

JAMES COOK UNIVERSITY STUDENT ASSOCIATION

CLUBS AND SOCIETIES HANDBOOK



JCU STUDENT ASSOCIATION

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INTRODUCTION

We here at the JCU Student Association (JCUSA) believe your time at university shouldn't solely focus on assignments, study and exams. We want the students to be involved within the university culture and make your university experience a memorable one.

Clubs and Societies are a major focus for improving your experience at JCU. Not only do Clubs and Societies give the opportunity for students to meet fellow students of similar cultures and interests but they also allow you to create connections which can be a benefit to you when you complete your university degree.

This handbook will give you a guide on how to run your Club (including rules and regulations), the benefits of being affiliated with the JCUSA and how to start a new club at JCU.

BENEFITS OF BEING AFFILIATED WITH JCUSA

There are many benefits to Clubs and Societies if they are/become affiliated with the JCUSA. These include the following:

- Eligible to apply for JCUSA grants, new and existing clubs can apply for grants. There will be two rounds of funding during the university year.
- Opportunities to participate in JCUSA events and generate interest in your club.
- Can be covered under JCUSA's public liability insurance.
- Use of JCUSA facilities to conduct fundraising or to hold functions.
- Access to JCU rooms free of charge.
- Use of JCUSA equipment.
- Hire of sporting facilities at a reduced cost
- Assistance with opening a bank account for your club or society.
- Mailboxes and other administration support.
- Advice and workshops to assist you in running your club/society successfully.
- Assistance in obtaining external government grants and community funding.
- Permission to have JCU in your title within JCU style guidelines.
- Promotion through JCUSA publications & Social Media.

PART A: STEPS TO STARTING A NEW CLUB OR SOCIETY

1) ESTABLISH INTEREST

Ensure that you publicise the new club or society widely around campus and through social media, and establish whether there is sufficient interest in setting up your Club or Society.

If you are looking to start the club or society at the beginning of the year get involved with Orientation Week activities and request a stall at the SA market day. There are also numerous other social and sporting events coordinated by the SA throughout the year that will be valuable opportunities for you to generate further interest and sign up new members.

It is important to note that the activities of your club or society may require extra steps when affiliating (such as purchasing additional insurance policies or becoming incorporated); particularly if your club or society's activities are considered potentially dangerous and could result in serious injury.

To be eligible to be affiliated with the JCUSA you must meet the following criteria:

- Clubs must have clear aims and objective for the club and **must not** overlap a current affiliated JCUSA club;
- A minimum of 15 members (Townsville) and 10 members (Cairns) is required to obtain affiliation (at least 50% of these members must be currently enrolled JCU Students);
- The club is in the best interests of the students, the university and the student association; and
- Membership must be open to current James Cook University Students.

2) MAKE CONTACT WITH THE JCUSA

Do you have any initial questions about the affiliation process?

Do you have copies of the application forms and template constitutions?

Is there further information you think you require?

JCUSA will assist with the set up stage, and over the life of your club or society. They will have all sorts of interesting and helpful information on all aspects of your club or society. Contact details for each campus be found on the Contacts page of this document.

3) ARRANGE A GET-TOGETHER

Organise an informal meeting to get to know one another and discuss your constitution, your aims and objectives, what your membership fee will be, and what the club or society activities will be. To book a room or meeting space on campus, contact the relevant JCUSA Campus Officer at least two weeks before you plan to hold the get together. Set a date for the Inaugural Annual General Meeting;

two weeks' notice to the club or society's member and the general student public is required. Collect the relevant JCUSA Affiliation form from your SA campus office.

4) THE INAUGURAL ANNUAL GENERAL MEETING

Before the meeting

- i) Advise the relevant JCUSA Campus Officer of the time and date of the meeting so they can attend if they are able. Request the slide pack for the required JCUSA induction slides required for form 198.
- ii) Show your draft constitution to the relevant JCUSA Campus Officer to ensure the JCU Student Association requirements are upheld and to avoid unnecessary delays later.
- iii) Ensure you have all the relevant forms and documentation for new members to complete in order for the club to become affiliated
- iv) Publicise the meeting! Refer to advertising and promotional options further on in this document for promotional ideas and avenues.

