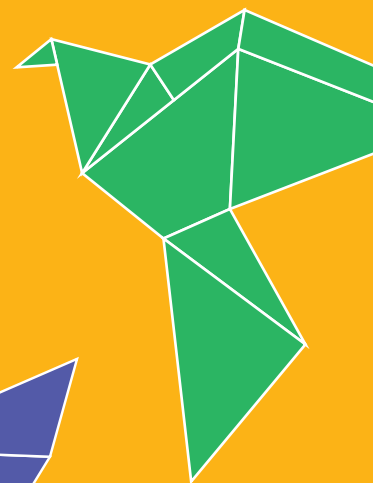
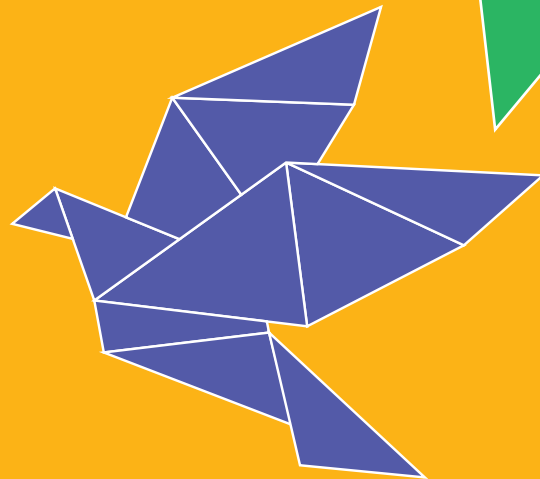
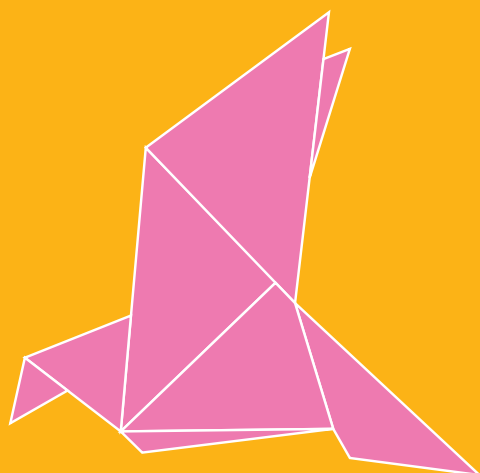
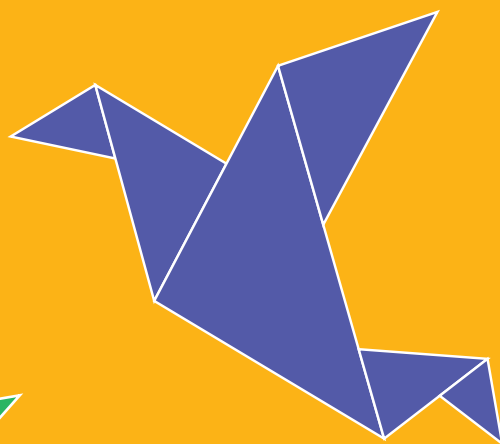


# USASA Clubs & Societies

Find your flock.

Starting a  
new club



**USASA**

University of South Australia  
Student Association



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## Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)

# Starting a USASA Club

There are six criteria to meet at an ongoing basis in order to become and remain a USASA club. New clubs or people who are restarting an inactive club have 2 months to meet the following requirements:

1. Have a minimum 10 UniSA students listed on the USASA website as members.
2. Have a minimum 2/3 majority of members as current UniSA students (meaning there can be some external members, staff etc.).
3. Completed and submitted an annual insurance form (this enables club room bookings on campus and other listed club events).
4. Have Rules of Governance that aligns with USASA requirements.
5. Have held an Annual General Meeting (AGM) that includes an annual election to fill the minimum roles of president, treasurer and secretary with minutes of this meeting and an executive committee contact list submitted to USASA.
6. Have a bank account provided by USASA with a minimum of one executive with access to this account.

## Step 1: Submit Online Request

The first step in starting a club is submitting an online request to start a club. You can do this by following [this link](#).

After your request has been received the Clubs Support staff will contact you within 10 working days regarding your request.

In order for your request to be approved, the following criteria must be met:

1. The club's aims and objectives must not conflict with those of USASA.
2. The club does not duplicate the purpose and activities of an existing club.

