

# THE GUIDE

FOR CLUBS SOCIETIES AND  
FSA'S

2018

Bond University Student Association | 2017/2018

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# Welcome

Dear Club Executive Member,

On behalf of the Bond University Student Association, I would like to commend you for your involvement in the cultural and social life at Bond. Each club provides students with the opportunity to enhance their student experience and plays a vital role in fostering the robust and diverse community at Bond University.

Leading a club will undoubtedly present you with challenges however this Handbook contains the comprehensive guidelines for clubs at Bond University to ensure that you know the administrative requirements and procedures that come with running a club. It also outlines the planning required to ensure the longevity and success of your club.

If you have any further questions or queries, please do not hesitate to contact me at [clubs.busa@bond.edu.au](mailto:clubs.busa@bond.edu.au)

Sincerely,

Gyan Wijekulasuriya,

Clubs and Societies Director, 2017/18

## Key Dates

Description	Week
Funding Applications Due	Friday Week 14 – Previous Semester – Club Manager
Booking for Funding Meetings	Week 13/14 – Previous Semester - Online
Funding Meetings	O-Week/Week 1
Master Budget Released	Week 2
All Clubs Meeting	Week 3 (If needed)

International Week and Global Food Festival	Week 8
All Clubs Meeting (If another is needed)	Week 9
Student Opportunity Fund Applications Close	Week 11
Executive Drinks Awards Nominations Open	Week 10
Executive Drinks Awards Voting Opens	Week 11
Executive Drinks Awards	Week 12

**Please note:** These dates should be used as a guide only. Failure to attend or fulfill any mandatory meeting or submission may result in a funding moratorium and a recession of your club's invitation to Executive Drinks Awards.

# Important Contacts

## **Clubs and Societies Director**

Gyan Wijekulasuriya | [clubs.busa@bond.edu.au](mailto:clubs.busa@bond.edu.au)

## **Vice-President of Sport – Sporting Clubs**

Damian Giuffrida | [sport.busa@bond.edu.au](mailto:sport.busa@bond.edu.au)

## **President**

Robin Sutcliffe | [president.busa@bond.edu.au](mailto:president.busa@bond.edu.au)

## **Secretary**

Stacey Messini | [busa@bond.edu.au](mailto:busa@bond.edu.au)

## **Treasurer**

James Rosengren | [treasurer.busa@bond.edu.au](mailto:treasurer.busa@bond.edu.au)

## **Vice President (Recreation)**

Nikki Marzbani | [recreation.busa@bond.edu.au](mailto:recreation.busa@bond.edu.au)

## **Social Director**

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## **Editor of Bound**

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## **Corporate Relations Director**

Isabella Cerutti | [corporaterelations.busa@bond.edu.au](mailto:corporaterelations.busa@bond.edu.au)

## **Student Clubs and Events Officer/BUSA Accounts Administrator**

Alison Trevethan | [atreveth@bond.edu.au](mailto:atreveth@bond.edu.au)

# Creating a Club

If you have an idea that does not conflict with the aims or activities of an existing club, you can apply to become a new club!

When creating a club, you will not automatically become BUSA affiliated club. The process requires new clubs to form as a **provisional club** for one semester. There are two documents that will need to be submitted when applying to be a provisional club. These documents are the **New Club Application Form**, and a copy of your **Clubs Constitution**. These need to be submitted by **Friday Week 10**. Any applications after this date will be reviewed the following semester.

## 1. New Club Application form

You will need to submit an application form for your proposed club, which can be found on the BUSA website under the *Student Life – Forms* tab <http://busa.com.au/student-life/forms>

On this application form you will need to provide information that displays you are committed to achieving the goals of the proposed club and that you have carefully thought out your ideas and events.

### Forming an executive committee

The Executive Committee is responsible for day-to-day administration of the club. It is required that all clubs have a President, Treasurer and either Secretary or Vice President. Below is a description of the roles of these mandatory office bearers:

#### President

The President will be responsible for the overall activities and administration of the club. This is obviously an important role as it involves being the spokesperson for the club, calling and chairing meetings, picking up the club mail and ensuring communication between the club and BUSA. The president is responsible for the actions of the club.

#### Treasurer

The Treasurer will be responsible for all monetary transactions and financial records for the club. This will involve preparing budgets for income and projected spending for each semester, meeting with the BUSA Treasurer and the Clubs and Societies Director in the process of funding application and being responsible for the club's petty cash and bank account (if applicable).

## Secretary

The Secretary provides an important channel of communication between the President and the committee. This position is heavily administrative and is vital in ensuring the efficient co-ordination of a club. The duties of the Secretary involve compiling agendas and taking minutes of all club meetings.

Although not absolutely necessary, once a club has grown in size it might be useful to add other members of the executive committee, such as a vice president, to aid the president.

