

CLUBS GUIDE



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AUU

The AUU (Adelaide University Union) is a student-run organisation at the University of Adelaide who are here to support students and campus culture.

AUU Clubs is part of the Union and our aim is to foster the social, cultural and intellectual activities of our members. We provide administrative and financial support to Clubs and societies along with providing facilities, resources and equipment.

We are always on hand to help you out with any Clubs related queries – whether you are a new Club or have been around for years. Us working closely with Clubs and having open two way conversations is the best way we can work together and enhance university life every year.

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GLOSSARY

Affiliated Club: An Affiliated Club refers to all registered Clubs with the AUU. A Club will become an Affiliated Club once they have undertaken one year of being a Provisional Club.

Agenda: The prepared document to be taken into a meeting. It includes reports, and topics that will be raised in the meeting.

Annual General Meeting: An Annual General Meeting (AGM) must be held once a year in order for the Club to continue to function. Election for new committee members must take place at the Club's AGM.

Chair: The chair (often the president) is the person who runs a meeting. They will decide in a fair and objective manner when each item is discussed and who gets to speak.

Clubs Committee: The Clubs Committee consists of elected student representatives who are charged with making decisions on behalf of the Clubs community including allocating grant funding, and the affiliation of new Clubs.

Constitution: A Constitution is the penultimate document that outlines the official rules of the Club.

Executive Committee: The Executive Committee consists of elected leadership roles within The Committee. The Executive Committee must have a President, and a Secretary.

Expression of Interest: An Expression of Interest is the initial step to becoming an Affiliated Club with the AUU. It is a short [form](#) that must be filled out in order for the Clubs Committee to consider the validity of the application and whether the idea is substantially different to any existing Clubs.

General Committee: The General Committee consists of elected members who are responsible for the general organisation of the Club and support the Executive Committee.

Grant: A Grant is AUU funding which all Clubs can apply for. All grant funding comes from SSAF ([Student Services and Amenities Fees](#)). Current Grant Guidelines can be found on the AUU website: <https://www.auu.org.au/get-involved/clubs/grants/>.

Inaugural General Meeting: An Inaugural General Meeting (IGM) is the first Annual General Meeting conducted by a Club. It is where the first Committee is voted on and the Constitution is ratified.

Licensing Agreement Form: A [Licensing Agreement Form](#) is a signed agreement between a Club and the University which allows the Club to use the University's logo and marketing. An updated Licensing Agreement Form must be submitted upon re-registration.

Minutes: A formalised record of a meeting which has taken place. The agenda is the foundation of the minutes, in which details are noted. These details include the time and place of the meeting, discussion and motions moved. After each meeting, the minutes must be typed up and circulated to all the relevant members. Minutes must be formally approved in the subsequent meeting.

Motion: A motion is the official proposal for an action. A motion is called by a member of the meeting (generally the chair) and must be seconded before it is carried. A person can dissent on a



motion. It is then voted upon and carried or rejected. An example of a motion may include '*X Club moves that the minutes of the previous meeting is accepted as a true and accurate record.*'

Mover: The primary person in favour for the motion. The mover is ordinarily the person who requested that the motion be submitted in the agenda.

Provisional Club: A Provisional Club is a club operating in their first year after having their registration accepted by the Clubs Committee. After a Provisional Club has operated for 1 year, they will automatically become fully affiliated with the AUU.

Registration and Re-registration: Each Club must be registered with the AUU in order to access clubs services such as insurance, grants and equipment hire. For more information about registration, or to register, look at our [website](#).

Returning Officer: This is someone at your IGM or AGM who is not running for any of the positions available, and who can adjudicate the election without bias. The RO conducts elections and then states who has been elected to each position.

Seconder: A seconder is the second person who is in favour of a motion. It is required before a motion is discussed, carried or rejected.



CLUBS COMMITTEE

The Clubs Committee is a sub-committee of the Union's board of directors – which is elected by students. The Club Committee recommends policy to the board, assesses grant applications and most importantly decides on new club applications.

There are four members of the Clubs Committee, the chair who is a Board Director of the Union, the president of the Union and two elected Clubs representative.

The 2020 Clubs Committee:



**Yoong Aun (Andrew) Lai- Clubs Committee
Chair & AUU Board Director**

**Bachelor of Engineering (Honours) –
Mechanical and Aerospace Engineering**



Chuyue (Angela) Qin – AUU President

Masters of Education



Nicholas Birchall – Clubs Representative

Double Degree Law & Arts



Will Broderick – Clubs Representative

Double Degree Law & Arts



BECOMING A PROVISIONAL CLUB

A provisional club is a new club which has been active for less than one year. It is the next step once your Expression of Interest has been approved by the Clubs Committee. A provisional Club is treated the same as any other Club and enjoys all of the benefits.

Once this happens, Club Admin will reach out with you to congratulate you and explain the next steps. Importantly, there are some requirements for a Club to become registered with the AUU:

- Your Club must have a minimum of ten 10 members, at least half of which must be students of the University of Adelaide. At all times, membership must be at least 50% students or staff of the University of Adelaide
- A constitution must be outlined which provides for an Annual General Meeting, election of committee members, and sets out the objectives and rules for your club. Your club's constitution must have a clause that forbids the securing of profits for members (that is, it is defined as a non-profit rather than a business). The Union has a model constitution which we recommend utilising
- The President (or equivalent) and the Treasurer (or equivalent) must be students or staff of the University of Adelaide.
- A representative of your club must sign the Adelaide University Brand License Agreement. This is an agreement between individual clubs and the University of Adelaide, which must be renewed annually
- If your club is affiliated with another organisation (i.e. a particular faculty or school), a letter from that organisation approving the affiliation must also be provided.

You can find more information about Club Executive Committee roles, creating a constitution and how to run meetings within this guide, or feel free to reach out to clubsadmin@auu.com.au at any point.



BANK ACCOUNT

One of the most important things to cover in your Inaugural General Meeting is to confirm the opening of a bank account, and the motion to add two bank signatories. An example of what this could look like is below. This must be recorded in your IGM minutes.



As a Club, you are not required to sign up with one specific bank. However, if you are unsure, we recommend that you look at [Community Sector Banking](#). Affiliated with Bendigo Bank, Community Sector Banking specialises in the running of not-for-profit bank accounts. They are also a certified [B-Corporation](#), meaning that they are working towards more sustainable practices within their industry and beyond.

i.

