



**You x
Clubs**

YouX Clubs acknowledge and pay our respects to the Kurna people, the traditional owners of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built.

We acknowledge the relationship of the Kurna people to country and we respect and value their past, present and ongoing connection to the land and cultural belief.



YouX Clubs are committed to building an inclusive culture that encourages, supports, and celebrates the diversity of all students in Clubs.

This includes fostering a safe space for people of all genders, sexual orientations, disabilities, ethnicities, and more.



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YouX

Welcome to the YouX Clubs Guide for 2024! This guidebook has been created by the YouX Clubs team as a reference for all Clubs.

YouX is an independent organisation that helps students get the most out of their uni experience. One of the ways that YouX brings people together is through student clubs. The aim of YouX Clubs is to foster the social, cultural, and intellectual activities of our members. We provide administrative and financial support to Clubs, along with providing facilities, resources and equipment.

We are always available to help you out with any Clubs-related queries, whether you are a new club or have been around for years. Working closely alongside Clubs by having open conversations is the best way we can enhance the university experience every year.

We would like to thank the students who have assisted in collating the 2023 Clubs Guide, including the Disability, Illness and Divergence Association and their President, Shona Edwards, and Pride Club and their President, Kansas Bird.

Please feel free to contact us at youxclubs@adelaide.edu.au if you have any questions regarding Clubs.

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Glossary

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

Annual General Meeting: An AGM must be held once a year in order for the Club to continue to function. At a Clubs AGM, there must be an election for a new committee, as well as a vote on amendments to the Constitution.

Chair: The person who runs the meeting, typically the President. They will decide in a fair and objective manner when each item is discussed and who gets to speak. Typically, they move motions rather than having a vote themselves, and should only vote if required to break a tie.

Clubs Committee: A body consisting of elected student representatives who are charged with making decisions on behalf of the Clubs community such as allocating grant funding and affiliating new Clubs.

Constitution: A document outlining the official rules and governance practices which the Club must follow.

Expression of Interest: An EOI is the initial step to becoming an Affiliated Club with YouX. 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.

Full Registration: A Club can move from provisional to full registration after their first year of being registered with YouX. They must re-register as per requirements and submit a report outlining their first year of activities which will be assessed by the Clubs Committee before formal approval is provided.

Grant: YouX 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 YouX website: <https://www.youx.org.au/interests/clubs/grants/>.

Inaugural General Meeting: An IGM is the first Annual General Meeting conducted by a Club. It is where the first Committee is elected 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, attendees, discussions, and motions moved. After each meeting, the minutes must be typed up and circulated to all relevant members. Minutes must be formally approved in the subsequent meeting.

Motion: An official proposal for an action. A motion is called by a member of the meeting, generally the chair. A person can dissent to a motion. It is then voted upon and carried or rejected. A motion must be seconded by a member before it officially carries. 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 club operating in their first year after having their registration accepted by the Clubs Committee.

Registration and Re-registration: Each club must be registered with YouX 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: Refers to someone at an AGM or IGM 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.

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

Special General Meeting: An SGM is run to undertake an election to fill a vacated position during the term of the committee, or vote on amendments to the Constitution that need to be made in between AGMs.

Term: A fixed period defining how long a Committee member holds an Executive Position. A term typically starts at an AGM and ends at the next one.

Quorum: The minimum number of people needed to be present for the meeting to proceed. Per the Clubs Administration Policy, the quorum of all Club meetings should be ten (10) people.

Clubs Committee

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

The Clubs Committee comprises of four members: the chair, who is a YouX Board Director; the YouX President; and two elected Clubs Representatives.

The 2024 Clubs Committee

Quyen Ngoc Le (Queenie) Phan - Chair

Merlin Wang – YouX President

Katherine Queen – Clubs Representative

Billy Zimmermann – Clubs Representative

Executive Committee

A Club committee is responsible for the management of a Club, including its day-to-day-running. The committee consists of a group of leadership roles such as President, Treasurer, and Secretary, and often General Committee members. Each Club must elect a Committee every year at its Annual General Meeting (AGM), though vacant positions can be filled later at a Special General Meeting (SGM). 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:

- Organising and maintaining the Club, including 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 YouX Clubs team, and responding to student enquiries.

Roles

The President

The President is the primary leader and spokesperson of their Club. They hold the 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. The President is required to be a current student at the University of Adelaide.

Duties of the President include:

- Overseeing the administration of the Club, having a strong understanding of Club governance, and possessing 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 of 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 and assume their duties when necessary. This role suits people who are personable, flexible, and hardworking.