At the meeting

A suggested agenda for the inaugural meeting is as follows:

- i) Take attendance (to later copy to form 165)
- ii) Nominate someone to take minutes (form 165)
- iii) Discuss aims, objectives and constitution of the club or society.
- iv) Set membership fees
- v) Collect membership fees (if applicable at the time) and **details of members** (to enter into form 368)
 - a. Give receipts for payments
 - b. The details must include student numbers-required for affiliation and grant applications.
- vi) Adopt the constitution (form 173) - via majority vote
- vii) Elect office bearers and record the voting results in minutes
- viii) Present the induction slide pack from JCUSA and get attendees to fill in form 198
- ix) Set a date for the next meeting

In this IGM you can obtain over 50% of the documentation required for affiliation. This is really important as it will save a lot of time later when you're getting ready to submit your forms.

Establish an Executive Committee

Each club or society must have at least 3 trustees (Executive committee members) responsible for day to day business. Usually, there is a President, Vice President, Secretary and Treasurer of the club or society. In most cases, the President, Vice President and Treasurer are usually your Executive committee members however, it is up to your club or society on what executive positions you would like to include in your executive committee. If the Constitution of the club or society does not make provision for the appointment of trustees, then the President, the Secretary and the Treasurer are deemed the trustees for regulatory purposes.

It is the responsibility of the trustees to:

- Hold meetings that are open to all members.
- Have the minutes of committee meetings and general meetings, the Constitution and the current membership list available for inspection by JCUSA at any time.
- Act as authorities on the club or society's bank account.
- Maintain all documentation relating to the bank account, as well as an up to date account book. We recommend using recordkeeping template form 169.
- Reconcile the club or society's funds at the end of the year and accurately acquit JCUSA clubs and societies funding.
- Actively seek ways to finance the clubs activities and events
- To actively plan, develop and coordinate club related activities to fulfil the purpose of the club or society, i.e. play soccer, debate, watch anime, pray, etc.
- Ensure that the club or society complies with the contents of this handbook, and POL048.
- Arrange the handover to next year's trustees - all club or society records must be passed to the incoming executive members/trustees and contact details of all new executive members/trustees for the club or society must be updated with JCUSA.

President

The President is responsible for coordinating the clubs/societies overall activities and administration. The role involves being spokesperson for the club, calling and chairing meetings, ensuring that communication with members and the SA Office is carried out and that Grant Acquittals and Annual General Meetings take place in the specified time. Most importantly, the President must maintain a close relationship with the Townsville/Cairns Campus Officer as all club correspondence is sent to them. It is therefore imperative that the President communicates with the rest of the Executive about this correspondence or your club could miss out on important deadlines for affiliations, grants, etc.

Vice President

The Vice President usually assists the President's in their duties in the activities and administration of the club/societies. The Vice President will also acts as the President if the President is absent.

Secretary

The Secretary provides an important link between the President, club members and the Clubs & Societies Committee. The first task of the Secretary is to keep up to date the membership list and compile forms for affiliation/reaffiliation. The Secretary is responsible for arranging venues, compiling agendas and taking minutes of all club meetings. They are also in charge of completing necessary forms and room bookings for club events and meetings. It is important that the secretary have an accurate and up to date electronic filing system so his can seamlessly pass to newly elected executives.

Treasurer

The Club Treasurer is responsible for keeping and maintaining all Club financial records, holding cheque and deposit books, petty cash tins, etc. The Treasurer keeps the Club/Societies informed of its financial position and carries out financial transactions as directed by the Club/Societies management. The Treasurer must ensure that all payments made are legitimate and have been authorised by the Club/Society. Amongst other things, the Treasurer should prepare budgets for income and projected spending, keep a current list of all financial members, be responsible for the Club/Societies bank account, give a financial report at the Annual General Meeting and keep and label all receipts. Further duties include preparing a financial statement of all major transactions for the annual Audit. It is recommended that each month the Treasurer do a bank reconciliation – that is compare the receipts collected and expenditure authorised to the bank statement.

There are only a few things you need to do to be a successful Treasurer:

1. Only spend Club money if it is approved by your Executive;
2. Get a receipt for **everything** and ensure these are electronically stored (take a photo, scan, etc.);
3. Keep track of income and expenditure using Form 169;
4. Manage your Club/societies income with style, grace and integrity;
5. Write receipts out for monies received;
6. Deposit all money received into the Club/societies bank account the day you receive it;
7. Reconcile Form 169 to the monthly bank statements each month.

Develop your Constitution

Prepare a draft constitution for the club or society. Each affiliated club or society requires a constitution that governs its operation. We suggest you use the model constitution available from JCUSA (Form 173) as a guide to develop your Club or Society's constitution, or you could write your own.

