

# Clubs and Societies Procedures



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# LTSA Clubs and Societies

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Please ensure that **every member of your Executive Committee** reads through this procedure manual carefully and has access to it throughout the year. It contains everything you need to know about running a Club or a Society, the services available to you and how to access them. These services include:

- Administrative support;
- Financial support;
- Access to the LTSA Clubs funding scheme;
- Account keeping support and reporting of tax requirements to the Australian Taxation Office;
- Affiliation with LTSA, making you a legal entity;
- Invoice submission and bill paying through the LTSA;
- A fully secure Club or Society account, in which to keep Club funds;
- Public Liability Insurance for all LTSA approved events and activities;
- Club Executive training;
- Liaison with the University and external contractors on your behalf;
- Expertise and assistance when organising functions, events or activities;
- A dedicated Club or Society page on the LTSA website;
- Online store for selling memberships, tickets, and merchandise; and
- Access to on campus meeting and event spaces

## Contact Us

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# LTSA Clubs and Societies - Let's get the facts!

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- Every La Trobe University (LTU) Club and Society is welcomed and is eligible to apply for affiliation to LTSA
- LTSA welcomes new Club and Society affiliations
- LTSA is the only Student Association at LTU funded to provide a Clubs and Societies program
- LTSA is the only Student Association at LTU to have LTU endorsement to provide a Clubs and Societies program as detailed in our Funding Agreement
- LTSA is the only Student Association at LTU with a vision, plan and ability to expand the Clubs and Societies programs to Mildura, Shepparton and Wodonga creating amazing opportunities for cross campus reciprocal memberships and the ability for Bundoora and Bendigo Clubs and Societies to expand university wide
- LTSA has dedicated, qualified, experienced Clubs Engagement Officers on our team to support University wide Clubs and Societies programs
- Every LTSA affiliated Club and Society has General Funding available to them once per semester
- Every LTSA affiliated Club and Society has the opportunity to apply for annual Special Grants Funding
- LTSA has charitable status and has the capacity to support Clubs and Societies to administer their external sponsorships, grants and funding
- Every LTSA affiliated Club and Society is provided with financial administration support, a dedicated bank account to keep your funding safe and secure, financial reporting, and financial accountability procedures to make running your Club or Society a lot easier
- Every LTSA affiliated Club and Society has the peace of mind that your funding is correctly and transparently administered, with third party independent audits conducted yearly on all Clubs and Societies accounts
- Every LTSA affiliated Club and Society has team support to run fantastic, fun, engaging, educational, diverse and inclusive events and activities University wide
- Every LTSA affiliated Club and Society is provided with outstanding leadership and governance training provided via an accredited, industry specific and reputable Consultancy team
- Every LTSA affiliated Club and Society has access to fantastic, easy to use resources, templates and procedure guides to make running your Clubs and Societies easy
- Every LTSA affiliated Club and Society has access to their own page on the LTSA website and will receive training on how to administer their page
- Every LTSA affiliated Club and Society has the ability to safely and securely store their membership data in the Clubs module of the LTSA website
- Every LTSA affiliated Club and Society can sell memberships, merchandise, events tickets etc. online through the LTSA website – your one stop shop
- Every LTSA affiliated Club and Society has their own unique email address
- Every affiliated Club and Society will have the ability to host a stall at Clubs and Society promotional events throughout the year (COVID Regulations will determine what can and cannot be held on campus)
- Every affiliated Club and Society will have the ability to utilise the Market Stall functionality of the LTSA website to host a virtual market stall
- Every affiliated Club and Society has access to LTSA insurance when running approved events/activities/camps etc.

# Affiliating a pre-existing Club or Society (LTSU)

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1. In order to access administrative and financial support through LTSA's Clubs and Societies program, Clubs and Societies must affiliate with the LTSA. Clubs and Societies are not permitted to be affiliated with both LTSA and LTSU.
2. You must hold an AGM with the purpose to:
  - Complete your LTSA affiliated Constitution and ensure that it reflects the aims and objectives of the Club or Society;
  - Confirm the annual Membership fee;
  - Ask last year's Executive Committee to present their annual report to the Members, including the financial report;
  - Elect the new Executive Committee;
  - Decide on activities to be organised by the Club or Society for the year; and
  - Discuss the annual budget.

The meeting needs to be advertised at least one week in advance to give everyone a chance to attend. Faculty Clubs or Societies must have at least one Faculty staff member in attendance.