Once your request to start has been approved, the Clubs Support staff will create a club page on the USASA website and grant you organiser status where you can start accepting members and growing your club.

Note: You will need to join the club on the website before your access can be upgraded. Once you have joined the club let the Clubs Support staff know as soon as possible.

## Step 2: Accepting Members

When running a club, it is important that you continuously monitor and accept all pending members. Accepting members not only ensures you remain a USASA Club, but also provide other benefits such as:

- Club insurance
- Increased access to funding
- Having an up-to-date database of club members whom you can easily contact.

### Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)

You can accept members by following these steps:

1. Head to your club page on the [USASA website](#), click on 'administration' and then 'settings'. From there you will have access to the administrative dashboard.
2. To approve members, click on the 'groups' menu item and select 'list' from the drop down.
3. Click on 'members' next to the '2019 Membership' line item. There you will see a list of members. To approve individual members, click on the 'approve' button next to any pending members.
4. Any time you approve a member you should contact them to let them know that they are now a member and send through a few details about getting involved with upcoming activities.

Note: Membership groups are required to expire on the 31st of January each year.

### Contacting Members

You can contact members from the club email address. If you are unsure about how to gain access to the club email, please contact [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)

## Step 3. Annual Insurance Form

The insurance form covers the club in the event the club is sued for actual or alleged wrongful acts in managing the club as well as covering volunteers carrying out activities as directed by the club in the event of accidental injury, etc. It is important that this form is hand signed and returned to USASA each year before the club undertakes any activities on or off campus.

You can find the insurance form [HERE](#).

You can submit your insurance form [HERE](#)

#### Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)

When filling in the form please use the below template as a guide:

**Name of the club:**

[Write the name of your club here]

**Nature of Activities:**

[Write what kind of activities your club will be doing here e.g. social activities, networking events, fundraising, raising awareness for a cause, etc]

**Address:** UniSA

**Contact Person/ Position:**

[Write your name here].

All official positions will be elected at the AGM when you hold it.

**Telephone number**

[Insert phone number]

**Email address**

[Insert email address]

Is the club involved in any

A. Legal, financial or environmental advice = [yes or no]

B. Medical treatment, medical advice, scientific or medical research = [yes or no]

C. Professional services that are provided on a "fee for services" basis = [yes or no]

**Number of office bearers:**

[Write how many office bearers your club has] This should be outlined in your Rules of Governance. You can contact USASA if you don't know what to write.

**Assets:**

[How much money is in the club bank account, does the club own any material assets]

You can contact [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au) to find out the contents of your club bank account.

**Liabilities:**

[Include any outstanding debts the club is facing] You can contact [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au) to find out if the club has any debts.

**Income:**

[Any income from grants, membership fees or sponsorships the club may be receiving]

You can contact [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au) to find out if the club has any outstanding grants.

**Are you aware of any circumstance which a claim may be made:**

[yes or no]

Then you just need to sign and date the form at the bottom

## Step 4. Rules of Governance

Rules of Governance are, put simply, a set of guidelines by which the club, and its members, should operate. Rules for USASA Clubs outline:

- Membership
- Executive committee and its duties
- Meeting procedure
- Club finances

Your club will need to adopt Rules of Governance that meets USASA requirements. You can find the template [HERE](#).

In this template you will need to:

- Enter the name of the club under section 1.
- Outline the purpose and objectives of the club under 2.1
- If your club would like any additional positions on the executive committee you can add them into section 5.3

Once you have completed the Rules of Governance you will need to vote it in at your next AGM or Special General Meeting (SGM).

## Step 5. Annual General Meeting (AGM)

An AGM is a meeting held once a year that all members of a club are invited to attend. The purpose of an AGM is to give members a report on the clubs activities and finances for the previous year, to allow time for members to ask questions, and to elect members of your executive committee for the coming year.

Within two months of starting your club you will need to hold an AGM and as a USASA club you are required to supply the minutes of that meeting to USASA. In this meeting you will elect the new executive committee. We have templates and guidelines for how to run an AGM on our website under '[club templates](#)'. If you are unsure about how to run a meeting, you can organise a USASA representative to come along to meetings. This might not be possible if the meeting is held off campus or outside of business hours.

Your club's AGM should take place before the 30th of April each calendar year.

