

CULTURAL CLUBS AND SOCIETIES



BOND
UNIVERSITY

STUDENT ASSOCIATION

HANDBOOK

Introduction

On behalf of the B.U.S.A, I would like to thank you for expressing interest in continuing the support of culture at Bond University. Student clubs and societies contribute greatly to university life and provide both a challenging and rewarding experience for those involved.

This Handbook will guide you through what needs to be done to establish a cultural club or society and to keep it active each semester. Please pay particular attention to the deadlines and funding regulations.

If you have any questions, please speak to the Cultural Clubs Director or any member of the Bond University Student Association.

Jimmy HvD

Cultural Clubs Director

Bond University Student Association

Contact

Bond University Student Association

Outside University Centre

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Email: clubs@student.bond.edu.au

Step 1: Recruit Members

A cultural club must contain at least four executive members. These executives are:

- President
- Vice-President
- Secretary
- Treasurer

Not only are active student members vital for cultural clubs and societies, but membership is also a prerequisite for activities fee funding. Getting the word out about a new club may be difficult, therefore proper promotion is very important.

The most significant event for club promotion throughout the semester is Club Sign On Day in Week 1 of each semester. This is run by B.U.S.A and is open to all Bond Students and some external businesses. Setting up a table at Club Sign On Day is a great way to recruit student members and promote your events.

B.U.S.A promotes active member-seeking by cultural clubs and will allow the free use of photocopying and printing facilities for legitimate use by cultural clubs*. We can also put a post on the portal through the same method, which is a great way to advertise to all students.

You will need to provide B.U.S.A with a member register as part of your funding application.

* Subject to the approval of B.U.S.A

Step 2: Draft a Constitution

Each cultural club should have a constitution that reflects its purpose and mission. The constitution should meet the individual needs of the cultural club. It should be concise and clear. Those writing the constitution should consider the current needs of the club as well as the future of the club. The constitution should only include basic and long-term facts about the club. A draft constitution is available in the B.U.S.A office. Alternatively, you can email Jimmy at clubs@student.bond.edu.au to obtain an electronic version.

Important components of the constitution

Each constitution will be a little different, however there are some important components that every constitution must include. These sections are:

- name of the cultural club including any abbreviations that will be used,
- date of founding,
- statement of the clubs purpose indicating the reason/s for existence and the need/s that the club plans to meet,
- roles and duties of executive officers and committee members,
- control of finances and club assets, and
- annual election information and procedures.

For further advice in relation to drafting a constitution or to browse constitutions of established clubs, please contact the Cultural Clubs Director or any member of B.U.S.A.

NB. A clubs constitution is subject to B.U.S.A approval.

Step 3: Open a Bank Account

A prerequisite for Activities Fee Funding is that all Cultural Clubs hold an active bank account. B.U.S.A presently banks with Westpac and holds an account in Robina. For administrative reasons it is recommended that cultural clubs also hold a Westpac account.

To open a new club account:

- Hold a meeting and elect 4 executive members for the club – President, Vice-President, Treasurer and Secretary.
- Nominate two signatories for the bank account.
- Take minutes of this meeting, particularly noting the elected executive and signatories.
- Have the Chair of the meeting sign the minutes.
- Take the minutes to the bank and ask to open a new account.*
- The Signatories must either hold current accounts or bring sufficient ID to satisfy the bank when providing sample signatures.

***Important Note:** Bond University Student Association is a not-for-profit Organisation. This means, under its constitution, it may not distribute any funds raised, amongst its members. As all enrolled students are members of B.U.S.A, this rule applies to all cultural clubs. While encouraging clubs to be entrepreneurial and make profits from events, it is within the B.U.S.A's powers to take legal action against any club found to have distributed money amongst its members. For procedures regarding the closing of cultural clubs, please see Appendix A.*

* May require a fee / charge of around \$5.

Step 4: Apply For Funding

Each semester, all Bond University students are charged an Activity Fee of \$88 (Inc GST), which is to increase to \$110 as of 091. This fee is divided between B.U.S.A and the Fitness Centre. Cultural clubs apply for funding from B.U.S.A and must comply with the deadlines outlined on page six. Funding application forms (see Appendix B) are comprehensive and must include a member register, list of assets, creditors and debtors.

Clubs must hand **two copies** of the funding application to the Activities Fee Coordinator and organise a time for an interview.

- It is the B.U.S.A's responsibility to give all club presidents sufficient notice of these interviews via email.
- In the event that no one attends the interview, initial funding is totally up to the discretion of the B.U.S.A.
- Initial funding recommendations by the B.U.S.A may be appealed by clubs. These appeals must be submitted **in writing** to the Activities Fee Coordinator, by the specified deadline and will be raised at the Activities Fee board meeting.