Motion: That a bank account be opened with
BANK NAME, and that it requires a minimum of
two
signatories to approve withdrawals.

Moved:

Seconded:

CARRIED.

ii.

Motion: That NAME,
NAME and NAME be
signatories for the club's bank account.

Moved:

Seconded:

BRAND LICENSING

A representative of your club must sign the Adelaide University Brand License Agreement. This is an agreement between individual clubs and the University of Adelaide, which must be renewed annually and submitted with your club re-registration. This is a really simple step, just read through the terms, sign & date.

AGREEMENT FOR THE USE OF
THE UNIVERSITY OF ADELAIDE'S NAME & LOGO



BETWEEN: The University of Adelaide ABN 61 249 878 937 of North Tce, Adelaide SA 5005 (the *University*)

AND: The party named in Item 1 of the Schedule (the *Club*)

The University is a research university offering postgraduate and undergraduate degrees, and was established by the *University of Adelaide Act 1971 ("the Act")*. It is an offence under the Act, carrying a penalty of up to \$20,000, to use the University's name or logo or to assume a name or description that includes the University's name or logo, except under a written agreement with the University.

The Club is a club affiliated with the University, undertaking activities of the sort described in Item 2 of the Schedule. The Club wishes to use the University's Brand for the purposes of identifying and promoting itself, and has requested the University to grant it a license to do so in compliance with the Act.



LETTER OF AFFILIATION

If your club is affiliated with another organisation (i.e. a particular faculty or school), a letter from that organisation approving the affiliation must also be provided.





CLUB EXECUTIVE COMMITTEE ROLES

Each Club must elect a Committee every year at its Annual General Meeting (AGM). The Committee is responsible for the management of the Club, as well as its day to day running. The Committee consists of an Executive Committee which is a small group of leadership roles such as President, Treasurer and Secretary, as well as General Committee members. At least 50% of the Committee must be students from the University of Adelaide.

As the organising body of the Club, the committee is responsible for:

- The organisation and maintenance of the Club. This includes conducting yearly AGMs and re-registering the Club each year
- Overseeing the Clubs finances, including managing the bank account applying for grants
- Overseeing Club events and fundraisers
- Recruiting new membership through social media, and an on campus presence
- Maintaining contact with the AUU Clubs team, and responding to student inquiries

THE GENERAL COMMITTEE

The General Committee is responsible for the general organisation of the Club. Members of the Club's General Committee support the Executive Committee in running events for all members and assisting with the daily tasks of the Executive Committee. The General Committee consists of members of the Club who are enthusiastic to take on extra responsibility within the Club.

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- Overseeing Club events and fundraisers
- Recruiting new membership through social media, and an on-campus presence
- Maintaining contact with the AUU Clubs team, and responding to student inquiries

THE EXECUTIVE COMMITTEE

The Executive Committee consists of leadership roles within The Committee. The Executive Committee must have a President, and a Secretary. It can also consist of other roles which have formal responsibilities (see list below).

THE PRESIDENT

The President is the primary leader and spokesperson of their Club. They have overall responsibility of the Club's administration and are required to delegate tasks when they arise. This role suits people who are confident, articulate and have strong leadership skills.



Duties of the President include:

- Overseeing the administration of the Club, having a strong understanding of Club governance, and the ability to delegate tasks and responsibilities.
- Presiding over committee meetings, and giving a verbal and written report at the AGM.
- Providing leadership and insight to the General Committee the Club.

THE VICE PRESIDENT

The Vice-President assumes the responsibilities of the President when they are not available. They assist the President in their managerial position and must be willing to take on assume their duties when necessary. This role suits people who are personable, flexible and hardworking.

Duties of the Vice-President include:

- A good understanding of governance structures and the Clubs Constitution.
- The ability to delegate tasks and responsibilities to members of the General Committee.
- To assist the President when they are unable to fulfil their duties.

THE SECRETARY

The Secretary is in charge of all Club records. They must ensure good governance through accurate minute-taking and thorough documentation of Club administration. This role suits people who are diligent, responsible and highly organised.

Duties of the Secretary include:

- Writing agendas, taking accurate minutes at meetings and circulating all documentation after the fact.
- Maintaining strong communication between the Club members and the General Committee members.
- Keeping Club documentation updated, including a registration of members.

THE TREASURER

The Treasurer overseas the Club's financial affairs. They must maintain financial records and take responsibility for the Club's bank account and cash box. This role suits people who are honest, thorough and have a strong understanding of financial literacy.

Duties of the Treasurer include:

- A strong understanding of the Clubs financial policy.
- Preparing and applying for Grants with the AUU.

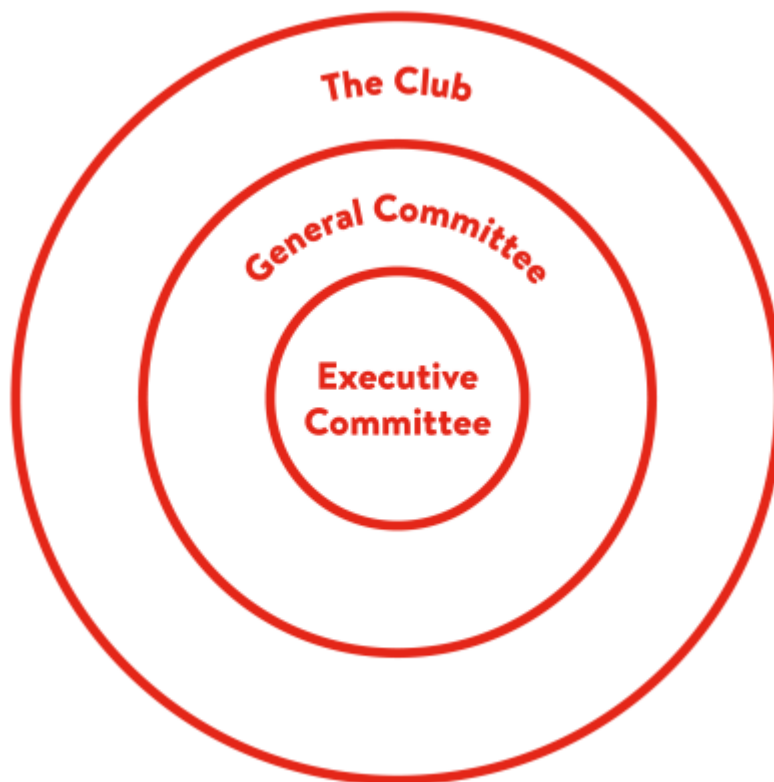


- Maintaining up to date financial records, including an annual budget to be presented at the AGM.