Please note that the objectives of your Club or Society cannot overlap with those of any other Club or Society existing on campus.

If your club or society chooses to write their own constitution, the following **must** be included:

- Affiliation Clause "This Club/Society is affiliated to the Clubs and Societies Committee of the JCU Students' Association and anything in this Constitution which is inconsistent with the JCU Students' Association Clubs and Societies Regulations is null and void to the extent of inconsistency".
- Not-for-profit Clause "The assets and income of the club/society shall be used only for the promotion of the clubs/society's objectives and no portion may be paid or transferred directly or indirectly to members of the club/society except as:
 - 1) Repayment of expenses incurred on behalf of the club/society;
 - 2) Interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the clubs/society's bankers for money lent to the club/society; and
 - 3) Bona-fide rent for premises let to the club/society"
- Dissolution Clause "The club/society can be dissolved by decision of the current membership at a general meeting or when the club/society ceases to operate due to no members being elected to the executive/trustee positions and the club/society ceasing to function through natural attrition. In the case of the club/society being dissolved any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the JCU Students' Association or another JCU school to hold in trust until the same or similar club is reformed and seeks affiliation or to be redistributed amongst the remaining clubs and societies."

Where a club or society's Constitution is silent on an issue, the JCUSA working Constitution will apply.

Your Constitution must allow a reasonable degree of control of the affairs of the Club or Society by its members by means of general meetings and/or resolutions, which may override or amend Executive actions or proposals.

Any changes to a club or society's constitution must be passed by a general meeting of the club or society, and in accordance with the Constitution. Changes must be lodged with the appropriate JCUSA Campus Officer within 14 days of the meeting, along with minutes from that meeting.

Club and Society Membership

There must be a minimum of 15 (Townsville Campus) or 10 (Cairns Campus) currently enrolled students registered as members at all times.

The JCUSA recommends that Clubs and Societies charge a minimum of \$5.00 per member but still have a free membership option. \$5 is the minimum amount that your club must be charging for paid members in order to be eligible for grants.

You can have general public members (i.e. members who are not enrolled at JCU); however they must not hold more than one of the executive member/trustee positions and should make up < %50 of the club's members. This is because JCU clubs or societies should be created to benefit the university life of JCU students, hence the funding and benefits of becoming an affiliated club.

As part of your own records, you must also maintain updated student and public membership lists (Form 368) containing the following information;

- Member names
- Student numbers
- Membership type (if applicable)
- Contact details

Unless a compelling reason exists (as determined by the JCUSA Student Council), no affiliated club or society may deny a current JCU student ordinary membership, provided they are prepared to pay the relevant joining fee and continue to abide by the club or society's purpose as stated in the Constitution. No club or society shall discriminate against a student based on their ethnicity, religion, physical/mental disability or sexuality. Clubs or societies should write into their Constitution sections specifying the admission of members, when membership ends, reasons for termination of membership, appeal processes against termination of membership, and classes of members.

Your Club or Society must respect the rights of members in regard to privacy and confidentiality. The following points should be adhered to in order to ensure this occurs;

- The forms your club or society uses to collect information on new members and potential members should be explicit as to why you are collecting the information and how the information will be used.
- Your club must not contact members or potential members for any reason other than those reasons made explicit on the form on which details were gathered.

- In the event that you collect details without the use of a form, you should advise the person providing the details as to why you are collecting the information and how the information will be used.
- You should never accept details from a person on behalf of another person.
- Membership forms must specify which details will be passed onto JCUSA as part of the affiliation or re-affiliation process.

5) SUBMIT YOUR APPLICATION FOR AFFILIATION

Collate the following information and the “Clubs and Societies Affiliation Form”, available from your JCUSA Campus Officer, and present to the Student Council.