Duties of the Vice President include:

- Possessing a good understanding of governance structures and the Clubs Constitution.
- Having the ability to delegate tasks and responsibilities to members of the General Committee.
- Assisting 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 documentation updated, including a registration list of members.

The Treasurer

The Treasurer oversees 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. The Treasurer of a Club must be a current student at the University of Adelaide.

Duties of the Treasurer include:

- Possessing a strong understanding of the Clubs financial policy.
- Preparing and applying for Grants with YouX.
- Maintaining up to date financial records, including an annual budget to be presented at the AGM.

Other Roles

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

- Equity Officer
- Marketing and Social Media Officer
- Sponsorships and Partnerships Officer
- Faculty Liaison
- Membership Officer

Elections

Each Club must annually elect a committee at the AGM. 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 processes 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. Send Clubs Admin (youxclubs@adelaide.edu.au) an email outlining the date, time, and location of the meeting 7 days before the AGM.
3. Find a Returning Officer to attend the AGM. This is the person who conducts the election, so they cannot be an outgoing member or someone planning to run for a position. YouX can occasionally assist if you are having problems finding someone.

At the AGM:

1. Ensure that the Secretary or minute taker is prepared and ready to begin minuting the meeting.
2. Get everyone to sign off on an attendance form, including University student number which will be attached to the minutes of the meeting. Ensure that the meeting is at quorum, with at least 10 people are present as per the Clubs Administration Policy.
3. The chair declares the meeting open, and reads an acknowledgement of country.
4. The President and Treasurer provide an annual report.
5. Depending on each Club's Constitution and conventions, the Returning Officer either reads the nomination of each position one by one which were either organised prior to the election, or calls for nominations on position at a time. Any members in good standing can be nominated, or nominate themselves. Each nomination should be seconded for it to be accepted.
6. The Returning Officer asks for additional nominations. If there is only one nomination, the Returning Officer will declare that the nominee is successfully elected to the position unopposed, and that nominations are closed for the position.
7. If there are multiple nominations, the Returning Officer will give each nominee an amount of time to speak about why they should be elected. This is outlined in either the Club's Constitution, or is decided upon by the chair. Typically, the time allocated is 1-2 minutes.
8. After all the nominees have spoken, the Returning Officer will move a vote. This can be either done by a secret ballot or by a show of hands. The Constitution generally indicates the method of voting.
9. The Returning Officer calculates the number of votes, and declares the result of the election. Nominees may nominate a scrutineer to observe the Returning Officer's count of the votes.
10. The meeting moves a motion to accept the Returning Officer's report, if the assembled members feel that the election was conducted properly.
11. Discuss any other business.
12. Set a date for the Committee handover.
13. Chairperson declares the meeting closed.

After the AGM:

1. Re-register your Club with YouX at <https://www.youx.org.au/interests/clubs/re-registration/re-registrationinformation/>
2. Follow through with the Committee handover.
3. Follow up on any action items from the meeting.

Clubs Constitution

A constitution is the document that defines a club and establishes the basic rules for how it operates. The constitution is voted on by all of the founding members of the Club and then exists forever until it is changed or the Club is officially disbanded.

Although Clubs might make many decisions and will sometimes adopt policies, these can never go against the constitution. This prevents individuals or small groups of people on the committee of the club from changing the club's rules to benefit themselves.

The Constitution can seem daunting, but we recommend that you follow our [template Constitution](#) which should help make the process easier. The sections highlighted in green align with the Clubs Administration Policy, and must be added to every Clubs Constitution in order to be affiliated with YouX. The sections highlighted in yellow need to be amended in accordance with your club.

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

Your Constitution must cover:

- 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 profit for members (by defining the club as a not-for-profit rather than a business)

Changing the Constitution

Changes to your constitution require a vote at a general meeting, and all members who are present must be able to participate. It cannot take place at a committee meeting or be restricted to a vote of committee members. A Club is made up of its members and operates for their benefits, so it is important that everyone be allowed to have a say in changes to the constitution if they want to.

You can work together as a committee to brainstorm proposed changes to the constitution and then later present them to a general meeting for approval. YouX is able to provide assistance with constitutional amendments by making suggestions, looking at drafts, or

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.

Any sections highlighted in green MUST be included in your constitution and are non-negotiable for YouX registration.

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. 'YouX' means YouX by AUU
- 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 YouX 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

- 5.1. The Club shall operate on a not-for-profit basis.
- 5.2. 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

helping to develop ideas, so it is a good idea to get in touch before you plan a general meeting.