Things to note when completing the Funding Application Form

- Quotes from relevant suppliers are essential to justify large expenditures. B.U.S.A will simply disregard any large unsubstantiated items, so **please be specific and do not give estimates**.
- Any **misleading information submitted** in the application **will result in financial and operating penalties** being imposed by B.U.S.A. This is to ensure that no misappropriation of funds occurs and that the club remains financially viable.
- The club must have an **approved Constitution** which adequately states its goals and objectives before the closing date for the Funding Application Form.
- Please include the expected full amount (cost) for catered functions and the number of students on which this estimate is based, rather than a per head amount.
- Please include the proposed date for planned functions.
- No late applications will be accepted.
- No incomplete applications will be accepted.

Funding Decisions are based on the following criteria

1. Student community involvement – for an event to be funded by Activities Fee it must be open to all students to attend and of benefit to students. It must also be advertised sufficiently so that all students have a chance to attend.
2. Level of organisation of the club – display of realistic and competitive quotes, a timetable of events for the semesters, the collation of receipts, etc.
3. Club membership numbers
4. Profile of the club within the University
5. Profile of the function/event for the University
6. The benefit of your club to the Bond University community
7. History of the club

Holding Events

Cultural Clubs may hold events any time throughout the semester on or off campus. Events are not limited to club members or Bond University students. However, if Activities Fees are used to finance an event, the club must specify non-student numbers in their funding request.

To place an event on the B.U.S.A calendar, cultural clubs **MUST** fill out an 'events form' (in the B.U.S.A). Completed events forms should be forwarded to the Cultural Clubs Director. Any club wishing to reserve sport and recreation facilities (including the fields) must make a booking with the Sporting Clubs Coordinator.

Room Hire – Lecture Theatres, Case Study and Seminar Rooms are available for Cultural Clubs to use. These must be booked via email with security (phone: 55951234) prior to use. The Princeton and Green Rooms must be booked through the Conference Centre and usually attract a charge. All Conference Centre catering can also be booked through Cheryl. B.U.S.A encourages cultural clubs to use The Student Lounge. This is located just up the stairs outside the brasserie and is a comfortable alternative for group meetings and functions. This has been newly done up and is a focus of Council 2005/2006 to make the lounge more popular and accessible.

B.U.S.A Assistance – The B.U.S.A has many commercial connections and may be able to help your club with buses, decorations, catering, costumes or sponsorship. Feel free to approach any member with your questions about running an event.

Poster Policy – The University accepts that it is a part of University life that upcoming events, elections and various other student related activities will be publicised and promoted via posters and broadsheets displayed around the campus.

The following rules apply to the placing of posters and broadsheets on campus.

- Open Noticeboards will be cleaned on a fortnightly basis.
- **All notices** are to have on them at the bottom left corner, **an expiry or use-by date**. This date should preferably be expressed in date and month (not week of the semester).

- Only notices that are 'current' will be left on notice boards when these fortnightly cleans occur.
- The outer glass surface of locked notice boards will be cleaned daily.
- The culling of notices inside these notice boards is the responsibility of the organisation responsible for the notice board (eg, B.U.S.A Noticeboard).
- Notices should **not** be affixed to the glass of opening doors for safety reasons. Cleaners will remove any notice attached to the glass of any door. This rule does not apply to the glass panels adjacent to opening doors.
- Any notice without an appropriate expiry date will be removed.

Thank You

The cultural clubs of Bond University contribute greatly to campus life and B.U.S.A wish to recognise this. At the end of each semester, representatives from all cultural clubs are invited to Executive Drinks, where B.U.S.A recognises the outstanding contribution of clubs and Academics. This is our way of formally thanking students for their efforts that make cultural clubs possible. The following awards are on offer and are nominated by the Student Body.

- ‘Best Event’
- ‘Best Club’
- ‘Best Faculty Association’
- ‘Most contribution to Campus Life’
- ‘Teaching Excellence’
- ‘Kritin Bothra’ (highest accolade for a students involvement all-round)

We hope this booklet is helpful in establishing and running your club. If you have any questions or suggestions, please approach the Cultural Clubs Director or any member of B.U.S.A.

Appendix A – Bank Account S.O.P

Under the B.U.S.A Constitution, a cultural club may have its bank account closed and balance transferred at any time. The B.U.S.A will close an account if it deems the club inactive or to have misappropriated funds. If an inactive account has been closed and the club wishes to restart **within one year**, all transferred funds will be reimbursed to the club upon reopening the account. In the event that B.U.S.A closes a ‘naughty’ club, it will not reimburse confiscated monies and may take legal action to retrieve stolen funds.