### 2. Draft a constitution

Every club needs a Constitution reflecting both its purpose and mission. A constitution is a formal document, which provides guidance for the Executive in decision making and gives members an understanding of what the club does and how it operates. It should specify the name of the club, structure, office bearers and their responsibilities, electoral and appointment procedures.

The Constitution should be concise and clear and reflect the current and future needs of the club. The club is operated according to the constitution and will outline how the Executive Committee will be accountable to the members of the club. An electronic copy of a sample constitution can be accessed via the BUSA website under the *Student Life – Forms* tab <http://busa.com.au/student-life/forms>

Once drafted, organize a meeting with the Clubs and Societies Director to approve the Constitution. This document is incredibly important as it is the only guiding document for clubs and there must always be an updated constitution on file on Club Manager. If a constitution is updated it must occur at a Special General Meeting or an Annual General Meeting and the Clubs and Societies Director must be notified that a new constitution has been uploaded to Club Manager.

## Planning and executing events

### Plan your semester – it's the easiest way to stay organised

Events are tough to get right in the Bond clubs community as there are so many occurring on a weekly basis. As a new club, aim to hold **one or two events per semester**. Successful clubs on campus are usually the ones who create exciting student experiences for their members so try to bring new and fresh events to campus. To help you stay on track and organised you may want to create the following documents to track your progress across the semester and with events.

- Develop Action Plans for achieving goals
- Develop Event Run Sheets

## Process for your first event:

### 1. Arrange a meeting

- If your club gets approved early on through the semester, you may be able to hold an event in the semester that you create your club. Arrange a meeting with the Clubs and Societies Director and Treasurer where you present your event plan(s) **at least 4 weeks prior** to your intended date. Bring information like quotes, intended audience, number of attendees so that we can guide you to the right people in the university who can help you with your event.
- If your club gets approved late in the semester you may decide to hold your first event in the following semester and funding can be approved at your first funding meeting.

## Funding

- Based on the events you plan to execute we discuss with the Treasurer about allocating funds to your event.

## Forms

- Get your event-approval forms submitted to the Event Centre a minimum of **2 weeks prior** to the event date and make sure all procedures and forms (including forms to sell tickets, and the hiring of BUSA equipment) are submitted. The earlier you submit these forms the better, your event will not be approved if you do not submit your event form before that date. All forms to do with events can be found at:  
<https://bond.edu.au/current-students/university-life/student-events>

## Event

- At least one BUSA member will attend your event to monitor and audit club activities.

### 3. **Becoming a BUSA-affiliated Club!**

Based on the scope of your activities, the success of your events and tenacity of your executive, your club may be admitted as an official BUSA-affiliated Club in the following semester!



# Club Manager

Club Manager is the most useful tool that Clubs can use. It is the main channel of communication between Clubs, BUSA and Bond Students. Every BUSA affiliated Club will be given an account (log in and password). If the president wishes to change the password or has forgotten the password, they should email the Clubs and Societies Director or the Vice President of Sport (whichever is relevant to the Club) to get it changed. Because Club Manager is the main source that allows Students to gain information about a Club it is necessary that it is kept up to date.

## *Information on Club Manager*

- Description of the Club
- Clubs Email
- Link to the Clubs Facebook Page
- Presidents Name

Club Manager is also used to submit funding applications and keep a record of BUSA affiliated Clubs. Only Clubs operating through Club Manager will receive funding. The Clubs Code of Conduct (mentioned below) stipulates that Club Manager must be up to date and there may be penalties for not providing accurate up-to-date information. Clubs will receive a warning the first semester in the form of not being invited to Executive Drinks Awards, however if it is not updated in the next semester the Club faces the risk of being made inactive.

# The Clubs Code of Conduct

All BUSA affiliated Clubs must agree to abide by the Clubs Code of Conduct. This document provides the guides and rules that Clubs need to abide by, and the consequences of non-compliance. Every semester during Funding Applications Clubs will need to re-sign the Code, any Club that refuses to will not be given funding for the semester. Any active club that does not sign it two semesters in a row will be made inactive. The code of conduct can be found at <http://busa.com.au/student-life/forms>, and the Clubs and Societies Director will notify all Presidents when changes are made.

## Club Sign On Day

One of the most important events for clubs, societies and FSA promotion is Club Sign-On Day (CSOD). This event is held traditionally on **Friday Week 1 from 11-2pm** each semester however it is organised by the Clubs and Societies Director and can change if deemed necessary. It is **compulsory** for every club and society to attend CSOD.

Each Club is able to print 2xA3 posters from the BUSA printers for the day, **before Tuesday Week 1, 4pm**. Please bring the poster to the BUSA office on a USB.