3. At the conclusion of your AGM, you must submit the following through the LTSA website:
  - A copy of your Club or Society Constitution;
  - Minutes of the AGM;
  - Names and contact details of your Executive Committee;
  - Executive Committee Declaration of Enrolment form;
  - A list of at least 10 people who **commit to becoming members**. Membership fees cannot be collected until the Club or Society is affiliated and has an account to deposit the funds into;
  - A high-res copy of your logo;
  - Your Club email address; and
  - A screenshot of your Club bank account showing your closing balance as at your AGM date. As LTSA administer all Club finances, in the interest of full transparency and proper financial reporting, **No Club or Society is permitted to hold an account with any other financial institution**. For more information, please see the 'Club Finances' section.
4. All affiliation applications are sent to LTSA's Governing Board of Directors for consideration at their next Board Meeting.
5. Once your affiliation is confirmed, your LTSA Clubs Engagement Officer will set up an account and provide details for you to transfer the account balance to your new Club account. Once this transfer has been finalised, Round One funding will be deposited into your new account to utilize for upcoming Club or Society activities and events. Your Club webpage will also go live, ready to begin selling memberships, merchandise and tickets. Please see the 'funding' section for more information.

# Affiliating a pre-existing Club or Society (BSA)

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1. In order to access administrative and financial support through LTSA's Clubs and Societies program, Clubs and Societies must affiliate with the LTSA.
2. You must hold an AGM with the purpose to:
  - Complete your LTSA affiliated Constitution and ensure that it reflects the aims and objectives of the Club or Society;
  - Confirm the annual Membership fee;
  - Ask last year's Executive Committee to present their annual report to the Members, including the financial report;
  - Elect the new Executive Committee;
  - Decide on activities to be organised by the Club or Society for the year; and
  - Discuss the annual budget

The meeting needs to be advertised at least one week in advance to give everyone a chance to attend.

3. At the conclusion of your AGM, you must submit the following through the LTSA website:
  - A copy of your Club or Society Constitution;
  - Minutes of the AGM;
  - Names and contact details of your Executive Committee;
  - Executive Committee Declaration of Enrolment form;
  - A list of at least 10 people who **commit to becoming members**. Membership fees cannot be collected until the Club or Society is affiliated and has an account to deposit the funds into.
  - A high-res copy of your logo; and
  - Your Club email address,
4. All affiliation applications are submitted to LTSA's Governing Board of Directors for consideration at their next Board Meeting.
5. Once your affiliation is confirmed, Round One funding will be deposited into your pre-existing Club account to utilize for upcoming Club or Society activities and events. Your Club webpage will also go live, ready to begin selling memberships, merchandise and tickets. Please see the 'funding' section for more information.

# Affiliating a new Club or Society

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1. In order to access administrative and financial support through the Clubs and Societies program, Clubs and Societies must affiliate with the LTSA.
2. When starting a new Club or Society, the first step is to find out if there are any existing Clubs or Societies with similar aims. If there are, students should make contact with that Club or Societies Executive team to see if there may be an opportunity for them to broaden their membership base and amend their aims and objectives to include what you are looking for.
3. If there are no similar Clubs or Societies, you must gather a group of at least 10 people that support the proposed Club or Society and commit to becoming financial Members.
4. You must then hold an Inaugural General Meeting (IGM) to:
  - Complete your LTSA affiliated Constitution and ensure that it reflects the aims and objectives of the Club or Society;
  - Confirm the annual Membership fee;
  - Elect the Executive Committee;
  - Decide on activities to be organised by the Club or Society for the year and to discuss the annual budget

The meeting should be advertised at least one week in advance to give everyone a chance to attend. Faculty Clubs or Societies must have at least one Faculty staff member in attendance.
5. At the conclusion of your IGM, you must submit the following on the LTSA website;
  - A copy of your Club or Society Constitution;
  - Minutes of the IGM;
  - Names and contact details of your Executive Committee;
  - Executive Committee Declaration of Enrolment form;
  - A list of at least 10 people who **commit to becoming members**. Membership fees cannot be collected until the Club or Society is affiliated and has an account to deposit the funds into.
  - A high-res copy of your logo (if confirmed)
6. Once your affiliation is confirmed, your LTSA Clubs Engagement Officer will set up an account and deposit Round One funding for your Club or Society to utilize for upcoming activities and events. Your Club or Society webpage will also go live, ready to begin selling memberships, merchandise and tickets. Please see the 'funding' section for more information.

# Structure

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Clubs and Societies must, at a minimum, have 4 Executive Committee Members – President, Vice President, Secretary and Treasurer. To be considered an operational Club or Society, they must have a minimum of 10 financial members, with at least  $\frac{3}{4}$  of them being currently enrolled LTU students. Further General Committee positions may also be filled, depending on the needs of the individual Club or Society. Other positions Clubs and Societies might like to consider are, among others, Events, Marketing, Sponsorship and Fundraising Officers, and Year Level Representatives.