Prior to your AGM you must:

1. Provide a minimum of seven days notice to all club members in writing
2. Provide a meeting agenda to all club members prior to the meeting. An agenda template can be found [HERE](#).

### Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)

3. Provide a minimum of seven days' notice to the Clubs Support staff via email. If you would like a USASA representative present for this meeting, please state this (This might not be possible if the meeting is held off campus or outside of business hours).

At the AGM you must:

1. Collect an attendance list. This list must include each attendee's name and should be signed by the member. You can find a template [HERE](#).
2. Take minutes from this meeting which include details of each process. You can find a template [HERE](#).
3. Office bearers (President, Secretary and Treasurer) present yearly reports. Since your club is only new you won't need to present any reports.
4. Call nominations for executive positions according to the club's Rules of Governance.
5. Conduct voting as per the club's Rules of Governance.

After the AGM you must:

1. Submit a copy of the AGM minutes, AGM Attendance ([download template](#)) and an updated version of the Executive Committee Contact List ([download template](#)) to the [online form](#).
2. If the club voted upon changes to the clubs Rules of Governance at the AGM, an updated version of the Rules of Governance must be submitted to the [online form](#) for approval.

If you want to elect new people to the committee, or make any changes to the Rules of Governance, outside of the AGM you will need to organise an SGM.

## Special General Meeting (SGM)

An SGM follows a similar process to an AGM.

Prior to your SGM, you must:

1. Provide a minimum of seven days' notice to all club members in writing
2. Provide a meeting agenda to all club members prior to the meeting. An agenda template can be found [HERE](#).
3. Provide a minimum of seven days' notice to the Clubs Support staff via email. If you would like a USASA representative present for this meeting, please state this (This might not be possible if the meeting is held off campus or outside of business hours).

At the SGM you must:

1. Collect an attendance list This list must include each attendee's name and should be signed by the member. You can find a template [HERE](#).
2. Take minutes from this meeting which include details of each process. You can find a template [HERE](#).
3. If any, call nominations for the executive positions that you want to fill according to the club's Rules of Governance and conduct voting as per the club's Rules of Governance.
4. If any, share any changes proposed for the Rules of Governance and conduct voting as per the club's Rules of Governance.

After the SGM you must:

1. Submit a copy of the SGM minutes, SGM Attendance ([download template](#)) and an updated version of the Executive Committee Contact List ([download template](#)) to the [online form](#).
2. If the club voted upon changes to the clubs Rules of Governance at the SGM, an updated version of the Rules of Governance must be submitted to the [online form](#) for approval.

## Step 6: Bank Account

Once all the initial requirements (Steps 1-5) have been met, USASA will open a bank account on behalf of the club. Club bank accounts can be accessed by the club President and Treasurer and are fee-free for clubs.

To gain access to the bank account the President and Treasurer will need to complete a [Club Account New User Form](#) and return it to USASA along with Photo ID (driver's license, passport or proof of age card) and a valid UniSA student ID. These forms can be returned to either the USASA Office (HH2-16) or any USASA Counter.

More information about club finances can be found [HERE](#).

### Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)



## Important Club Links

Request to start a club: <https://usasa.sa.edu.au/Forms/3>

USASA Clubs webpage: <https://usasa.sa.edu.au/clubs>

Insurance form: <https://usasa.sa.edu.au/files/1025>

Insurance submission form: <https://usasa.sa.edu.au/Forms/insurance>

Rules of Governance template: <https://usasa.sa.edu.au/files/1024>

Club rules submission form: <https://usasa.sa.edu.au/Forms/rules>

Club forms and templates: <https://usasa.sa.edu.au/clubforms>

Agenda Template: <https://usasa.sa.edu.au/files/959>

Attendance list template: [https://usasa.sa.edu.au/files/Clubs/faq/AGM Attendance Sheet.pdf](https://usasa.sa.edu.au/files/Clubs/faq/AGM%20Attendance%20Sheet.pdf)

Minutes template: <https://usasa.sa.edu.au/files/964>

AGM/SGM submission form: <https://usasa.sa.edu.au/Forms/agm>

Club account new user form: <https://usasa.sa.edu.au/files/872>

Club finance webpage: <https://usasa.sa.edu.au/clubfinances>

### Further Information

Please contact the USASA Clubs Team at [USASA.clubs@unisa.edu.au](mailto:USASA.clubs@unisa.edu.au)