- Club’s Constitution (form 173 is available as a template for clubs but you can also create your own as long as it includes the following).
 - Ensure at least 2 executives positions are listed as who shall be signatories on the clubs bank account
 - Ensure the constitution is inclusive of all JCU students
 - Ensure there is a month set for when the clubs AGM will be held
- Minutes of the Annual General Meeting (or Inaugural General Meeting) of the club or society which include:
 - a) Attendance list
 - b) President’s report (not applicable for new clubs or societies)
 - c) Treasurer’s report (not applicable for new clubs or societies)
 - d) Results of election of office bearers with voting numbers – ensure that a fair procedure occurred
 - e) Any constitutional changes and a vote on these changes;
 - b) JCUSA Induction for club members
- Membership list highlighting all currently enrolled students (include all member names, student numbers and contact details)
 - Ensure that the majority of executives are students (minimum of 1 for sports clubs)
 - Ensure that >50% of the members listed are students. Clubs need this to be eligible for grants
- Affiliation Disclaimer Form 191

- A completed induction acknowledgement form (form 198) filled out by 15 club members for Townsville clubs and 10 for Cairns
- A letter to the student council stating why the club has been formed, the types of activities to be conducted by the club, its benefit to the JCU community, and how the club or society plans to stay viable and grow. (form 174 template available)
- A brochure about the club's activities, benefits to JCU community, contact details and a logo

Your application for affiliation will then be presented to the Student Council at the next Student Council meeting or by a Council Flying minute for consideration and approval. The relevant JCUSA Campus Officer will notify you in writing of the outcome of your application as soon as possible. If your application has been rejected clearly outlined steps or information required to gain approval at the next Student Council Meeting will be included.

6) NOTIFICATION OF AFFILIATION

The JCU Student Council reserves the right to fully approve, or partial approve affiliation, depending on the nature of the activities the club or society will undertake and any concerns to safety or personal being. The JCUSA Student Council will contact the executive members for further clarification and steps (such as incorporation) to take if affiliation is only partially approved.

7) OPEN A BANK ACCOUNT

All affiliated Clubs and Societies must open a bank account within 14 days of affiliation in order to maintain affiliation and to receive JCUSA funding grants. For convenience we suggest you choose one with a branch on or near campus. You are not restricted to these institutions but we strongly recommend them.

In order to open an account, you will require:

- Minutes from a meeting stating:
 - a) Full name of the Club/Society.
 - b) Full names of the trustees, their respective positions and authorisation to operate on the account.
 - c) Method of account operation (e.g. one to sign or two to sign to access funds).
 - d) Whether you require a cheque book, deposit book and/or debit cards.
 - e) That a new bank account is to be opened.
- The club or society's Constitution, containing a mission statement, short term goals, long term goals, and meeting frequency.
- A letter from JCUSA stating that the club or society is/will be affiliated.

- A completed Authority to Operate on a Business Account form, with the names and signatures of all executive members/trustees (as well as their personal account number if they are a customer of the bank).
- All executive members/trustees who do not hold personal accounts with the bank should visit the bank together, with an Australian/NZ drivers licence or passport, or
- Certificate of Incorporation.

It is recommended that you use JCUSA's address to open the account. These details can be found on the Contacts page.

PART B: MAINTAIN AFFILIATION

All clubs and societies are required to renew their affiliation with the JCUSA annually to be eligible for future funding and benefits. Implications for disaffiliation and dissolution apply to all clubs or societies. More information about dissolution and disaffiliation can be found further on in this document.

To maintain affiliation with JCUSA, you will need to:

- Complete the JCUSA Clubs and Societies Affiliation form for Student Council approval at the next scheduled Student Council Meeting.
- Hold regular meetings and submit various club or society details to the relevant JCUSA Campus Officer.
- Hold an AGM each year to elect a new committee, invite your Campus Officer to your AGN and complete the requirements for re-affiliation.
- Minutes of the AGM of the club or society which include:
 - a) Attendance list (including student numbers),
 - b) President's report,
 - c) Treasurer's report which includes:
 - i) Ledger of all income and expenditure including copies of tax invoices/receipts for all transactions (Form 169);
 - ii) List of transactions from 30th November previous year to date of submission of records
 - iii) Provide current club or society bank statement
 - iv) Inventory of equipment/assets
 - d) Results of election of office bearers, with contact details
 - e) Any constitutional changes;
- Have two representative(s) attend the Clubs and Society's Information Evening each year, the information evening will be held in each Study Period.
- Planned club or society events/activities for the next year (At the bottom of Presidents report).
- The bank account name, BSB and account number, as well as the names and contact details of all executive members/trustees. **Please note:** If the bank account trustees change at any point during the year, you must forward the new details to JCUSA within 14 days. This should also be mentioned in your AGM for transparency reasons.

If this documentation is not provided, your club or society's affiliation may not be renewed. Clubs who do not renew their club or society's affiliation at the end of each affiliation year (February) will not be entitled to receive the benefits of affiliation. Clubs and Societies can submit their re-affiliation documents between the 1st October and the 31st of October. The re-affiliation process reopens again in February of the following year but it is not guaranteed that the process will be completed before Orientation Week.