OTHER ROLES WITH FORMAL RESPONSIBILITIES

The Executive Committee can consist of other roles. Some examples that can be included are:

- Equity Officer
- Marketing and Social Media Officer
- Sponsorship and Partnerships Officer
- Membership Officer





ELECTING YOUR CLUB COMMITTEE

Annually, at the AGM, each club must elect a Club Committee. This must be done through a free and fair election process which allows all members to nominate themselves and vote on the Executive positions. In order to elect positions, the following process must be followed:

Prior to the AGM:

1. An announcement of an AGM and an outline of the positions up for election, in accordance with the Club's Constitution
2. A nomination of a Returning Officer to attend the AGM (this is the person who conducts the election- they cannot be an outgoing member of someone planning to run for a position)

At the AGM:

1. Returning officer calls for nominations one position at a time
2. Any member in good standing can be nominated, or nominate themselves. Each nomination should be seconded and accept the nomination
3. The Returning Officer asks for additional nominations
4. If there are no additional nominations, the Returning officer will declare that the lone nominee is successfully elected into the position, and that nominations are closed for the position.
5. If there are multiple nominations, the Returning Officer will give each nominee an amount of time to speak about why they should be elected
6. After all the nominees have spoken, the Returning Officer will move a vote. This can either be done by a secret ballot or by show of hands.
7. The Returning Officer calculates the number of votes, and declares the result of the election.
8. The meeting moves a motion to accept the Returning Officer's report, if the assembled members feel that the election was conducted properly.



CLUB CONSTITUTION

The Constitution can seem really daunting, but we have a [template](#) available on our website which should help make the whole process a lot easier.

Your Inaugural General Meeting (IGM) needs to be conducted with your founding members after your Expression of Interest has been completed and the Constitution is the most important thing to complete in this meeting.

The most important things to cover throughout your constitution are:

- Provisions for an Annual General Meeting
- Rules for the election of a Committee
- The objectives and rules for your Club
- A clause that forbids the securing of profits for members (that is, it is defined as a non-profit rather than a business)

Approved: **DATE OF APPROVAL BY CLUB**

Constitution of **CLUB NAME**

Any sections highlighted in yellow are additional information or spaces you should fill in with details relevant to your club.

1. Name

The name of the club is **CLUB NAME** referred to herein as 'the Club'.

2. Definitions

2.1. 'The Club' means **CLUB NAME**
 2.2. 'The Union' means Adelaide University Union
 2.3. 'Member' means a Member of the club
 2.4. 'The University' means The University of Adelaide
 2.5. 'The Committee' means the Committee managing the club
 2.6. 'Committee Member' means a Member who holds a position on the Committee
 2.7. 'General Meeting' means a general meeting of all Members of the Club convened in accordance with this Constitution
 2.8. 'AGM' means the Annual General Meeting
 2.9. 'SGM' means a Special General Meeting
 2.10. 'Authorised Officer' means a staff member with responsibility for the Clubs (or equivalent) area
 2.11. 'Net Assets', in the case that the Club dissolves or winds up, means the residual amount remaining after all outstanding expenses are paid

3. Registration

3.1. The Club will be registered with the Union, and will renew registration as required.
 3.2. If your club is formally affiliated with any other organisations, list them here. You will need to send Clubs Admin evidence of this affiliation, in the form of a letter or similar from the organisation.

4. Objects or Purpose of the Club

The objectives of the Club shall be:

a) **XXXX**
 b) **XXXX**
 c) **XXXX & so on**

5. Not for Profit

1.1. The Club shall operate on a not-for-profit basis.
 1.2. The income and capital of the Club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to Members



GUIDELINES FOR MEETINGS

Categories of Meetings

Annual General Meeting (AGM)

An AGM is a meeting that each club must hold within 12 months and 2 weeks of the previous meeting. All members must be given the opportunity to attend their Club's AGM. AGM's are a safe, open space for all club members to voice their ideas. The President of the Club must give an overview of the previous year to the Club. At an AGM, both the General Committee and executive positions must be re-elected through a democratic vote. All members must be given the opportunity to nominate for positions and vote in members. All clubs must re-register with the AUU after their AGM in order to stay affiliated with the organisation for another year. The minutes of the AGM must be sent to the Clubs Team as part of re-registration.

Inaugural General Meeting (IGM)

An IGM is the first general meeting of the Club and members must be invited to attend. An IGM must be held before the Club becomes a provisional club with the Union. At the IGM, the first General Committee and Executive positions must be elected through a democratic vote. At the IGM, the Club's Constitution must also be ratified. The minutes of the IGM must be sent to the Clubs Team as part of registration.

Special General Meeting (SGM)

An SGM can be held to discuss a matter of significance but falls outside the timetable of the AGM. It is important to notify the entire Club in order to ensure everyone has had equal opportunity to attend and contribute to discussion surrounding this matter of significance. The minutes of the SGM must be sent to the Clubs Team at clubsadmin@auu.org.au.

Committee Meeting

A Committee Meeting provides an opportunity for the Executive Committee to discuss the everyday activities of the club such as events, policies, sponsorship or the budget. A Club's Constitution should dictate the guidelines of the Committee Meeting. Committee meetings can be open – meaning any club members can attend (although only committee members can vote) – or closed. Allowing ordinary club members to attend committee meetings makes your group more transparent and allows everyone to be more involved, but sometimes you will need to discuss private matters or disciplinary actions. When talking about sensitive or confidential issues it is appropriate for the meeting to be closed.



HOW TO RUN A MEETING

Prior to the meeting:

1. Set a date and venue is set for the meeting
2. Call the meeting in accordance with the Club's Constitution (often the time/day is required to be called up to a week in advance)
3. Prepare and distribute an agenda. Our IGM template can be found [here](#)
4. Ensure roles are delegated and understood. For example, the secretary understands that they will take the minutes.