Policies

Not every rule or decision will go in the constitution. Changing the constitution is hard, because it contains the most important rules and hence should not be changed often as this can disadvantage the members.

Where you want to have a rule for your club but it does not need to go in the constitution, you might create a policy instead. A policy is a rule that is created by the committee. It can't go against any of the rules in the constitution, but apart from that it can cover pretty much anything!

Examples of policies include:

- Code of conduct
- Behaviour policy
- Disciplinary action/conflict resolution policy
- Fair trade policy

By creating policies, the committee can manage a club on a day-to-day basis and make sure that it stays up to date with current events. Unless your constitution has specific rules for how policies are created, they normally require a simple vote of the majority of committee members at a meeting. They could also be created at a general meeting with a majority vote of those in attendance.

Meetings

Types of Meetings

Annual General Meeting: An AGM is a meeting that each club must hold within 12 months and 2 weeks of their previous meeting. All members must be given the opportunity to attend their Club's AGM. AGMs 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. Clubs must re-register with YouX 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: 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 YouX. 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 the registration.

Special General Meeting: An SGM can be held to discuss a matter of significance but falls outside of the annual time period of an 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 youxclubs@adelaide.edu.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.

For details on how to run a meeting, check out our [guide](#).

Membership

Clubs are made up of their members. The rights and duties of members are defined in the constitution, so it is important that you refer back to it regularly. This is especially vital if you need to undertake disciplinary actions or even expel a member. In order to maintain YouX affiliation, Clubs must always have a minimum of 10 active members.

Keeping track of who your members are and staying in contact with them is typically the key task of the Secretary.

Becoming a member

Someone needs to decide to become a member of your club, rather than being automatically included. Your Secretary or equivalent needs to record them as a member for it to become official. Some Clubs count everyone in a certain degree or faculty as members. It is important to note, however, that someone cannot legally become a member of an organisation without giving consent. If they don't know about it, they're not members.

There are several questions to consider before deciding on how membership functions for your Club.

- *How do people join?* (Online form, email, Facebook message)
- *How long does membership last?*
- *Is there a fee for membership?*
- *If someone doesn't want to be a member anymore, how do they resign?*
- *How will you formally communicate with your members?*

Grants & Funding

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, YouX, and the student community in the creation of unique and innovative experiences and opportunities.

Clubs grants are assessed by Clubs Admin and the Clubs Committee. They are one-off payments that help your club grow and develop through funding events and initiatives. You can apply for grants to buy promotional materials and equipment, or to help fund an event.

Who can apply for a grant?

In order to apply for a grant through YouX, your club must be a not-for-profit that is currently registered. You must also have a club bank account, as we cannot process funds to individual's accounts.

Please 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.

Below is a summary of the Grants available in 2022. For more information about each grant category and eligibility, please see our [2022 Grant Guidelines](#).

Total annual amount available	Category	What is it for?	Category specific rules/restriction	How to apply
\$150	Provisional (new) Club Start-Up	To support provisional clubs who are establishing themselves in the Clubs community and the wider University space. For basic items that are required to run a Club including but not limited to: square card readers, book keeping materials cash boxes etc.	This grant can only be applied for by a Club in their provisional (first year) registration with YouX.	Complete application form, including quotes.
\$400	Merchandise & Promotions	To assist Clubs with the promotion to new members and in	Merchandise should be available to all members of the Club unless the item/s are intended for use	Complete application form, including quotes. Include proposed design in the grant application.

		<p>the broader student space.</p> <p>To purchase, or provide a discounted rate for merchandise. Promotional items can include: banners, stickers, badges etc.</p>	<p>during O'Week or Clubsland.</p> <p>Banners can only be purchased once every two years – unless you are purchasing a banner made with sustainable materials.</p> <p>Online promotions should instead be considered under the 'online & subscriptions' grant unless this has been exhausted by the Club.</p> <p>All promotional designs should be approved by Clubs Admin and banners should have the YouX Clubs logo included on them.</p>	
\$400	Equipment	<p>To assist Clubs in purchasing equipment needed to conduct Club activities/events.</p> <p>Olympic Party Hire offer 20% off of any items to our Clubs, so we recommend looking here first for any event decorations/equipment that may be required for an event.</p>	<p>The equipment purchased with this grant must have significant long-term benefits for the Club, be indefinitely reusable and not replicate equipment that is already available for hire (except if the item will be used by the Club regularly, i.e. a microphone).</p> <p>The equipment must belong to the Club and be available to the entire Club and its members, not only for certain individuals.</p>	Complete application form, including quotes.