PART C: OPERATIONAL MATTERS

1) BANKING AND MANAGING OF FINANCES

The JCUSA has bookkeeping programs and budget templates available for your club or society to help you keep track of your finances and we suggest you utilise these tools. They are available from your JCUSA Campus Officer or on our website.

In order to change the authorities on an account, you will require:

- Minutes from a meeting stating:
 - i) Full name of the Club/Society
 - ii) Full names of the executive members/trustees, their respective positions and a motion noting all are authorisation to operate the account
 - iii) Method of operation (two to sign to access funds)
- A completed Authority to Operate on a Business Account form, with the names and signatures of all executive members/trustees (as well as their personal account number if they are a customer of the bank).
- All executive members/trustees who do not hold personal accounts with the bank need to visit the bank together, with an Australian/NZ drivers licence or passport. OR
- Certificate of Incorporation

Please note the submission of these documents will override any previous documentation; in other words, even if only one executive member/trustee changes, the existing executive members/trustees will have to go through this process again.

Once you are affiliated, you can use your current affiliation letter to have your bank fees waived. If the bank refuses to waive your fees, think about changing banks.

You should ask the bank to set up internet banking, so that you can view and print statements yourself, and reimburse people via internet transfer. Please minimise your use of cash as much as possible, for both security and record-keeping reasons. Also, try to avoid writing cheques as you will be charged when they are cashed.

When opening a bank account please be aware that some accounts and banks have extra fees and service charges. Be sure to discuss this with the bank as JCUSA will not be held responsible for any extra fees or service charges imposed by the bank.

2) CLUB EMAIL & SOCIAL MEDIA ACCOUNTS

The JCUSA **HIGHLY RECOMMENDS** clubs to have their own email account (e.g. Hotmail or Gmail) to use as a club email address. Personal email address should not be used as a main point of contact to the club.

If a club is going to have a Social Media account (e.g. Facebook, Instagram), they should ensure that anything written on that account on behalf of the club is professional and not offensive/defamatory.

3) NAMING RIGHTS

Affiliated clubs or societies have the option of including “James Cook University” (JCU) in the club or society name. If a club or society elects to do this, all printed advertising material must visibly display the clubs or societies name in full. Please refer to JCU logo policy http://www.jcu.edu.au/policy/allitoz/JCUDEV_007163.html and the James Cook University Style Guidelines.

Please note that incorporated clubs or societies need permission from JCU Council to use “JCU” in their name.

4) ADVERTISING & PRINT MATERIAL

The Student Association has a number of print and online publications that clubs and societies can utilise to advertise events and help generate interest in your club or society.

Campus newspaper- The Bullsheet is the student newspaper published by the JCU Student Association. Contact your JCUSA Campus Officer to get publicity for the club or society in this publication.

Social media- The JCUSA and JCU sport both have Facebook groups/pages that we can post information on about your club or society, or you can create your own Facebook group/page. The JCU Student Association Facebook page has over 6,800 followers while there are 3,900 members of the JCU Sport Facebook Group. Please contact studentassociation@jcu.edu.au or directly message one of our pages if there is something you’d like to advertise. Alternatively posting in the Campus Facebook Groups is a great way to get the message out to students and engage.

Townsville: <https://www.facebook.com/groups/596996119075636>

Cairns: <https://www.facebook.com/groups/1409685846265265>

Word of mouth- Tell everyone you know and ask them to spread the word.

Important: The JCUSA and SSAF logo must be included on all advertising/printed material. An electronic version is available from the JCUSA Office. Club & Society logos must be approved of by JCUSA before being used on any publications or advertising material printed or online. JCUSA and JCU logos must not be modified. (Please refer to “Naming Rights” above for JCU and JCUSA guidelines or the JCUSA office for more information).

The JCUSA reserves the right to request any inappropriate print or online material be removed from circulation immediately. Inappropriate material includes anything that is considered defamatory, derogatory and or discriminatory by the Student Association.

5) MAIL

To make it easier on clubs and societies we recommend that all clubs or societies use the Student Association’s postal address. You can collect items from the Student Association offices at both the Townsville and Cairns campus. The Townsville Campus is open between 8:30am and 4:30pm Monday to Friday while the Cairns Campus is open between 9am and 4pm Monday to Friday.