CSOD gives students an opportunity to learn more about the diverse range of clubs at Bond and a fantastic chance for clubs to showcase what they are all about.

## International Week

International Week is held in Week 8 Semester 1. Although primarily for the Cultural Clubs all clubs are welcome to host events. The International Student Liaison will send an email to all clubs inviting them to participate and will liaise with them if they wish to participate. All Cultural Clubs are required to participate in Global Food Festival which will be held on the Wednesday of that week.

## Global Food Festival

Global Food Festival (GFF) is an excellent way to show off some of the many cultures that are at Bond. This is a **mandatory requirement of Cultural Clubs**, all clubs required to participate will get an email in week 11 of the previous semester reminding them to factor GFF in their upcoming semesters budget. By week 5 all clubs involved need to get approval from the International Student Liaison on what they are planning on serving.

On the day clubs need to arrive to start setting up by 11.30. This means that you will need to order or cook the food to ensure that you are present at the venue for Global Food Fest at 11.30. This set up is critical to ensure that all participating clubs have a spot under the marquee and clubs can be arranged based on their needs. Global Food Festival will start serving at 12.

Any Club that fails to notify BUSA that they are not attending, gives short notice that they are not attending without a reasonable excuse (at the discretion of BUSA to assess what is reasonable) or is unreasonably late may not be extended an offer for that semesters Executive Drinks Awards.

# Holding Events

## 1. Finding a date

Finding the right date is vital to ensure that there are limited clashes and that events targeting the same demographic don't compete with each other. The Student Clubs and Event Officer has discretion in the event approval process with respect to approving and scheduling events.

## 2. Finding a location

### a. Undergraduate Student Lounge/Club Hub

- The Undergraduate lounge is the perfect place to meet and hold small gatherings. It is located on level one of Building 6 (University Centre), next to the Brasserie. The lounge must be booked through BUSA prior to use and are open to all Clubs and Societies on campus. Send an email to [busa@bond.edu.au](mailto:busa@bond.edu.au) stating the club you represent, time and date of usage, event details and contact details. Please note it is first in, best dressed.

### b. Princeton Room and University Club

- The Princeton Room and University Club are ideal for larger scale events such as a luncheon or cocktail event. These must be booked through the Function Centre and usually attract a fee.

### c. Don's Tavern

- For a larger event involving alcohol, Don's can be a great alternative location. Don's Tavern is open from 3pm until late everyday.

### d. Room Hire

- Lecture theatres, seminar rooms and case study rooms are available to all clubs and societies. These venues have high usage so book 2 weeks prior to the event. To book a room go to <http://bond.edu.au/about-bond/facilities-services/study-facilities/web-room-booking/index.htm> and log in with your SID and password. You must have completed an event form (discussed below) before you can book a room. Room booking confirmation usually takes up to 48 hours and you will receive notification via email.

### e. Other

- If the list above is not exhaustive, if you have any other ideas for event locations come into the BUSA office and we will see what we can do for you or contact the Clubs and Societies Director

### 3. Filling in the right forms

In order for your event to be approved, there are a number of forms that need to be completed and submitted a minimum **two weeks prior** to the event. The earlier you submit your event form, the more likely you will get your ideal location and time for your event.

The following forms can be found on the Bond website at

<https://bond.edu.au/current-students/university-life/student-events>

- Event Approval Form
- Ticket Sales Approval Form

#### Equipment Hire

##### PA System

BUSA owns a PA system consisting of two portable speakers, a microphone and cords. These are available for use by all BUSA-affiliated clubs subject to the following guidelines.

- **Booking:** If you wish to book the PA system, please contact the Clubs and Societies Director or come down to the BUSA Office between 9am and 4pm (Monday to Friday).
- **Set-up:** If you are a first-time user, a BUSA member will step you through the process of setting up the PA system.
- **Returning:** Please return the PA system immediately after using the equipment. If this is outside of the BUSA office hours, please contact any of the BUSA members listed in this handbook to arrange a return time.
- **Damage/Missing components:** If any equipment is found to be missing or damaged, the cost of repair or replacement will be drawn from the Club's funding or the individual may be responsible at BUSA's discretion.

##### BBQ

You request to use the BBQ through the online event form; at <https://bond.edu.au/current-students/university-life/student-events>. Once the form is submitted you will receive a confirmation email. However please note there are a limited number of BBQ's available and it is a first in, first served.

**Cleaning and Maintenance:** It is required that clubs clean the BBQ to an acceptable standard after usage. If the BBQ is not returned in acceptable condition, a \$100 cleaning fee will apply.

## Don's Tavern

Clubs and Societies can hold events at Don's Tavern during the week or in conjunction with Thirsty Thursdays at Don's. This is an opportunity to raise awareness for your Club or event. If you wish to hold an event at Don's please specify this on your Event form.