			The primary purpose of the Equipment must be for on campus use. Equipment must also be stored on campus.	
\$300	Fundraiser	<p>Fundraiser events, such as BBQs and bake sales are useful for Clubs to recruit members. These events have a presence on campus and of course raise money. This grant will assist Clubs to facilitate these events.</p> <p>The grant can also be used to purchase or rent equipment and cleaning materials for fundraiser events.</p>	<p>All purchases must be compostable as part of the SA Government ban on single-use plastics packaging and products. You can request event catering packs (for free) from the Ecoversity team through the University.</p> <p>Budgets for any fundraiser must be sent to Clubs Admin with the grant application. The budget should always reflect a goal to raise more money than the amount you are requesting from YouX in the initial grant. Resources can be found on the website to help you plan. We recommend budgeting cost price, sale price and profit.</p>	Complete application form, including quotes and budget from the fundraiser.
\$200	Online & Subscriptions	<p>Designed to assist Clubs with online activities, interactions and subscriptions.</p> <p>This grant can be used to fund any online activity, or to purchase an online/software program to facilitate Club</p>	This grant cannot be used towards an activity that prioritises individuals or groups within a Club.	Complete application form, including quotes.

		activities and engage Club members.		
\$1,100	Events & Activities	<p>This grant is designed to assist Clubs with running a successful activity or event. These events should be interesting, unique and engage a wide range of students.</p> <p>Activities funded by this grant must be inclusive to all members, and be fitting to the Club. This can include but is not limited to: catering, transport, decorations, licenses, security, etc.</p> <p>Olympic Party Hire offer 20% off of any items to our YouX Clubs, so we recommend looking here first for any event decorations/equipment that may be needed.</p>	<p>Grant funding cannot be used for the purchase of alcohol.</p> <p>This grant should not be used to facilitate BBQs or bake sales, unless you have already exhausted your fundraiser grant allocation. Clubs Admin will assess the merit of providing more money to this on a case-by-case basis.</p> <p>The amount requested should be commensurate to the number of people who will attend the event and its inclusivity (i.e. a meeting of only the executive committee would not be appropriate for a large sum of money, but a Club AGM with 20+ members in attendance could justify a larger amount).</p> <p>Thank you gifts and events prizes should be proportionate in value to what has been achieved/provided.</p> <p>All purchases must be compostable as part of the SA Government ban on single-use</p>	Complete application form, including quotes.

			plastics packaging and products. You can request event catering packs (for free) through Ecoversity.	
Up to \$2000	Major Events	<p>This grant exists to encourage large, unique Club events on campus in collaboration with the YouX Events team. Major Events can and ideally should be organised in collaboration with other Clubs. The event must be open to all students on campus.</p> <p>The grant can be used to fund various aspects of the event such as: hiring equipment, catering (only 25% of the grant allocation can be put towards the outsourcing of catering), a deposit for a performer etc. The below criteria must be considered in order to be eligible for the funding:</p> <ul style="list-style-type: none"> • If the event is ticketed, offer 	<p>The event must be held on campus.</p> <p>This grant cannot be used to fund regular Club events, existing events or an event with the primary purpose of fundraising for the Club.</p> <p>We are unable to provide grant funding for the outsourcing of event delivery.</p> <p>Following the event, you will be required to complete a post-grant event report including financial documents and feedback from the event.</p>	<p>You will be required to email youxclubs@adelaide.edu.au with your initial event proposal.</p> <p>Following this initial proposal, you will need to complete a more thorough event proposal form and also a proposed event budget form.</p> <p>Once the documents have been sent, the YouX Events team will assess and provide a recommendation and/or ask the applicant to come in for a meeting to further discuss.</p> <p>When the YouX Events staff and the Club are happy with the event particulars, Clubs Admin will pass on to the Clubs Committee for their consideration and approval.</p>

		<p>discounted tickets for YouX members.</p> <ul style="list-style-type: none"> • An event plan with the YouX Events team should be created. • Current students at the University of Adelaide should be the primary participants. • Access for all students at the University of Adelaide. • The event should take place on campus. • The event should include accessibility signage on any event promotion material. 		
Up to \$6000	Campus Impact	Campus Impact grants are for Clubs that want to partner with YouX	The event must be held on campus.	Complete the below proposal & budget forms & send to youxclubs@adelaide.edu.au