6) ROOM AND FACILITY HIRE

There is no charge for affiliated clubs or societies to book rooms and/or meeting spaces at JCU. Small charges might apply for sporting facilities, but check this with JCUSA. All rooms and sporting facilities on campus are booked by sending an email to JCUSA or straight through to roombookings@jcu.edu.au. You can request a specific room, or ask to find out which rooms are available given the expected number of attendees.

If you would like to book a room or facility, please use the following information in this template or complete form 194:

Club Name:

Booking Title:

Date:

Start time:

Finish time:

Number of attendees:

Preferred room or building:

Other room requirements:

Club contact name:

Phone number:

Please be advised that bookings must be done in this format as well as sent 1 WEEK in advance otherwise we will be unable to book it.

7) BBQ AND EQUIPMENT HIRE

BBQs, eskys, marquees, tables and other equipment may be hired through JCUSA. Check with JCUSA regarding what is available.

As part of hiring equipment through JCUSA, clubs and are required to make a deposit and fill forms out before they can use the equipment. The deposits will be returned in full as long as the equipment is returned with no damage and clean.

BBQs on Campus

There are a few simple rules when holding a BBQ:

- If anyone is found holding a BBQ that has not been properly booked, Security may ask the group to shut down their BBQ.
- The JCUSA accept no responsibilities for any mess causes and if the club/society is found, they are responsible for the cleaning costs.
- The Club/Society is responsible for the safe and appropriate disposal of any rubbish and waste (including the contents of the drip tray) produced by the BBQ.
- A charge of \$5 per gas bottle per hour will apply. (Townsville Campus Only).

- All equipment must be returned and in a clean state. Any equipment that does not return, the Club/Society must pay the full costs for that item(s). If any equipment comes back in damaged or not in a clean state, money charges will be applied.

To book a BBQ, please contact JCUSA. Please be advised that bookings need to be made two weeks in advance.

Clubs are also required to have undergone training on the use of BBQs and gas bottles. These training sessions can be organised at the relevant campus with someone from JCUSA. Clubs will be unable to use this equipment until they have completed these sessions.

8) DISSOLUTION

Dissolution occurs when a club or society collapses through member attrition or disbands for various reasons. The club or society can be dissolved by decision of the current membership at a general meeting or when the club or society ceases to operate (as would be the case if no members were elected to the executive/trustee positions) or the club or society ceases to function through natural member attrition. If a Club or Society decides to dissolve the committee it must, as per its constitution and dissolution clause, transfer any excess assets, property, funding or money remaining (after all debts and liabilities are paid) to the Student Association or another JCU School or body. If the Club or Society has any concerns with this process they can engage directly with the Student Association and negotiate a suitable resolution. JCUSA will hold all monies or equipment in trust until the same or similar club is reformed and seeks affiliation, or it shall be redistributed amongst remaining clubs or societies who may make use of such monies or equipment. Please note that any assets, property or funds cannot be given to members and members cannot benefit from the sale of any assets or property. The JCU Student Council may recover assets from any affiliated JCU Club or Society who have not engaged in any activities for more than 12 months, have not sought to re-affiliate, and have not dissolved by committee decision.

9) DISAFFILIATION

Disaffiliation occurs when the Clubs and Societies Committee (CaSC) in conjunction with the Student Council deems that club or society has engaged in inappropriate conduct and withdraws its support and funding. Depending on the type and severity of the misconduct the CaSC or the Student Council might consider taking action under the JCU Student Misconduct Policy. Which could lead to further penalties for the student/s involved.

The JCUSA Clubs and Society Committee may disaffiliate any club or society which; engages in any criminal activity

- engages in any fraudulent representations with JCU, JCUSA or the wider community
- engages in or printed any remarks that could amount to defamation
- acts in any way that could be interpreted as discriminatory and/or prejudice

- engages in any anti-social behaviour causing property damage or destruction
- JCUSA believes has provided it with manifestly false information in order to gain an unfair advantage; &/or
- JCUSA believes, upon inspecting the accounts of the Club or Society, financial mismanagement has occurred; &/or
- Repeatedly fails to carry out the directives of the JCUSA, provided that such directives are allowed under the JCUSA Regulations concerning clubs and societies; &/or
- Fails to carry out its obligations under its constitution or the JCUSA Regulations relating to the operation of JCUSA affiliated clubs and societies.