However, for Don's events you should contact the Social Director ([social.busa@bond.edu.au](mailto:social.busa@bond.edu.au)) before the event form to ensure that your desired week is not already booked and to find out other alternative weeks. In a situation where a Club has submitted an event form for Don's and another has contacted the Social Director, the Club that has contacted the Social Director will be given priority. Events of a fundraising nature will be approved at the discretion of the Social Director and the VP of Recreation.

## Wednesday by the Water

Wednesday by the Water (WBTW) is a weekly BBQ run by BUSA every Wednesday at 12pm and is a great opportunity for Clubs to run events and gain exposure to a large proportion of the student body in a fun and lively manner.

Clubs wishing to hold bake sales, sell tickets, or have another other type of stall at WBTW needs to notify the VP of Recreation at least 2 weeks prior to the event. This is necessary to guarantee that the required equipment is available and that there is enough space from your Club.

For further information, do not hesitate to contact our VP (Recreation).

# Funding

## Overview

Each semester, the Bond University Student Association allocates its 64% proportion of SAM funds towards cultural and sporting Clubs and Societies. This money is allocated for the sole purpose of supporting the provision of a wide and varied range of student events, activities and services, for example:

- Funding the events and activities of Clubs, Societies and Faculty Student Associations for the benefit of all students (Undergraduate/Postgraduate, Domestic/International).
- Maintaining and improving the Undergraduate Student Lounge.
- Purchasing important equipment for the Sports Centre.
- Enabling students to participate in educational and sporting competitions on an external basis such as University Games.
- Promoting health and welfare of students.
- Providing information packs to students at Orientation Week.
- Helping students develop skills for study through the Faculty Student Associations.
- Granting free access to BUSA's weekly 'Wednesday By The Water' BBQ
- Granting free access to BUSA's 'Global Food Festival'
- Granting free access to Don's Tavern for Thirsty Thursdays.
- Granting free access to Bound and all other student publications.

## Funding Allocation Process

The Funding Allocation Process is the means by which BUSA distributes its SAM funds amongst all Clubs, Societies and FSA's.

### *Funding Application Form*

The funding application form requires Clubs to provide comprehensive details of all costs that will be incurred throughout the semester, as well as a requested amount of SAM funds. The Form is available from the BUSA website and will be sent out to all Presidents via an email during Week 9 (<http://busa.com.au/student-life/forms>)

### *Funding Meeting*

In addition to submitting the funding application, each Club must book a funding meeting with BUSA to discuss their requests. The meeting provides BUSA with an opportunity to accurately assess the merit of each application based on the below criteria.

*Who attends the meeting?*

The meeting is attended by the BUSA Treasurer in addition to either the Clubs and Societies Director or the Vice President – Sport (whichever is relevant), and should be attended by at least the President and Treasurer of each Club.

*When is the meeting and how long does it go for?*

The meetings take place in the first 3 weeks of the semester at the discretion of BUSA and each meeting is designated a 10min time slot. Ensure the contact details of your Club are up to date so that you receive information regarding the timing of these meetings.

*What should I bring to this meeting?*

Basically, provide as much detail about your Club’s financial position and proposed activities for the semester as possible. The more information made available to us, the more clearly we can understand your financial needs and plans for the Club. The meeting is deliberately kept informal to give Clubs the opportunity to express their plans and application as comfortably and easily as possible. We recognise that a club executive may be new to Bond, the Club system, or the funding process.

*Compulsory documents:*

**Please note:** Failure to provide any of these documents may result in a Club receiving no funding.

Compulsory documents	Type of document
Funding application form	Excel spread sheet provided by the Treasurer
Sourced quotes for each item requested for funding	Sourced invoices/receipts/quotes for any material or good, internet printouts for equipment requests.

*Recommended documents to support and substantiate funding requests:*

Recommended documents	Type of document
A list of the activities planned for this semester (detailed list of all events, how they will work and how they will fit into the Bond Social calendar)	Word document with a description of the event/services, a budget (Excel spread sheet) for upcoming events

List of the previous semester's activities, events and expenditures	Photocopied receipts from the previous semester along with a budget (Excel spread sheet)
A Club prospectus	Word or PDF document that could potentially be distributed to external sponsors explaining the club and what the club does
Most recent bank statement	Summary of financial transactions issued by your club's nominated banking institution

*Do I have to bring these recommended documents?*

No, the recommended documents are not compulsory. However, preparing and submitting these documents demonstrates a high level of commitment to the funding process and your professionalism will be rewarded. Supplying these documents will increase the likelihood that funding is allocated.