		<p>to create a unique, innovative event for the broader student community. You will be mentored by the YouX Events team who will assist with the management and organisation of your event. This grant requires strong organisational skills and a long-term time commitment.</p> <p>The below criteria must be considered in order to be eligible for the funding:</p> <ul style="list-style-type: none"> • If the event is ticketed, offer discounted tickets for YouX members. • An event plan with the YouX team should be created. • Current students at the University of Adelaide should be 	<p>This grant cannot be used to fund regular Club events, existing events or an event fundraising for the Club.</p> <p>We are unable to provide grant funding for the outsourcing of event delivery.</p> <p>The event should contribute significantly to the student experience.</p> <p>Following the event, you'll be required to complete a post-grant event report including financial documents and feedback from the event.</p> <p>YouX can assist with:</p> <ul style="list-style-type: none"> • Event budget. • Supplier recommendations and contact details. • Risk assessment template/review. • Promotional plan advice/review. • On campus logistics and facilities advice. • Alcohol licensing advice. • Overall advice on the 	<p>Campus Impact Grant Event Proposal</p> <p>Campus Impact Grant Proposed Event Budget</p> <p>Once the documents have been sent, the YouX Events team will assess and provide a recommendation and ask the applicant to come in for a meeting to further discuss.</p> <p>Following this meeting, you will be required to follow up with a more comprehensive budget and event plan, a risk assessment, alcohol compliance documents & any other documentation that is relevant as advised by AUU staff.</p> <p>When the Events team are happy with the event, they will then write a recommendation which Clubs Admin will pass on to the Clubs Committee for their consideration and approval.</p> <p>You should have a minimum 8 week delivery window after the grant has been</p>
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		<p>the primary participants.</p> <ul style="list-style-type: none"> • Access for all students at the University of Adelaide. • The event should take place on campus, and include accessibility signage on any event promotional material. 	<p>feasibility of your event.</p> <p>YouX are unable to assist with:</p> <ul style="list-style-type: none"> • On site event delivery/support/staffing. • Management of any suppliers or bookings. • Alcohol licensing implementation or responsibility. • Payment of stakeholder invoices. • Event marketing coverage i.e. photography, social media updates. 	<p>approved/assessed by the Clubs Committee.</p> <p>The Clubs Committee on average meet once a month, so to be safe you should be looking to apply a minimum of 1-12 weeks out from your event.</p> <p>A Club may apply for only one Campus Impact grant annual (i.e. the \$6,000 could not be split up into separate events).</p>
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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 where you upload the minutes from your AGM and a list of incoming executive members.

How does my club re-register?

Once your AGM has been held (within 12 months and 2 weeks of the previous AGM), please submit your re-registration form via the YouX website.

Required components include:

- AGM Minutes
- Adelaide University License Agreement
- Club Committee Contact Details
- Club Constitution, if you have made changes

Please note that you will be notified via email from the Clubs team once your re-registration has been lodged. The date of registration is considered on the date we notify you with confirmation, rather than on the date that you submit.

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

If you are unsure when your club registered last or have any questions about the registration process, please contact Clubs Administration (youxclubs@adelaide.edu.au).

Events

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.

Club events are based on social interactions and community, so spend some time considering the accessibility of your event. This includes physical access, such as lifts and close bathrooms. This also includes ensuring everyone feels welcome, including introduction with names and preferred pronouns.

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 numbers 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 that 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. Bear in mind the accessibility of the space, including access to lifts, suitable toilets, and a quiet space.

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

YouX can help with some space bookings and has some equipment that can be hired. Most of the spaces at Adelaide Uni need to be booked through them directly.

Find more information here: <https://www.youx.org.au/interests/clubs/bookings/>

What are the roles and responsibilities of those involved?

You want to ensure that 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.

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. A budget template can be found on [our website](#).

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.

Starting a Club

Clubs are one of the best ways to make friends, learn new skills, develop your resume, and of course, have fun! We love to hear ideas about new clubs on campus.

1. Expression of Interest

The first step to starting a club is submitting an Expression of Interest (EOI). An EOI is a form designed to help the YouX Clubs team see what ideas you have for your proposed club. We ask you to fill this out so we can gain a better understanding of what the Club is for, and so we can make sure it does not replicate already existing clubs on campus.

2. Apply for Provisional Registration

A provisional Club is a new club which has been active for less than one year. A club becomes provisional after your Expression of Interest has been approved by the Clubs Committee and you have submitted all of the required governance documents which need to be assessed by the Clubs Committee a second time. A provisional Club is treated the same as any other Club and enjoys all of the same benefits.