The disaffiliation process is conducted in accordance with the principles of natural justice. First, CaSC and or their nominee will request a representative of any club or society against who allegations have been made to appear before the CaSC to discuss the situation and respond to the allegations. If CaSC determines, by a majority vote, that allegations have been proven either in part or in full the CaSC will then make recommendations and give the club or society 21 days to rectify the issue. If the issue is not rectified, the club or society representative will be recalled to appear before CaSC who will then vote on disaffiliation. The decision to disaffiliate a club or society must be a majority vote of CaSC. The Committee shall, within seven days of making a decision, notify the club or society via written correspondence with the Committee's decision.

Any club or society not satisfied with the decision of the Committee can appeal the decision but only on the grounds that procedural fairness was not followed during;

- the process of proving the allegation
- the process of deciding what penalty to apply

The Appeal will be conducted by the Student Council and shall consider only;

- the club or society's grounds for lodging an appeal; and
- such further material as the Student Council may, in the exercise of its discretion, permit to be placed before it if it considers it necessary to make its decision.

The Student Council shall, within seven days of making a decision, notify the club or society via written correspondence of the Council's decision.

The CaSC may require the grants funds and assets of a disaffiliated club or society be returned to JCUSA, provided that any assets recovered were purchased using funding granted by the Committee. The signatories of the disaffiliated club or society's bank account must transfer the required/remaining funds and/or assets within 14 days of notice being given to the trustees of the club or society by the Student Council.

Clubs or societies that have been disaffiliated will be given the opportunity to re-affiliate provided that the issues that resulted in disaffiliation have been resolved to the satisfaction of CaSC. The Committee might also determine that a JCUSA Campus Officer sit on the committee as an ex-officio member to assist the committee in performing its duties and responsibilities.

PART D: GRANTS AND FUNDING

Affiliated JCUSA Clubs and Societies are eligible to apply for JCUSA grants. Both new and existing clubs can apply for grants. There will be two rounds of funding during the university year to apply for these grants.

Once the grants have been submitted, the Clubs and Societies Committee will decide on what will be given out.

Grants can be used for goods and services including preparation/organising of events, purchasing and/or hiring of equipment and use of facilities.

CRITERIA FOR APPLYING FOR GRANTS

Your club or society must:

- Be a JCUSA affiliated club or society
- Have at least 50% of its members be current JCU students

Grant applications will not be approved for the following:

- For the purchase of alcohol, tobacco or other illicit substances
- In accordance with section 19-38(2) of the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011; JCU makes the payment on condition that the Student Association must not spend or otherwise permit any of the funds to support a political party, or to support the election of a person as a member of the legislature of the Commonwealth, a State or a Territory, or as a member of a local government body.
- Events or activities which are not open to all JCU students, or are not open to the entire membership of the Club or Society holding the event or activity. This clause may be waived at the Committee's discretion for events that are, for instance, designed for specific year groups or genders;
- For expenses incurred at events held by a club or society when such expenses are:
 - Donations to charities or other external organisations; or
 - Directly intended to promote a candidate or candidates for any office or appointment
- For functions that do not comply with JCU's Alcohol Consumption Policy
- Cash Prizes
- The purchase of items that become the personal property of the club or society members.
- The payment of debts or overdrafts due to mismanagement of club or society finances
- Any activity by a club or society which is intended to promote, or is in itself, an illegal activity;

- Any activities (including their promotion) that do not comply with relevant federal and territory anti-discrimination legislation;
- Any activities that discriminate or harass on the basis of sex, race, age, or disability or to intimidate or physically threaten an individual or group;
- Any promotional activities that do not comply with JCU and JCUSA promotion policy;
- Functions held at private homes
- Clubs and Societies that are not affiliated when the event or activity occurs and/or have been refused affiliation for the period in which the event or activity is to occur;
- Affiliation fees to other organisations.

All this information and more can be found in POL092 Clubs and Societies JCUSA SSAF Grants Policy.

KEY STEPS IN APPLYING FOR A GRANT

- Obtain the Grant Application Form pack from JCUSA by email or our website.
- Submit the grant application for Round 1 between week 1-4 SP1 2018 and Round 2 from week 1-4 SP2
- The grant application will require you to give a brief outline of what the funding will be used for, and how this will benefit the club or society and the wider JCU student population. You will also be required to provide quotes for the money that is being spent and an acquittal if you have applied for a grant previously

THE JCUSA CLUBS AND SOCIETIES COMMITTEE

When determining the level of grant to be awarded, the Clubs and Societies Committee (CaSC) will take into account:

- a) the intrinsic value of the club or society (or the specific event for which funding is being requested) to the University and in particular the student population; and
- b) the contribution made by the club or society (or the specific event for which funding is being requested) to university life and the University's public profile; and
- c) the degree of self-help (e.g. sponsorship) undertaken by the club or society; and
- d) the degree of membership support through membership fees and members' financial contribution to events and the purchase of equipment; and
- e) the number of participants taking part in or benefiting from the activity/event for which funding is being requested; and
- f) the efficiency with which the club or society operates; and
- g) the extent of publicity of events;

- h) the extent to which the activity/event furthers the aims of the club or society; and
- i) any such reasonable criteria as the Committee deems appropriate.