***Funding Requirements***

There are a number of requirements that clubs have both to BUSA and the University. These requirements include that:

- Your Club must be registered with BUSA and have an approved constitution which adequately states its goals and objectives.
- All funding requests are honest and accurate. Any misleading information submitted in the application will result in severe financial and operational penalties.
- Provide and up-to-date list of active members upon request.
- Provide bank statements dating back to the last two semesters upon request.
- Enforce a 100% price mark up for non-Bond members for ticketed events, functions and activities under \$40. For ticketed events, functions and activities over \$40, \$30 must be added to the cost of a Bond member ticket, for a non-Bond member ticket.
- Attend Club Sign on Day.
- Adhere to all BUSA policies, including the BUSA Poster Policy.
- Submit Event Forms two weeks prior to hosting an event.
- Be able to explain reasoning behind unclaimed allocations from previous semesters upon request.

Please be aware that BUSA reserves the right to retract allocated funds for noncompliance with BUSA direction.



## *Master Budget*

The Master Budget will be available on the BUSA website and Facebook page. The Master Budget details each semester's allocation of SAM funds to BUSA, Faculty Student Associations and all cultural, social and sporting clubs. Previous Master Budgets are available for your perusal.

The Master Budget is approved by the Activity Fee Committee, a University body consisting of representatives from Finance, Office of Student Experience, Sports Centre, BUSA, BUELI and members of the University's Senior Management

## *Funding Review Process*

To promote greater transparency and fairness in the Funding Allocation process, a review process is available.

Upon the release of the Master Budget, clubs are entitled to apply for a review of their allocation on any of the following grounds:

- New information has become available that was not otherwise known at the time of the club's Funding Meeting;
- For reasons outside the club's control (for example, significantly revised quotes);
- If the allocated funds are insufficient for the event to proceed;
- Reasonable belief that relevant criteria were not considered by BUSA and/or the Activities Fee Committee in the Funding Allocation process; or
- Any other special circumstances.

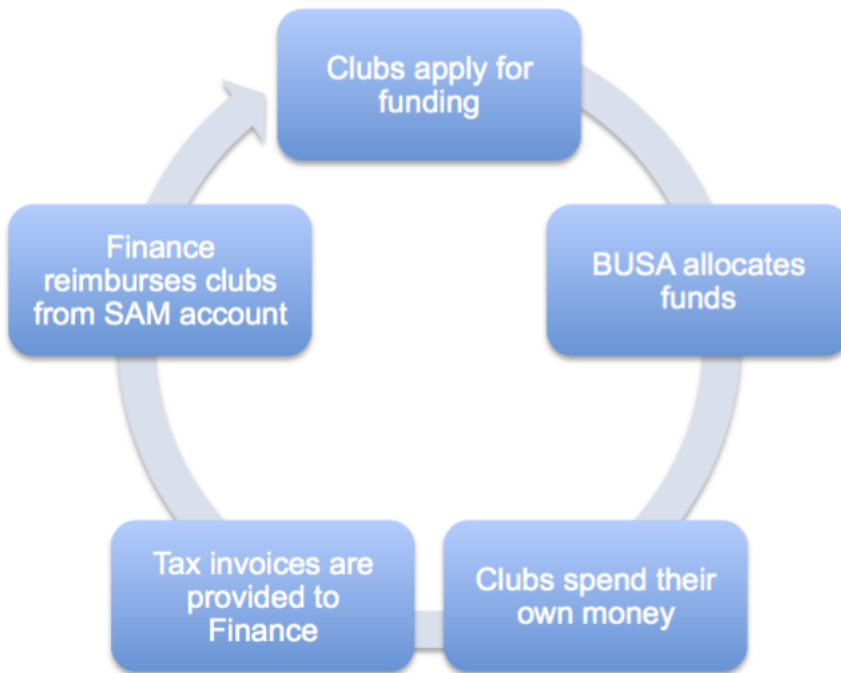
You are welcome to apply for a review to the BUSA Treasurer, at [treasurer.busa@bond.edu.au](mailto:treasurer.busa@bond.edu.au), who will then meet with you and review your application. If your application or review is successful, funds will be reallocated from the BUSA Extra Provision to your Club.

## *Claiming Allocated Funds: SAM Funding Reimbursement Process*

To ensure responsible expenditure and to prevent misappropriation, club funding is provided by reimbursement only. This includes expenses incurred either personally or on behalf of your club. Once the allocated funds have been spent, to receive reimbursement:

1. Complete a Club Bank Account Form (once per semester).
2. Complete a SSAF Reimbursement Form for each claim (don't forget to attach receipts and invoices).
3. Lodge the forms at the Event Centre (Building 6 Lounge Area)

## Summary of Reimbursement Process



**Funds paid directly to suppliers** will require a SAM Purchase Requisition Form (available upon request from the Finance Office).