At the meeting:

1. The meeting is declared open and attendance is recorded. Ensure that quorum is met (the minimum number needed to attend in order to validate the meeting). Quorum should be outlined in the Club's Constitution.
2. Each agenda item is addressed, ensuring report, debates and discussion occur when necessary.
3. Each decision must be voted upon through a motion. The motion must be called and seconded. If there is a majority moving to approve the motion, it will pass. If there is any dissent, this must be recorded in the minutes. There are some exceptions to this, please refer to your Club's Constitution for individual processes surrounding this.
4. An action, or delegation of task in order to execute the motion, must be recorded.
5. The chairperson must call for any other business. If there are any issues, the discussion must be recorded in the minutes.
6. The chairperson must call the close of the meeting, and the time must be recorded in the minutes.



TAKING MINUTES – BEST PRACTICE

Each person has their own way of taking minutes at a meeting. Whilst it is an individual process, there are some important pieces of information that must be included during minute taking.

Each set of minutes must include:

1. The date, time and location where the meeting took place
2. A list of attendance and a list of apologies
3. A section for the 'minutes of the previous meeting' where the committee agrees that previous minutes were correct and valid.
4. Each item that was discussed at the meeting, including the who voted on certain issues
5. The time the meeting was closed
6. [Template](#)

Ensure you store your minutes somewhere safe where more than one person has access. Dropbox is a good option, or the Google drive.

[NAME OF CLUB]



ANNUAL GENERAL MEETING

Meeting Agenda

For the meeting held at [TIME] on the [DATE]

[LOCATION OF MEETING]

1. Procedural matters

i. Welcome

State who is chairing the meeting

State the time in which the meeting was declared open

ii. Acknowledgement of Traditional Owners

Whether conducted on Zoom or in person, it is customary to recognise the Traditional Owners of the land on which you are holding your IGM.

The standard format for acknowledgement of country is found at Reconciliation SA. Access to this format can be found [here](#). To learn more



GRANTS & FUNDING

AUU Clubs Grant Process

The Clubs grants program aims to promote a dynamic, collaborative and inclusive student experience. It does this by encouraging clubs to engage with each other, the Union, and the student community in the creation of unique, innovative experiences and opportunities.

Clubs grants are assessed by Clubs Admin and also the Clubs Committee. They are one-off payments that help your club grow, develop, and run events on campus. You can apply for grants to buy promotional materials and equipment, or to help fund a special event.

Who can apply for a grant?

In order to apply for a grant through the AUU, your club or society must be both currently registered with the union and a not-for-profit.

Note: *If you're planning a collaborative event with other clubs, we can only accept ONE grant application for the same event*

Note: We cannot fund something that has already been bought or paid for! You must make any purchases after we have assessed your grant and notified you of the outcome

What can't I apply for?

Grant funding may not be sought if an activity or purchase:

- Will be used in elections, including internal club elections and student elections.
- Is contrary to the values or policies of the Union.
- Is contrary to the University's policies including:
 - [Student Misconduct policy](#);
 - [The Alcohol Policy](#), and;
 - The Agreement for the Use of the University of Adelaide's Name and Logo.
- Is not culturally sensitive.
- Promotes dangerous use of drugs or alcohol or may otherwise endanger student health and wellbeing.
- Cannot be covered by the insurance provided to clubs by the University.
- Clashes with or is already provided by a service or resource that is already:
 - Provided by the Union or the University, and,
 - Accessible to the club.
- Primarily benefits individual members of a club.



Grant Categories

Type	Category	What it's for	How to apply	When to apply
Basic Resource Grants	New Club Start-Up (Up to \$120)	Basic items required for running of club and good governance/financial practices	Complete application form, including quotes	Any time!
	Promotions (Up to \$160)	Promotional/marketing items such as banners, stickers, membership cards		
Minor Grants	Activities (Up to \$800)	Interesting, unique events that engage a wide range of students	Complete application form, including proposed budget	Minimum 14 working days in advance of proposed purchases
	Equipment (Up to \$200)	Equipment, resources, and projects designed to improve governance, sustainability, and recruitment		
Minor Digital Grants	Activities (up to \$800)	Interesting, unique events that engage a wide range of students Online	Complete application form, including proposed budget	Minimum 14 working days in advance of proposed purchases
	Digital Services (up to \$200)	Equipment, resources, and projects designed to improve governance, sustainability, and recruitment online		
Major Activities Grants	Major Activities (Up to \$2000)	Large on-campus events/campaigns that are open to all students and involve collaboration with the Union/other clubs.	Meet staff to discuss proposal, submit proposal following approval	Four funding rounds per year, starting prior to O'Week
Major Digital Services and activities	Major Activities (up to \$1000)	Large online events/campaigns that are open to all students and involve collaboration with the Union/Other clubs	Meet staff to discuss proposal, submit proposal following approval	Four funding rounds per year, starting prior to O'Week
Campus Impact Grants	Campus Impact (Up to \$6400)	Large on-campus events/projects that are innovative, inclusive, and contribute significantly to the student cultural experience.	Meet staff to discuss proposal, submit proposal following approval	One annual funding round, prior to O'Week



BASIC RESOURCES GRANTS

The purpose of the Basic Resources Grants are to assist clubs in their initial start-up phase. New Club Start-Up grants and Promotions grants work a little differently to the others. They help clubs to purchase the essentials, like administrative materials and banners.

Provisionally registered clubs that were approved for the New Club Start-Up grant are ineligible to apply again.

Basic Resources Grant: New Club Start-Up

Provisionally registered clubs are entitled to up to \$120 of essential items for running a club. Provisionally registered clubs can apply for a New Club Start-Up grant to help them get established. The New Club Start-Up must be used for the essential items that you might need, including:

- Clipboard
- Medium cash tin
- Cash receipt book
- Document wallet
- Write-on labels
- 10-pack of assorted pens
- Scissors
- Sticky tape

Basic Resources Grant: Promotions

All registered clubs are entitled to up to \$160 of promotional materials, including banners and printing, **every year**. All you need to do is choose up to \$160 worth of items (such as the list below), submit your grant application and supply us with a copy of any graphic design.