Diversity should be recognised and respected as an asset to our Clubs and Societies program. Culture reflects both the similarities that unite us as human beings and the differences that characterise our upbringing – variations in ethnic background, language, class, gender, socio-economic status, country of origin, regional differences, religious beliefs, sexual orientation and age. LTSA strongly encourages that Clubs and Societies Committees reflect a strong commitment to diversity in order to offer fair representation of each unique campus cohort.

## **General Responsibilities of Club or Society Executive**

- As a team, organise regular activities and functions that are open and accessible to all Members;
- Maintain a high profile and presence, and create an effective communication network with Members;
- Encourage and recruit Members to help out in the organisation and running of Club or Society activities; and
- Be mindful of financial limitations and keep a close eye on the Club or Societies budget.

## **President**

- Be the spokesperson of the Club or Society and represent the Club to all external bodies;
- Provide strong leadership and be a role model for the committee;
- Co-ordinate and lead the Executive Team offering help and support. Always be informed about all activities of the Club or Society;
- Work closely with LTSA to report on planned activities, events and progress;
- Chair meetings;
- Act as a signatory for the Club or Society account; and
- Negotiate with external stake holders, such as venue owners, bands, caterers or potential sponsors.

## **Vice President**

- Assist the President in all duties and represent the Club in the absence of the President
- Chair meetings in the absence of the President;
- Negotiate with external stake holders, such as venue owners, bands, caterers or potential sponsors;
- Support every committee Member in all tasks and ensure progress is being made; and
- Act as a signatory for the Club or Society and the Club or Societies account.

## **Secretary**

- Schedule and organise regular meetings;
- Keep records of discussions and decisions made in meetings and distribute to Members and LTSA;
- Keep Members informed about all decisions through regular correspondence;
- Keep a database of current Members and their contact details;
- Handle all incoming and outgoing correspondence;
- File all correspondence, including contracts and other agreements and make it available on request; and
- Ensure that details of events are kept on file for future committees to use and learn from.

## **Treasurer**

- Keep an accurate record of all financial transactions, incoming and outgoing;
- Act as a signatory for the Club or Society account and obtain statements from LTSA on a regular basis;
- Prepare the Club or Societies budget and monitor it closely;
- Keep the committee and Members informed about the Club or Societies financial situation; and
- Liaise with LTSA if invoices need to be issued and track payment.



# Meetings

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## Meetings

Meetings are an important part of running your club. They offer your members an opportunity to be heard and are designed to encourage constructive debate, leading to informed decisions. Meetings are intended to turn good ideas into better ideas. People on committees often learn how to run meetings based on how people did things previously, not the best way to do things

Here at LTSA we have a couple of requirements for your meetings, which are detailed below.

You'll find AGM and IGM templates on the LTSA website, with Section 5 of your constitution providing further information around timeframes for advertising meetings, quorum, and voting rights.

## Acknowledgement of Country

An Acknowledgement of Country is usually delivered at the beginning of meetings and events. LTSA encourage that all Clubs and Societies include an Acknowledgement of Country in their public meetings, including IGMs, AGMS, and SGMS, as well as meetings with the Club and Society Executive. We've included a template for you to use and information about Traditional Owners of different campuses:

*"I would like to begin by acknowledging the <insert name of people here using the table below> people on which we meet today, and pay my respects to their Elders past, present, and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today."*

<b>Bundoora Campus:</b>	The Wurundjeri People of the Kulin Nation
<b>Bendigo Campus:</b>	The Dja Dja Wurrung and the Taungurung Peoples of the Kulin Nation
<b>Shepparton Campus:</b>	The Yorta Yorta and Bengorang People
<b>Mildura Campus:</b>	The Latji Latji and Barkindji People
<b>Wodonga:</b>	The Dhudhuroa and WayWurru People
<b>City Campus:</b>	The Boonerwung People of the Kulin Nation

## Declaration of Conflict of Interest

At the beginning of each meeting, it is important that all present declare any conflicts of interest. This may be that a member of the Executive Committee sits on multiple Club or Society committees, or sit on the LTSA Governing Board of Directors, for example.

Declaring a conflict of interest ensures that decisions can be made with full transparency. Even if you feel there is no conflict of interest, if a third party may see it as an issue, it must be declared.

In every meeting, you should ask if there are any conflicts to declare and record in your minutes.