Funds will be reimbursed via EFT within 7-10 days.

As there are over 100 clubs who may submit numerous Reimbursement Forms at once, please be patient with this process.

### *Please remember*

1. Keep all tax invoices – they need to be attached to your reimbursement form.
2. The tax invoice must state:
  - a. “Tax Invoice” on it
  - b. Supplier’s ABN
  - c. GST component
  - d. If >\$1000, your Club’s address: Bond University, Qld.
3. The EFTPOS Receipt is not the tax invoice

## *Reimbursement Forms*

Depending on the nature of your expense, BUSA requires students to complete one of the following for reimbursement:

SAM Reimbursement form: for general expenses incurred by either students or clubs (most common form).

Student Tutor Form: required if students are seeking payment for BUSA-approved tutoring services e.g. FSA-organized end-of-semester

Referee Payment Form: required if external referees/coaches are seeking payment OR student-referees/coaches are seeking payment

- External referees must also complete a Statement by Supplier Form.

Statement by Supplier Form: as an ATO requirement, all external individuals/businesses supplying goods or services on campus must complete this form.

- External referees/coaches must complete this form in addition to the Referee Payment Form.

## *Funding Criteria*

In allocating funds, BUSA considers a number of different criteria. BUSA strives to maximize the value of SAM whilst being as fair as possible in accommodating for all Clubs and Societies. These criteria include:

- Number of active club members
- Involvement at Club Sign on Day
- Scope of services, events and promotions
- External financial aid
- Contribution to aspects of campus life that aren't currently catered for
- Use of SAM funds in previous semesters (including SAM markup)
- Detail provided in the funding application and during the funding meeting
- Ability to represent Bond University (and BUSA) to the wider community
- Representative significance within the student population
- Event specific criteria (feasibility, quality and diversity of student involvement)

All criteria need not need to be satisfied to receive funding. Each club's situation will be assessed on a case-by-case basis.

BUSA will not:

- Allocate funds to clubs for alcohol;
- Reimburse clubs for expenses unless the expense has been expressly allocated within the Master Budget and is submitted with the appropriate BUSA form and a valid tax invoice;

- Retrospectively allocate funds;
- Underwrite any liability incurred by a student or a club.

### **Provisional Clubs**

Any new Club that is in their first semester is known as a 'Provisional Club'. Provisional Clubs are still entitled to the same benefits as BUSA Affiliated Clubs, however as they are yet to demonstrate their competency or quality we reasonably limit the maximum amount of funds each Provisional Club may receive to a maximum of \$500 per semester.

### **Prepayment**

If you or your club is unable to pay for a particularly large expense (>\$1000), at the discretion of the Treasurer, BUSA *may* pay the invoice directly. It is the responsibility of the club to subsequently submit a reimbursement form.

### **Reallocating Funds**

Although BUSA understands the need for flexibility in event planning, BUSA will only reimburse reallocated funds under exceptional circumstances. To reallocate funds, you must seek express approval beforehand by the Treasurer.

### **Invoicing Businesses**

Clubs may need to invoice external parties. If you need to help with this BUSA can assist as it as an ABN and is registered for GST.

Please contact the Treasurer for further details. It is your responsibility to send out the invoice to the external party and ensure that it is paid. When payment is received, BUSA will then transfer the funds to your nominated club account.

**Important note:** *Bond University Student Association is a not-for-profit organization this means, under its constitution, it may not distribute funds amongst its members. As all enrolled students are members of BUSA, this rule applied to all clubs. While encouraging clubs to be entrepreneurial and make profits from events, it is within the BUSA's legal standing to take action against any club found to have distributed money amongst its members.*

*Under the BUSA constitution, if BUSA deems the club inaction or to have misappropriated funds, a club may be disaffiliated and have its bank account closed with the balance transferred to BUSA. In the event that BUSA disaffiliates a club, BUSA will not reimburse confiscated money and may take legal action to retrieve stolen funds. If an account has been inactive for **one year**, all account funds will be transferred to BUSA.*

# Student Opportunity Fund

The Student Opportunity Fund is an initiative established by the University that is open to BUSA-affiliated Clubs and Societies. This fund provides up to \$2,000 for unique and outstanding activities, events or projects planned by and for Bond students.

This is a fantastic opportunity if you believe that your Club is offering an amazing service or event that requires additional funding.

For further information and deadlines on this and to apply for a grant, please visit

<http://www.bond.edu.au/alumni-giving/grants-and0scholarships/student-opportunity-fund/index.htm>

## Executive Drinks Awards

At the end of each semester BUSA recognizes the great contribution Clubs and Societies make to the University at Executive Drinks. **Two** representatives from each Club, the executive of the FSAs and the members of BUSA, are invited to this event. It is a formal way of thanking students and awarding those who exceed expectations.