PAYMENT OF GRANTS

The payment of monetary grants to affiliated clubs or societies will be made by a bank transfer of JCUSA's funds to the nominated bank account of the relevant club or society.

Misuse or failure to fulfil the requirements of this grant will result in the applying club or society being disaffiliated and becoming ineligible for any further funding from JCUSA.

It is strongly recommended that any revenue generated as a direct result of the JCUSA grant is allocated to future equipment purchases and appropriate events that will benefit all members.

ALTERNATE FUNDING OPPORTUNITIES

Please appreciate that the capacity of JCUSA to fund your club or society's activities is limited. Alternative sources of assistance are a great way to boost your revenues without having to increase the burden on your members or event attendees.

You might also want to consider applying for an ABN for your club or society. This is not essential to becoming affiliated with JCUSA or to open a bank account, but is essential if you are planning to acquire grants and funding from non-JCUSA organisations.

PROFITABLE EVENTS

Although clubs and societies are not-for-profit entities, you should not be hesitant to run profitable events to generate surplus cash. Surplus cash can be used to contribute to fund future loss-making events, equipment purchases, and any other expenses required to carry out the general operation of your club or society. You should not forget that students do gain a lot from participating in your activities and are usually more than happy to contribute to the costs incurred by the club or society. Often, the economies of scale involved can make it quite easy to generate a profit from an event despite student contributions being relatively small.

Some Clubs and Societies have the capability to run events where external parties are involved, for example invitational tournaments, productions and concerts. Such events are excellent opportunities for generating revenue completely independent of member contributions. Especially where adult guests are involved, Clubs and Societies are encouraged to charge prices which fully reflect the value of the event. If you decide to hold an event that involves the consumption or distribution of alcohol in a non-licensed area on campus please refer to the JCU Consumption of Alcohol Policy and the application for function form (http://www.jcu.edu.au/policy/safety/JCUDEV_007162.html).

FUNDRAISING

Many clubs and societies choose to fundraise in order to fund activities, through events such as trivia nights, movie nights, raffles, cake stalls, chocolate drives, etc. The Student Association can assist with organising trivia nights and other fund raising events through the Uni Club, Boathouse and other SA facilities. We strongly encourage clubs and societies to seek this assistance.

Be careful when selling food on campus; you may not sell food in certain areas on both campuses without permission from the JCUSA, or in “close proximity to other commercial food outlets”. You must also comply with all relevant food safety regulations. Talk to a JCUSA before planning to sell food on campus. The Student Associations has BBQs available for clubs and societies.

SPONSORSHIP

JCUSA suggests that Clubs and Societies seek sponsorship from external sources, such as local businesses and large professional firms. International groups may like to apply to embassies. In our experience, it is easier to acquire physical gifts or in kind contributions (e.g. printing) rather than money; such contributions are often useful as raffle prizes etc.

GOVERNMENT AND COMMUNITY FUNDING

There is also a myriad of government and community grants available to not for profit organisations. You might need to have an ABN or be incorporated to access these funding options. Speak to your relevant JCUSA Campus Officer for further information.

These websites are a great place to start:

State Funding

<https://www.smartservice.qld.gov.au> – A-Z list of all available grants in QLD

Gambling Community Benefit Fund

<http://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

Local Funding

Townsville based funding opportunities:

- Townsville City Council
 - <https://www.townsville.qld.gov.au/community-support/grants-and-funding>

Cairns based funding opportunities:

- Cairns Regional Council
 - www.cairns.qld.gov.au/community-information/community-grants

- Community Benefit Grants – Building Active Connect Communities Far North Queensland
 - <http://www.baccfnq.com.au/grants>

Business Community Grants

- Bendigo Bank Community Enterprise Foundation
 - <https://www.bendigobank.com.au/foundation/>

STUDENT ASSOCIATION CONTACTS

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