- Banner
- Posters
- Flyers
- Membership cards
- Stickers
- Merchandise

There are a few restrictions to keep in mind:

- Clubs may only apply for a banner or similar item once every two years.
- Your designs must be authorised by the Union's marketing staff, and may be required to display the Union logo — we will contact you to organise this!
- Clubs that have received full funding for a banner in 2020 may not apply for another banner until 2022.
- Clubs that have received partial funding for a banner in 2020 will be considered on a case-by-case basis.



MINOR GRANTS

There are four types of Minor Grants: On campus Activities grants and Equipment grants, and online activity grants and Digital Service grants.

Minor Grants are **quick-response** grants. That means you don't need to compete with other clubs for funds, and that as long as your purchase meets our criteria it will be approved in full!

Note: You must apply for a Minor Grant at least 14 working days in advance of the intended purchase or event, otherwise we will not be able to consider your application.

Screening a movie?

You will need to purchase a licence [here](https://roadshowppl.com.au/wpLicence/LicensingOptionSingle.aspx) (<https://roadshowppl.com.au/wpLicence/LicensingOptionSingle.aspx>).

Minor Grant: **Activities**

Availability: 1 per club (annual)

Quantity: Up to the total of **\$800**

To be eligible for funding, the event, campaign, or project must:

- Be open to all students at the University of Adelaide
- Not clash with a Union or Union-sponsored event
- Have a primary focus on social opportunities, professional development, fundraising, recruitment, or raising awareness
- Create an interesting, inclusive or innovative experience for students at the University of Adelaide.
- Make effective use of resources available on campus, and will be held on campus.
- Include accessibility signage on any event promotion material 

What is an Activities Grant for?

Activities grants are there to help clubs put on interesting and unique events that make a contribution to campus culture. They can be used to help fund every aspect of an event: hiring or buying equipment, organising catering, promoting the event, and just about everything else! In addition to funding, we will also promote your event to students and help you get the word out there.

To be successful in applying for an Activities grant, you will need to be creative. The best events on campus are the ones that are a little bit special, the ones that only your club can offer. Before applying, there's a couple of questions you should ask yourself:

- Who's the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?



Minor Grant: Equipment

Availability: 1 per club (annual)

Quantity: Up to **\$200**

To be eligible for funding, the equipment or resource must have a significant long-term benefit for the club, and must be:

- Indefinitely reusable
- Accessible to club members when required
- Owned by the club, not individual members
- Returned to the club when borrowed
- Not replicate equipment that is already available for loan or hire from the AUU

What are Equipment Grants for?

Equipment grants assist clubs to make one-off purchases of equipment and resources, or to run projects, that help the club to grow and get better at what it does best. This includes everything from buying some board games or reusable props for performances through to software to help keep track of your club's finances. Recruitment and fundraising projects are also eligible (although if they're events, they should be an Activities Grant). Whatever it is, the most important thing is that it must be something your club will use regularly and that will have a significant impact on your club's health and membership.

Before applying, there's a couple of things to think about:

- How will this benefit my club in the long term?
- If it requires maintenance or a subscription, how will we keep funding it in future?
- How will we store this to make sure it's accessible to the club, not just a few members?



Digital Minor Grant: Activities

Availability: 1 per club (annual)

Quantity: Up to the total of **\$800**

This grant is designed for Clubs who have come up with ideas that fall outside of the Digital Education and Training, and Digital Services grants. The grant is flexible and can be used to fund any ideas from Clubs. Furthermore, it can also be used to supplement the first two grants if their amount exceeds the grants limits.

What is an Activities Grant for?

Activities grants are there to help clubs put on interesting and unique events that make a contribution to campus culture. They can be used to help fund every aspect of an event: hiring or buying equipment, organising catering, promoting the event, and just about everything else! In addition to funding, we will also promote your event to students and help you get the word out there.

To be successful in applying for an Activities grant, you will need to be creative. The best events on campus are the ones that are a little bit special, the ones that only your club can offer. Before applying, there's a couple of questions you should ask yourself:

- Who's the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?



Digital Minor Grant: Digital Services

Availability: 1 per club (annual)

Quantity: Up to **\$200**

This grant is designed to fund the purchase of equipment, resources, and projects, designed to improve governance, sustainability and recruitment.

- Indefinitely reusable
- Accessible to club members when required
- Owned by the club, not individual members
- Returned to the club when borrowed
- Not replicate equipment that is already available for loan or hire from the AUU

What are Equipment Grants for?

Equipment grants assist clubs to make one-off purchases of equipment and resources, or to run projects, that help the club to grow and get better at what it does best. This includes everything from buying some board games or reusable props for performances through to software to help keep track of your club's finances. Recruitment and fundraising projects are also eligible (although if they're events, they should be an Activities Grant). Whatever it is, the most important thing is that it must be something your club will use regularly and that will have a significant impact on your club's health and membership.

Before applying, there's a couple of things to think about:

- How will this benefit my club in the long term?
- If it requires maintenance or a subscription, how will we keep funding it in future?
- How will we store this to make sure it's accessible to the club, not just a few members?



APPLYING FOR A MINOR GRANT

1. Read through the criteria below to determine if your activity or event is eligible for funding. If you're not sure, contact Clubs Admin at 8313 5760 or clubsadmin@auu.org.au.
2. Write a grant proposal, budget summation with quotes, include dates, location and approximate attendance and, if relevant, an event plan.
3. Complete the online application form. It is *your responsibility* to make sure that all required information is provided.
4. Submit all required documentation.

Once your application has been received, we might contact you to ask for more information. Once we have everything we need, our staff will assess eligible applications against the criteria for the relevant category.

Try and submit your grant at least 14 days ahead of your event. Usually minor grants can be turned around in 7 days but sometimes after the grant has been processed it can take 2 weeks for the money to actually arrive in your Clubs bank account.



MAJOR ACTIVITIES GRANTS

Major Activities Grants are bigger grants for bigger events. If you want to run a large on-campus event, you may be eligible to receive up to \$2,000 in funding. If you are looking to host a larger event online you may be eligible to receive up to \$1000 in funding.

Major Activities Grants are **competitive** grants. That means we only offer a certain number of these grants throughout the year, and applications can only be submitted at certain times. In each round, we will compare the applications we've received and fund the ones that best meet the criteria.