The following awards will be on offer:

- Best Cultural Club
- Best Cultural Event
- Best Social Event
- Best New Club (Awarded only in the third Semester)
- Best FSA
- Best FSA Event
- Best Social Justice Initiative
- Best Publication
- Best Sporting Club
- Sporting Spirit Award
- Best Non-Academic Staff Member
- Contribution to Campus Life
- Service to Students
- Bonnie Whitehead Award for Social Justice
- Kritin Bothra Award for Outstanding Contribution to the Bond University Experience (only awarded in the third Semester)

Nominations open in Week 10 of Semester, from these 3 final nominees for each category will be chosen and final voting will be in Week 11. Executive Drinks is held on the Friday of Week 12.

Please note that if any Club or FSA breaks the code of conduct or any requirements outlined in this guide the whole Club or that individual may not be invited to Executive Drinks.

# Promotions

## Posters

Posters are one of the most effective ways to promote your events because students are constantly exposed to them.

### *What to put on your poster?*

1. Event Name
2. Name of the Club hosting the event (e.g. *BUSA presents...*)
3. Event details
  - a. Date and Time (including week number)
  - b. Location
  - c. 18+ Event (if applicable)
  - d. After party location (if applicable)
  - e. Cost
  - f. Other important information
4. White rectangular box for the BUSA Approval stamp
5. Date of removal for cleaners (along bottom of poster)

### *What you **cannot** put in your poster*

1. **Profanities** (e.g. swear words)
2. Anything relating to **alcohol**... at all (if unsure please ask a BUSA member) e.g. no images, no text, no nothing
3. Anything **offensive**

### *Printing and Displaying Posters*

All posters should be budgeted for and if they haven't been put in the budget they need approval from the Clubs and Societies Director. Clubs are only allowed to print 10 x A3 posters, FSAs 15 x A3. BUSA approved posters will have a stamp on them and any unapproved posters will be taken down.

**Please note:** FSA are allowed one res drop per semester. Printing should be organized independently.

### *Approved Poster Locations*

- Glass panels next to opening doors (exceptions to this rule are outlined below).
- Notice Board, near the Undergraduate Student Lounge.

### *Prohibited Poster Locations*

- On BUSA Office windows
- On Doors
- On sandstone surfaces
- On painted surfaces
- On glass surfaces NOT next to sliding doors
- On the bridge
- On the library and MLC entrances
- Brasserie and Undergraduate Lounge Windows (aside from those next to doors)
- Any location not identified as an approved poster location

**Note:** if any unapproved posters are found around campus, these will be taken down immediately.

### *Additional Promotional Mediums*

#### Bound

Bound is BUSA's publication and now distributes its content online constantly. For information about promoting your event please refer to the Bound section of their guide, or contact the BUSA Editor of Bound.

#### Wednesday by the Water

This event attracts huge crowds and is a good way to reach large numbers of students in a non-intrusive way. To enquire about promoting your event at WBTW please contact our VP (Recreation) at the earliest possible date.

## Electronic Promotions

### What's on, What's due

What's On! Is a weekly events calendar emailed to all students every Monday.

#### Information to include:

1. Who is running the event
2. Name of Event
3. Where
4. When (Week number, date and time)
5. Cost
6. Short description (Max. 20 words)

### What **cannot** go in What's On

- Meetings
- Standard sporting games and trainings after Week 3

To submit something for What's On, visit <https://busa.com.au/student-life/forms/whats-on>

### All Student Emails

#### Faculty Student Associations (FSA)

FSA are allowed to send ONE independent all faculty email per week. Any additional promotion of events or updates may occur on the FSA's Facebook page and through any other approved advertising outlet. BUSA does not send all student emails for any club.

#### Digital Signage

The LCD screens around campus (e.g. in the library, MLC etc.) are an excellent way of reaching a large number of students, particularly students that would not be reached by Facebook or an all students email.

#### *What to do?*

1. Create a PowerPoint presentation with your poster or your information in it.
2. Ensure that the PowerPoint is in widescreen format (16:9) aspect ratio.
  - a. Select file → Page Setup
  - b. Slides sized for → On Screen Show (16:9)
3. PowerPoints cannot be greater than three slides.

To have your Digital signage displayed around campus please contact [digital\\_signage@bond.edu.au](mailto:digital_signage@bond.edu.au)

## **All Club Emails**

At anytime Clubs can send out emails to anyone on their mailing list. This is usually done to notify members of an upcoming event or a change to calendared events. These emails go through the Club Manager where they will be approved by the Clubs and Societies Director, Vice President of Sport or IT Director before being sent to the mailing list.