# Funding

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LTSA is the only Student Association funded by La Trobe University to support affiliated Clubs and Societies. Clubs and Societies contribute to a vibrant Campus community and are an integral part of the university experience. Only LTSA affiliated Clubs and Societies are eligible to apply for funding with the LTSA.

## General Funding

There are some responsibilities Clubs and Societies must meet on an ongoing basis to be eligible for General Funding.

- Ensure your affiliation is current;
- Inform your LTSA Clubs Engagement Officer about changes to Executive Committee;
- Ensure LTSA is properly represented and its logo appears on all Club or Society advertising and promotional material;
- No event advertising is to be published without LTSA approval. The financial and administrative assistance LTSA provides to Club and Societies, makes LTSA a major sponsor;
- Ensure that at least two representatives from the Committee take part in each Clubs and Societies training session; and
- Obtain approval from your LTSA Clubs Engagement Officer for all activities and functions, especially if they involve alcohol.

Twice a year, all active and affiliated Clubs or Societies will be eligible to receive \$300.

**Round 1:** Upon receipt of affiliation documents for current year.

**Round 2:** Opens July 19, 2021

*General Funding application forms are available on LTSA's website.*

## Special Event Grants

Special Event Grants are available to Clubs and Societies once per year. Amounts of up to \$750 will be considered, based among other things, on the strength of your application, fundraising efforts, and the reach your intended event will have across your membership base. Applications must be made prior to your event being held.

A Special Event Grant application form and current statement of account must be submitted to LTSA. **For applications to be considered, at least two representatives from the Committee must have taken part in each Clubs and Societies training session throughout the year.** Should an application be received before all training has been run, a commitment to undertake the training is expected. Funding may be revoked if this commitment is not met.

Grants are assessed on a first come, first served basis and will be accepted until the funding pool has been depleted.

*The Special Event Grant application form is available on LTSA's website.*

# Club Finances

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LTSA holds a secure bank account for its Clubs and Societies. This ensures any money which has not been spent at the end of the year is carried over for the following year. If the account has been dormant for twelve months or more, the credit will be transferred to LTSA's general budget for Clubs and Societies funding. Clubs Engagement Officers can provide your current account balance at any time via email.

All LTSA Student Clubs and Societies are GST exempt, and are independently audited by external auditors at the end of each financial year. The financial year for Clubs and Societies is from 1 January to 31 December.

## Managing your Finances

Your Executive Committee is responsible for management of your Club or Societies funds and must account for all spending. One way to do this is through an Annual Financial Report. The Executive must ensure that funds are used strictly within:

- the law;
- the Clubs and Societies Constitution; and
- the aims, objectives and regulations of LTSA.

It is important for Clubs to keep a close eye on its budget and current account balance. You should obtain your account balance from your LTSA Clubs Engagement Officer on a regular basis. Thinking about your budget at the start of the year will help you estimate how much income you need to generate in order to finance the activities you plan to run throughout the year and to leave the Club or Society with a surplus for the following year.

## Club or Society Income

LTSA holds all Clubs and Societies funds. Income should be deposited into the LTSA Clubs and Societies bank Account and will then be allocated to each Club or Societies individual account through Xero. Xero is a cloud-based accounting software package that offers our Clubs and Societies the chance to view all of their income and expenses on easy to read financial reports. It is a one stop shop for paying and receiving invoices, as well as ensuring all Club and Society finances are kept according to Australian Accounting Standards. In the interest of full transparency and proper financial reporting, **Clubs and Societies are not permitted to hold accounts with other financial organisations.**

All Club and Society income received through LTSA's website for ticket sales or memberships is deposited directly into the Club or Societies account in Xero.

All income from online sales through third party sites such as Eventbrite etc. should be transferred to LTSA's Clubs and Societies account and tracked in Xero. It is important you advise LTSA when you are transferring money. Always use your Club or Society name as a reference on the transfer to ensure you receive your money as quickly as possible.

## Club or Society Expenses

Should you wish to pay for goods or services used in a Club or Society activity, you must provide us with the invoice, made out to either the Club or LTSA. Clubs and Societies have the ultimate sign off on all payments being made from their account. **LTSA cannot make a payment from Club or Society funds without the authorisation of two Club or Society Executive members.** Authorisations are made via email from two Executive Committee members' student email addresses, to their LTSA Clubs Engagement Officers. The two authorisations are then uploaded to Xero, along with the bill that needs paying. LTSA then pays the invoice on your behalf and tracks the expense in Xero.