In order to be successful, you will need to show us that you're organised and that your event will offer a unique experience for students.

Funding from these grants can be used to help fund every aspect of an event: hiring or buying equipment, organising catering, promoting the event, and just about everything else! In addition to funding, we will also help you to plan and develop your event, as well as promoting it to students and helping you get the word out there.

To be successful in applying for a Major Activities Grant, you will need to think outside the box and be creative.

Example activities:

- Art exhibitions/displays
- Sports and fitness days
- Multicultural festivals
- Garden parties

These grants are not designed to fund annual club balls or activities held outside of campus. They should be open to all students and offer something unique.

Ineligible Events:

- Annual club balls
- Existing events
- Activities off campus
- Fundraising events
- The outsourcing of event delivery or catering

Before applying, there's a couple of questions you should ask yourself:

- What resources do we have access to?
- What resources do we still need?
- Who will be responsible for organising the event?
- Who is the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?
- Will there be tickets/a fee? How much will they cost?




Major in person activities grant

Quantity: Up to \$2,000

Before applying for a Major Activities Grant, the club must:

- Meet with the Union's Events team and receive provisional approval prior to submission;

To be eligible for funding, the event, campaign, or project must:

- Offer discounted tickets for Union members
- Involve development of an event plan in collaboration with the Union's Events team
- Have current students at the University of Adelaide as its primary participants
- Be open to all students at the University of Adelaide
- Have a primary focus on social opportunities, professional development, fundraising, recruitment, or raising awareness
- Take place on campus
- Include accessibility signage on any event promotion material 

Eligible applications will be assessed based on the following criteria:

- The event creates a unique and exciting experience for students.
- The event involves collaboration with other clubs and the Union.
- The event makes effective use of resources available on campus.
- The club shows evidence of adequate planning and capacity to manage the project.

As with all Activities Grants, if you want to screen a movie you will need to purchase a licence [here](https://roadshowppl.com.au/wpLicence/LicensingOptionSingle.aspx) (<https://roadshowppl.com.au/wpLicence/LicensingOptionSingle.aspx>).



Major digital activities grant


Quantity: Up to \$1,000

Large online events/campaigns that are open to all students and involve collaboration with the AUU/other clubs.

Before applying for a Major Activities Grant, the club must:

- Meet with the Union's Events team and receive provisional approval prior to submission;

To be eligible for funding, the event, campaign, or project must:

- Offer discounted tickets for Union members
- Involve development of an event plan in collaboration with the Union's Events team
- Have current students at the University of Adelaide as its primary participants
- Be open to all students at the University of Adelaide
- Have a primary focus on social opportunities, professional development, fundraising, recruitment, or raising awareness
- Take place on campus
- Include accessibility signage on any event promotion material 

Eligible applications will be assessed based on the following criteria:

- The event creates a unique and exciting experience for students.
- The event involves collaboration with other clubs and the Union.
- The event makes effective use of resources available on campus.
- The club shows evidence of adequate planning and capacity to manage the project.

APPLYING FOR A MAJOR GRANT

- Read through the criteria below to determine if your activity or event is eligible for funding. If you're not sure, contact Clubs Admin at 8313 5760 or clubsadmin@auu.org.au.
- Check the dates for funding rounds, and make sure we are open for applications.
- Submit an Expression of Interest (EoI) through the website.
- Once we have received your documentation, we will arrange a time for you to meet with Events and Clubs staff to discuss your event.
- Write a grant proposal and event plan, including a budget, risk assessment, alcohol compliance, and other documentation where relevant.
- Complete the online application form with relevant documentation. It is your responsibility to make sure that all required information is provided.
- Once your application has been received, we might contact you to ask for more information. At the conclusion of each funding round, we will assess all eligible applications. The events that best reflect the criteria will be successful.

If your application is successful, we will inform you within two weeks of the close of applications. We will also provide an agreement that outlines the terms and conditions of funding.

The agreement may include (but is not limited to) a requirement to:

- Spend the funds only on the activity or event described in the application



- Complete and submit a report following the conclusion of the activity or event
- Provide discounted tickets for Union members
- Regularly report on your progress organising the event
- Return any excess funds to the Union
- Acknowledge the Union as a funding source
- Obtain authorisation for events that include alcoholic beverages

Even after receiving approval for a Major Grant you must continue to meet the funding requirements as determined by the AUU's Events Team. This includes maintaining appropriate and timely communications. If at any stage the Events Team believes that the event or its organisers are failing to meet the requirements or instructions that have been outlined to them by the AUU Events Team, the level of funding may be amended or withdrawn at the AUU's discretion.

Once the agreement has been returned and any conditions met, we will arrange payment details with you. The nature of payments will be determined on a case-by-case basis. The funds might be transferred in a lump sum, or you may be required to submit invoices to the Union for payment, for example.



CAMPUS IMPACT GRANT

Campus Impact Grants are for clubs that want to collaborate with other clubs and partner with the Union to present something ambitious and amazing. Single events and ongoing series of events, campaigns, and other large-scale projects are all within the scope of Campus Impact Grants. If you want to present a big, inclusive activity or project like this you might be eligible for up to \$6,400.

Campus Impact Grants are **competitive** grants. That means we only offer a certain number of these grants throughout the year, and applications can only be submitted at certain times. In each round, we will compare the applications we've received and fund the ones that best meet the criteria.

In order to be successful, you will need to show us that you're organised and that your event will make a significant contribution to the social and cultural life of the University.

What are Campus Impact Grants for?

Campus Impact Grants exist to create partnerships between the clubs and the Union. Clubs are at the heart of campus culture, and we would love to work with you to create something ground-breaking. Maybe your event will be the next big thing, a new annual event that will be remembered for years!

Even more than Major Activities Grants, Campus Impact Grants will involve working closely with our team of Events and Marketing experts to present your dream event together. It's a great opportunity to develop your skills and learn about event management from the inside. You will have a range of resources and support to help make it great, and will be mentored throughout the process. But it's important that the members of your club (or clubs) understand that they will need to be organised and committed.

Campus Impact Grants must be original and innovative, so that they can bring something to the campus that isn't already there. If you're doing something familiar, like a fair or expo, tell us what's new about it. How are you innovating and building on what's happened before? As with other grants, they must be held on campus and primarily aimed at all students.