# Club Facebook Pages

Facebook is one of the best ways to communicate with members of your Club, particularly if it is a message of short notice. There is however an expected professional standard that a Club's Facebook page should be kept to.

## *What should be on a Club Facebook page*

- Name of the Club
- A description of the Club
- Titles, names and ways to contact the Club Executive
- Any other information that may be important

## *What **cannot** be on a Club Facebook page*

- Any **rude** or **offensive** material (text, pictures, provocative language ect.)
- **Profanities** (aka swear words)
- Anything relating to **alcohol**... at all (if unsure please ask a BUSA member) e.g. no images, no text, no nothing

If there is anything on a Club's Facebook page that is not allowed it will be asked to be taken down by a BUSA member. If this becomes a reoccurring pattern by a particular Club, disciplinary measures may be applied.

# Bound Magazine

Bound Magazine is the official and premier publication of the student body here at Bond University. The Bound team are committed to composing a magazine that is both relevant and engaging to the students and staff of Bond each month, through a compilation of creative pieces, photography, opinion articles and much more. These pieces, and the entirety of Bound's content, is featured from all four academic faculties at our institution, and is created by our diverse student body who differ in age, ethnicity, nationality and interest. Subsequently, Bound Magazine's paramount goal is to bring 'U' to the centre of Bond.

Bound is a free publication that is distributed to students across a variety of locations within the Bond campus, with approximately 200-250 physical copies released each month. Our printing is in association with Fast Proof Press Printing, in which we continue to work with this company on the basis of creating a publication that consistently runs to deadline. Additionally, Bound is released in a digital form on Issuu, and then promoted through the magazines social media platforms which therefore allows the publication to reach thousands of readers, including not only current students but also alumni, staff, and future students. This being said, we believe our demographic lies between 17-24 year olds, most of whom are undergraduate students. With a student population in excess of 5000, our readership sits at a relatively constant figure of 2000 per magazine. Therefore,

Bound Magazine sits as a worthwhile opportunity for advertising and promotions regarding our target audience.

For more information on Bound Magazine, please like their Facebook Page 'Bound Magazine'.

For publishing or editorial enquiries, please contact Editor-in-Chief Sophie Venz at [publications.busa@student.edu.au](mailto:publications.busa@student.edu.au).

For sponsorship inquiries please contact Bond University Student Association Corporate Relations Director Isabella Cerutti at [corporaterelations.busa@bond.edu.au](mailto:corporaterelations.busa@bond.edu.au).

## Presidents Handover

There is a certain process that needs to be followed when there is a Presidents handover. This is so that the new President is familiar with the running of the Club, and that all important information is changed to reflect the new President and the Clubs and Societies/ Sporting Clubs Director knows who to contact.

### *Handover process*

1. If a President is graduating or knows that they will leave the Club the following semester they need to choose the next president by Week 6 of the leading up Semester.
2. Starting at Week 6 of the leading up to Semester the President elect will shadow the outgoing president, this allows them to learn (with support) how the Club is run.
3. By the end of Week 12 (of the leading up semester) the Presidents Handover Form needs to be Submitted.

The form that needs to be filled out can be found at; <http://busa.com.au/student-life/forms> and should be emailed to the Clubs and Societies Director/ Sporting Clubs Director (whichever is applicable).

## Making a Club Inactive

There are 3 ways a Club can be made inactive:

1. At the request of the Clubs President (this is usually when they choose to make a club inactive for a particular semester, and is typically started again in the following semester). The President should notify the Clubs and Societies Director by the end of Week 14 of the previous semester.
2. If the Club does not apply for funding. If a club does not apply for funding for a particular semester the Clubs and Societies Director will interpret that as the Club choosing to be inactive.

3. At the discretion of the Clubs and Societies Director. If a Club misbehaves or breaks the Clubs Code of Conduct, the Clubs and Societies Director may choose to make the Club inactive for a semester.

## Termination of a Club

It is at the discretion of the Clubs and Societies Director to terminate a Club.

## Thank You

This guide has been updated from past guides written by former BUSA members:

- Jenna Wong, Dora Huang, Michelle Pham, Jacqui McGrath and Nikki Marzbani (Clubs and Societies Directors)
- Yasmin Zeinab, Fiona Self, Ben Thangkam and Niamh Ramsay (Vice-Presidents Recreation)
- Chris Land, Casey Schneeberger, Matthew Boyce and Nick Hooper (Treasurers)

As well as present members Damian Giuffrida (Vice President – Sport), Josh Lane (Treasurer) and William Taylor (Editor of Bound)

Clubs and Societies at Bond university are a major contributor to our amazing campus life experience. On behalf of BUSA, I would like to thank you for your involvement and we hope that this guide is helpful in establishing and running your club!

**Gyan Wijekulasuriya** | Clubs and Societies Director 2017/18

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