arc's policy and WHS legislation, visit

[http://kb.arc.unsw.edu.au/OHS\\_Information](http://kb.arc.unsw.edu.au/OHS_Information) or contact [WHSConsultation@arc.unsw.edu.au](mailto:WHSConsultation@arc.unsw.edu.au).

## Membership Fee Requirements

Where a Club membership fee is charged, all Clubs must differentiate between the fees charged to Arc members and non-Arc members.

- Arc members must be charged the base membership fee
- Non-Arc members must be charged at least double the base membership fee.
- A Club's associate members may be charged the non-Arc membership fee or a higher amount.

For example if the base, Arc-member fee is \$1, non-Arc members and associate members must be charged at least \$2.

## Insurance

- Arc does not provide any personal accident, property or indemnity insurance cover for Club members.
- It is the responsibility of each Club Executive to manage the risks associated with club-run events, and seek advice where necessary. Clubs are encouraged to use risk waivers where appropriate.
- Club Executives will be personally and legally responsible for any commercial contracts and/or sponsorship agreements entered into on behalf of the Club.
- Limited public liability insurance may be available in relation to third parties claims.

## Incorporation

Clubs may be unincorporated or incorporated. While there is no legal requirement for clubs to incorporate, not doing so may expose Club Executives to personal liability for the debts of the Club. Any Club which frequently enters into large commercial contracts should consider either becoming incorporated under the Associations Incorporation Act 2009 or register as a company under ASIC.

Club Name: \_\_\_\_\_

I, the undersigned, verify that I have read the Arc Clubs Affiliation Agreement and will comply with the requirements set out therein.

*This declaration takes effect from the date of signing the agreement or the start of your term on the Executive (whichever is the later), and is effective for any period before the Club's next AGM (or when the new Executives elected at that AGM officially take their position) where you hold an Executive position within the Club. This includes resigning from your current Executive position/s and holding one or more new Executive positions during this time, or continuing in your current Executive position/s and being elected to one or more additional Executive positions during this time. It does not include any period during this time when you do not hold any Executive Positions within this Club.*

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Executive Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All members of the executive must sign and submit this form (or a copy of this form) in order for the Club to become or remain affiliated. If the Club has more than five executives, please attach additional copies of this page as required, with their names, executive positions, signatures and date signed.*