Before applying, there's a couple of questions you should ask yourself:

- How can we make the most of the resources we already have access to?
- What do we need to make this amazing?
- What about this makes a significant contribution to the social and cultural life of the University?
- Which other clubs would like to participate?
- What roles and responsibilities will be required of the organisers, and what kind of time commitment will that involve?
- Who is the audience for this event?
- What makes it unique or innovative?
- How can students find out about it?
- Will there be tickets/a fee? How much will they cost?

If you don't know how to answer these questions, just ask and we can give you some suggestions!



Campus impact Grant


Availability: No more than 1 per club annually

Quantity: Up to \$6,400

Before applying for a Campus Impact Grant, the club must:

- Obtain Campus Impact Grant Guidelines from Clubs staff
- Meet with the Union's Events team and receive provisional approval prior to submission;

To be eligible for funding, the event, campaign, or project must:

- Offer discounted tickets for Union members
- Involve development of an event plan in collaboration with the Union's Events team
- Have current students at the University of Adelaide as its primary participants
- Be open to all students at the University of Adelaide
- Take place on campus
- Include accessibility signage on any event promotion material 
- Eligible applications will be assessed based on the following criteria:
 - The event is innovative and unique.
 - The event makes a significant contribution to the social and cultural life of the University.
 - The event involves collaboration with other clubs and the Union.
 - The club shows evidence of adequate planning and capacity to manage the project.

APPLYING FOR A CAMPUS IMPACT GRANT

- Read through the criteria below to determine if your activity or event is eligible for funding. If you're not sure, contact Clubs Admin at 8313 5760 or clubsadmin@auu.org.au.
- Check the dates for funding rounds, and make sure we are open for applications.
- Submit an Expression of Interest (EoI) through the website or email to Clubs Admin.
- Once we have received your documentation, we will arrange a time for you to meet with Events and Clubs staff to discuss your event.
- Write a comprehensive grant proposal and event plan, including a budget, risk assessment, alcohol compliance, and other documentation where relevant.
- Complete the online application form with relevant documentation. It is your responsibility to make sure that all required information is provided.

Once your application has been received, we might contact you to ask for more information. At the conclusion of each funding round, we will assess all eligible applications. The proposal that best reflects the criteria will be successful.

If your application is successful, we will inform you within two weeks of the close of applications. We will also provide an agreement that outlines the terms and conditions of funding.

The agreement may include (but is not limited to) a requirement to:

- Spend the funds only on the activity or event described in the application
- Complete and submit a report following the conclusion of the activity or event
- Provide discounted tickets for Union members
- Regularly report on your progress organising the event
- Return any excess funds to the Union



- Acknowledge the Union as a funding source
- Obtain authorisation for events that include alcoholic beverages

Once the agreement has been returned and any conditions met, we will arrange payment details with you. The nature of payments will be determined on a case-by-case basis. The funds might be transferred in a lump sum, or you may be required to submit invoices to the Union for payment, for example.

Once the activity or project described in your application has taken place, you will have to fill out the [Post Grant Report](#) form on our website. As part of this, you will need to provide a statement of income and expenditure that indicates how funds were spent, any profit made by your club, and whether there are any unspent funds. We'll let you know if we need any extra information.



REGISTRATION & RE-REGISTRATION

All clubs must re-register every year in order to demonstrate your intention to remain active for the following year. The process of re-registration involves completing a short online form and uploading the minutes from your AGM and a list of your incoming executive members to our AUU website.

How does my Club Re-register?

Once your AGM has been held (Within 12 months and 2 weeks of the previous AGM) please submit the minutes from this meeting along with your updated club committee contact details and a new University Licence agreement on the AUU Website. Further details about the required components below:

- **AGM Minutes**
- **Adelaide University Licence Agreement**
- **Club Committee Contact Details**
- **Club Constitution** – only need to submit if you have made changes

Please note that you will receive a notification from the Clubs Admin team once your re-registration has been lodged. The date of registration is considered on the date we notify you confirmation (not the date you submit.)

We recommend you re-register your club at or directly after your AGM.



Nothing has changed for my club, so why do we have to re-register every year?

Re-registration allows the AUU to stay on top of all Club activity. By ensuring that we know who's who and in what position we can contact the correct people and reduce confusion and administrative burden. Most importantly, having accurate information allows us to quickly progress grants, insurance cover and equipment hire for your club and provides you with the up-to-date Adelaide University Licensing Agreement (without this you cannot function as an AUU Club.)

When does my Club need to re-register?

Each club is responsible for re-registering within 12 months and 2 weeks of your official club registration date. This is the date when the Clubs Committee approved your application (not the date of submission.)

If you are unsure when your club registered last, please contact **Clubs Administration** (clubsadmin@auu.org.)



CLUB EVENTS

Any enquiries about Club Events can be addressed to clubsadmin@auu.org.au

Club events are one of the best ways to enhance the exposure of your Club. They can help to boost membership, raise revenue, promote club activities, support causes and create a strong community within your club.

To start planning an event it is important that you have answered some key questions:

Why are you holding an event?

It is important that you consider exactly why you want to hold your event. There are any number of reasons why for different Clubs, but try to break down the overall purpose into clear objectives to make your planning and delegating easier. This clear breakdown also allows for an easier view of whether the event was a success at the end of the day, and what could be improved next time.

Who is the target?

You need to think about who you are looking to attract to come to your event. Is it for only Club members, or directed at the general student population, or the people of Adelaide more generally? Once you have decided on your target audience you can start planning an event that will appeal to this group.

When is the event going to be held?

Always ensure you leave plenty of time for event planning and organising when setting a date. Students and other Club members have many varied activities that compete for their time. Also consider important calendar dates and what this may mean for venue and student availability.

Do you need facilities or equipment? How can you ensure they are available if so?

The Union can help with some space bookings and also has equipment that can be hired. Most of the spaces at Adelaide Uni, even the outside ones need to be booked through them directly (and not the union.)

Find more information here: <https://www.auu.org.au/get-involved/clubs/bookings/>

What are the roles and responsibilities of those involved?

You want to ensure you can get as many members of your Club involved and active in the event as possible. Make sure to designate different roles and responsibilities so that there is an even spread of tasks.

Have you done the due diligence and completed a risk assessment?

