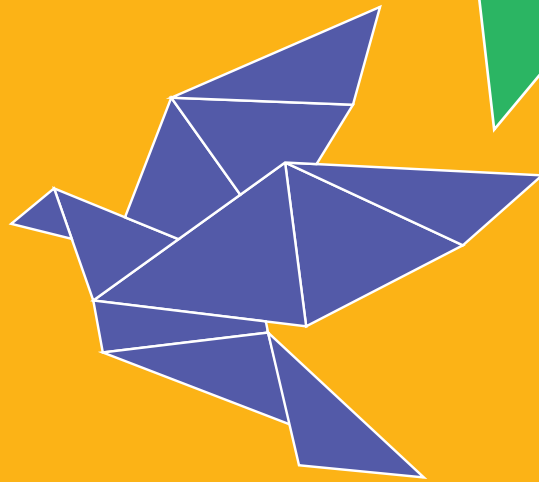
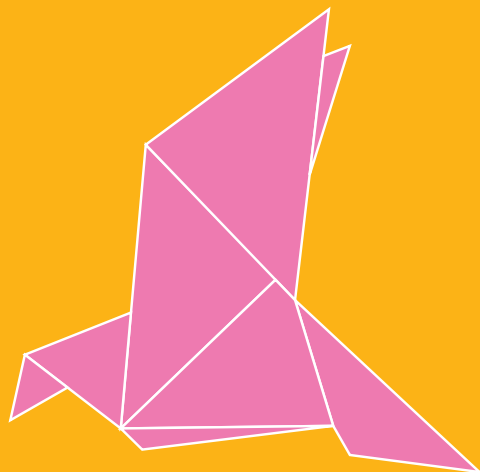
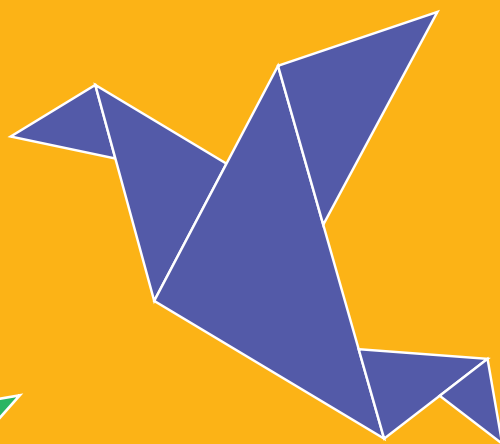
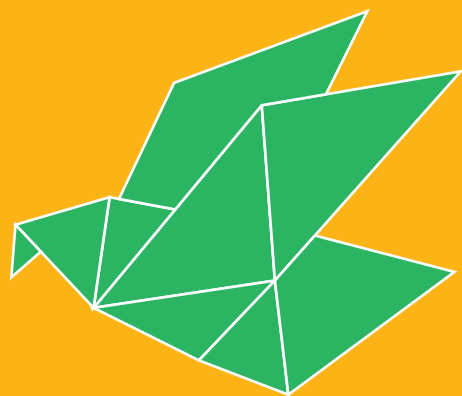


USASA Clubs & Societies

Find your flock.

Starting a
new club



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Further Information

Please contact the USASA Clubs Team at 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 received, you will be sent a link to schedule a meeting with the Clubs Team.

In this meeting the Clubs Team will talk you through the steps required to start a club, the resources are available to clubs, show you how to use the club website, and also answer any questions you may have.

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 provides 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

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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 current years 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

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](#)

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

Name of the club:

[Write the name of your club here]

Contact Person:

[Write your name here].

Position:

[Write your position on the executive committee here]

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

Contact 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]

Has your club registered all assets with USASA using the assets register form?

[yes, no, or don't have assets]

If your club owns any assets they will need to be registered in the asset register form in order to be covered by insurance.

Are the Office Bearers/Committee Members aware of any circumstance that may result in an insurance claim?

[yes or no]

Please only select yes if you are aware of an incident that has occurred e.g. someone hurt themselves whilst attending an event your club ran.

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 it's 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.

Further Information

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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.
2. Take minutes from this meeting which include details of each process.
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 and an updated version of the [Executive Committee Contact List](#) 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.
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.
2. Take minutes from this meeting which include details of each process.
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 and an updated version of the [Executive Committee Contact List](#) 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 meet with the USASA finance officer. These meetings will usually take place in the USASA office at City West campus.

During this meeting you will learn how to:

- Create transactions
- Use transaction forms
- Request invoices
- Manage income

At this meeting, you must complete the Club Account New User Form and bring your valid UniSA student ID and another approved form of photo ID – (drivers license/proof of age card/passport).

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

Further Information

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