Should a student make a payment from their personal bank account for a Club or Society related expense, they may claim a reimbursement. In order to do this, they must provide LTSA with a copy of the tax receipt, as well as the authorisation of two Executive Members. **You cannot sign for your own reimbursement.** Bank details must be provided, and the reimbursement will be deposited directly into the students' bank account. LTSA does not reimburse with cash.

# LTSA Website

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The LTSA Website is your one stop shop for buying and selling memberships, merchandise and tickets. Each Club or Society will have its own page with their logo, info on their activities and links to the products they are selling.

All Club or Society memberships will be run through the LTSA website. This means that anyone purchasing a Club or Society membership must have an account on LTSA's website and buy their membership through the online store. There is no cost for people to create an account.

## **Club and Society Webpages**

Club and Society Executive will be given access to their Clubs Webpage after affiliation has been confirmed. This gives you access to the back end of LTSA's Website, where you can manage the products you have for sale, check on ticket sales, access your members list, download door lists and check on event income, among many other things.

## **Memberships**

Clubs and Societies must sell their membership products, regardless of whether there is a charge or not, through LTSA's website.

Clubs and Societies cannot accept cash payments for Memberships. All Members must have an account on LTSA's Website in which to link their membership to.

## **Products**

Products such as hoodies, t-shirts, other Club or Society merchandise, event tickets, etc. can all be sold through LTSA's website. Unlike third party sites like Eventbrite or Trybooking, there is no cost to your Club or Society to utilise this service. On top of this, the system will recognise those that are members of your Club or Society and allow them to access items at a discounted price.

## **Events**

For some extra exposure, Clubs and Societies can also add the details of their upcoming events to LTSA's website and have them appear on the homepage.

# Sponsorship

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Obtaining sponsorship can mean a considerable financial contribution towards your Club or Society. However, financial sponsors can be extremely hard to find, and some effort and preparation is essential before you approach potential sponsors.

The key is to sell your Club or Society in a way that your potential sponsor can see the advantage in such a relationship. Sponsors are looking for people who are potential customers for their product or service. They will only invest their money into parties they feel are reliable and professional. Personalise the proposal to the business you are targeting and outline the specific benefits to them, such as where the company logo will be placed, how many people attended a similar function last year etc. You must discuss your proposal with the Clubs Engagement Officers before you contact your potential sponsor.

Some examples of what to offer a potential sponsor in return for a financial contribution are:

- Name/Logo put on clothing or other merchandise;
- Name/Logo included on programs, invitations, posters, newsletter etc.;
- Time as a guest speaker during a function, exhibition etc.;
- Invitation to events;
- Become the exclusive venue for meetings; and
- Display opportunities during an event or function.

These are just examples, so don't restrict yourself. Any idea is worth a try as long as it does not compromise your Club or Societies values and beliefs, **or those of LTSA**. You should never compromise your Clubs or Societies values just to acquire sponsorship money. Before you approach a sponsor with your proposal, look at any extra costs you will have to pay in order to accommodate them. There is no point accepting a sponsorship deal that will cost you more than you will receive. Remember that small companies may also be interested in sponsoring you. In-kind support, such as free printing can be an alternative to a sponsorship based on financial contribution.

Once you have secured a sponsor make sure they are looked after. At the beginning of the year you should contact them to review the sponsorship deal and work to secure funds for another year.

*A sponsorship form is available from the LTSA Website.*

## Events

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One of the biggest challenges of being involved in a Club or Society is maintaining a solid Membership base. A good way to do this is to run memorable events that people want to be involved in. As an affiliated Club or Society of LTSA you represent LTSA through all your Club or Society activities, events and functions. LTSA will give you as much support as you require to ensure your event is a success.

***It is imperative that you let LTSA know about every activity you are running.*** There may be requirements or regulations to consider that you don't know about or there might be another event already scheduled for the same day and time. Approved events will also be afforded LTSA Insurance coverage. ***Contact your LTSA Club Engagement Officer before you undertake any major planning.*** LTSA will help you to assess any potential risk and think about ways to minimise or prevent potential disasters. We cannot express enough, the importance of keeping LTSA informed.

If your Club or Society appoints a *Special Committee* to plan and run your event (End of year Ball, for example) you must ensure this Committee is aware they need to keep the LTSA informed of all plans and that the contact details for this Committee are passed onto LTSA Clubs Engagement Officers immediately.

Depending on the size and kind of your event, function or activity there are of course different things to consider and organise. To start with have a look at the event planner and determine what you need to organise for your event. It pays to plan ahead and start early.

All events and club activities **MUST** be Covid Safe compliant. Please speak with your Club Engagement Officers about this, as details are subject to change.