A risk assessment involved identifying possible risks to people attending your event so that you can plan around them and make the event safer for everyone. For larger events, or those involving risks such as cooking, serving alcohol, or high physical activity, it is important that the club undertake a risk assessment prior to the event and ensure that all measures are in place to ensure that the likelihood of injury or near miss is low. Please contact Clubs Administration if you believe that your event requires a risk assessment to be undertaken.

How will you finance the event?



You need to have a clear understanding of how the event will be funded. Speak to the Treasurer and establish how much money the Club has in the bank, and assess whether you will use this money or apply for grant funding through the Union, or ask attendees to pay their own way. You will be required to set out a budget which could look something like the below.

SEMESTER ONE MEMBERS BBQ			
	Estimate	Actual	Details
Budget	750.00	750.00	<ul style="list-style-type: none"> • Small Event Grant from Clubs – Approved 6/4/2015 • Clubs funds from membership
Infrastructure			
Space booking (Barr Smith Lawns)	0	0	University of Adelaide
Electricity (Power box)	\$200 (inc. \$100 bond)	0	Adelaide University Union
Marquees (qty: 2)	0	0	Clubs
Entertainment	0	0	iPod
Equipment			
BBQ (qty: 2)	160	0	University of Adelaide Club
Till	0	0	In stock
Till float	100	0	Club Bank Acct
Trestle tables (qty: 2)	0	0	Clubs
Chairs (qty: 4)	0	0	Clubs
PA	0	0	Clubs
BBQ tongs	0	0	Borrowing from club members
BBQ trays	10	0	Coles
Catering			
Sausages (qty: 200)	150	0	Blackwood Butchers
Veggie patties (qty: 50)	25	0	Coles
Onion (2 kg)	4	0	Coles
Bread (30 loaves)	25.50	0	Coles
Sauce (qty: 2 bottles)	3	0	Coles
Soft drink (qty: 40 cans)	53	0	Coles
TOTAL	720.50	0	

NOTE: THIS BUDGET IS ONLY AN EXAMPLE

Do you plan on serving alcohol?

There are strict rules regarding the serving of alcohol at Club events and on campus. Please contact Clubs Administration before you begin organising your event if you intend to provide alcohol.





POLICIES, VALUES & PRINCIPALS

Clubs are a part of the Adelaide University Union, which was established in 1895 with the aim of making student life fun and accessible and to give students a voice at University.

Our values lie at the heart of what we do and our commitment to these principals will allow for our individual differences to be overcome.

Accessible Education

The Union recognises that education is one of the most powerful determinants in a person's life and that it must be accessible for all students regardless of social or economic status.

Diversity

The Union recognises that within the student community there are many communities defined by gender, ethnicity, faith and economic status, etc. Each community possesses a unique student experience and we value, embrace and promote that diversity.

Partnership & Community

The Union believes that the University experience will be richer for students if it includes interaction with a broader range of community partners, whether they be social, cultural, sporting, charitable or business.

Professionalism

The Union recognises that the task of representation requires the highest standards of ethical behaviour, efficacy, and service, as well as management and professional skills all aimed at delivering benefits for students.

Democracy

The Union is committed to a student organisation governed by the students of the University of Adelaide and seeks to foster and strengthen democratic decision making processes.



FAQ'S

How do I join a club?

How to join a club varies as each one is run by its own members. Often, clubs have social media accounts which you can follow or directly message to join. You can also check out our Clubs list on our website which will have links to social media or club email address. Clubs will also hold membership events. The largest event for membership occurs at O'Week where a number of clubs hold stalls where individuals can sign up. In the event you are unable to contact the Club directly, you can reach out to our Clubs Team at clubsadmin@auu.org.au and we will provide further guidance.

Does it cost anything to join a club?

Each club manages their own finances and memberships. Some are free which others have a joining or annual membership fee. In order to find out if the club you are interested has a fee, please contact them directly through social media or email. If you are unable to get in contact, you can email the clubsadmin@auu.org.au and we can assist you in getting in touch.

How do I start a club?

In order to start a club you must fill out an Expression of Interest (EOI) [form](#) found on our website. This form will then be considered by the Clubs Committee. Once the Clubs Committee has approved your EOI, you must register to become a Provisional Club. For more information, check out our [website](#).

What spaces on campus can clubs access?

All Clubs have access to the Clubs Lounge, located in the Hartley Building. If needed for a specific event, clubs are able to book this space through emailing auu@adelaide.edu.au. Clubs are also able to book other spaces on the University campus. These spaces include: Barr Smith Lawns, Goodmans Lawns, Walter Young Lawns, Bonython Hall, Scott Theatre, Rumours Café, Margaret Murray, WP Rogers, the Cloisters, Pfizner Court, lecture theatres and outside facilities. These booking are managed by the University. Clubs are able to get in contact by emailing toni.pihodnya@adelaide.edu.au

Can I access funding for my club?

The AUU has a number of Club Grants designed to support and assist clubs events, administration and operations. For the most up to date grant guidelines, visit our [website](#). The Clubs Committee is tasked with considering all major grants and campus impact grants. They also review all minor and basic resource grants.



What is the role of the Clubs Committee?

The Clubs Committee is the governing student body which is elected to make decisions regarding the Clubs Community. The Clubs Committee has many responsibilities including approving the registration of new clubs with the AUU, approving club grants & handling club grievances. The Clubs Committee is comprised of two students from the Union Board (including the AUU President), and two student representatives from registered clubs. The Club representatives are elected by club Presidents in the Student Elections, held in the second semester of each year. The Clubs Committee term begins on 1 December and ends on the 30 November the following year.

The 2021 elected representatives are: William Broderick, Nicholas Birchall, Angela Qin & Andrew Lai.

How do I get a club bank account?

In order to have a bank account, the Club must pass a resolution at a meeting (this usually occurs at the Inaugural General Meeting). Most banks require 2-3 signatories to open a Clubs and Societies bank account. The names of the signatories must be recorded in the minutes. Once this has occurred, the signatories must go to the bank with a copy of the minutes, your Club Constitution and 100 points of ID each. Clubs are able to sign up with any bank of their choosing. If you are unsure, we recommend you consider looking at Bendigo Bank's Not-For-Profit Everyday Account run through Community Banking Sector. For more information, check out their [website](#).