Importantly, there are some requirements for a Club to become provisionally registered with YouX:

- Your Club must have a minimum of ten (10) members, at least half of which must be students at the University of Adelaide. At all times, membership must be at least 50% students or staff at the University of Adelaide.
- A constitution must be outlined which 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 not-for-profit rather than a business. We have 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, and different people must occupy these roles.
- 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.

To apply for provisional registration, a group of documents must be compiled and submitted to prove to YouX that your Club is able to function and adhere to the rules laid out in the Clubs Administration policy. The documents that you must submit are: a short abstract of the Club's description and proposed activities; minutes and attendance list from your IGM; your Club Constitution; a list of the elected committee; Adelaide University Brand License Agreement; Social media profile information; details of your bank account; and a letter of affiliation if required. For more info about these documents, see below.

Once your club has been approved for provisional registration, Clubs Admin will reach out to you to congratulate you and explain the next steps.

Abstract

This is an opportunity to demonstrate your enthusiasm and potential your proposed club has. Outline the ideas for Club and its potential activities and initiatives on a Word Document.

IGM Minutes

Your IGM must be a formal meeting with an agenda and minutes. Ideally, an Inaugural General Meeting is held in person, however it can also be chosen to be done virtually. An

IGM differs from an Annual General Meeting (AGM) as this is what a fully registered Club does every year in order to re-register. The IGM must be attended by all of the Club's founding members, the first committee should be elected, and the Constitution must be tabled and adopted.

Key points to consider:

- Ensure that there are at least ten people present who are members of the Club.
- At least half of the members must be students of the University of Adelaide.
- Make sure the minutes of the IGM are recorded (we have a template we advise you to follow).
- Agree on the Constitution. If you plan to heavily change the outline of the IGM minutes or Constitution that is provided by YouX, please contact Clubs Admin so we can make sure it meets our requirements.
- Compile a list of your elected committee members.
- Take down attendance including names, emails, student IDs, and position in committee.

Bank Account

One of the most important things to cover in your Inaugural General Meeting is confirmation of opening a bank account, and carry a motion to add two bank signatories. This motion must be recorded in your IGM minutes, since this is required by banks to create your club account.

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.

Below, is an example of how you could structure your motion in the minutes.

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:

CARRIED.

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. Read through the terms, sign the form, and attached it to your re-registration.

Don't forget to add the name of your Club in Item 1, list your Club's objectives in Item 2, and list your title under your signature as your club's executive role, i.e. President.

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.

Item 1. The Club	Name: ADD NAME OF CLUB HERE Address: AUU Clubs, Level 4, Union House, University of Adelaide, SA 5005
Item 2. Objectives and purpose of the Club	ADD OBJECTIVE OF CLUB HERE

SIGNED FOR THE UNIVERSITY

Signature: _____

Name: _____

Title: _____

Date: _____

SIGNED FOR THE CLUB

Signature: **SIGNATURE OF SIGNATOR** _____

Name: **NAME OF SIGNATOR** _____

Title: **CLUB TITLE EG. PRESIDENT** _____

Date: **DATE AGREEMENT IS SIGNED** _____

Social Media

Most Clubs use a social media platform (typically, Facebook and/or Instagram) to communicate with their members and showcase what they have been up to. For examples, check out the pages that @youx.clubs are following on Instagram. Provide us with your social media handles so that we can also stay updated.

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.

Handover

When a new committee member is elected to your role, it does not mean that your job is completely finished. Either individually or as a group, the outgoing committee members will need to meet with the people taking over from them. Use the opportunity to give them all the documents, records, and assets that belong to the club or that they will need for their position. This is a great opportunity to tell them what the club involves and go over the club's activities.

You could discuss:

- Support and services provided by YouX.
- Responsibilities that the committee member has, in both short and long term.
- Long-term responsibilities including the increase of membership and ongoing promotion of a club. What processes are involved in reaching these goals?
- How to make grant applications and re-register, and how to contact Clubs Administration for help.
- What has changed since you assumed the role, and what do you imagine may arise in the future.

Provide the new executive committee with:

- Access to any lockers, petty cash, and receipts.
- All usernames and passwords for club accounts, including email, Facebook, and social media.
- Information regarding contacts with external organisations.
- Important documents including membership lists, financial records, and details of recent grant applications.
- Details of equipment owned by the club.

FAQs

How do I join a club?

Not all clubs have the same joining process, as each one is run by its own members. Often, Clubs have social media accounts which you can follow, and where you can message to ask how to join. Our Clubs list on our website will have links to a Club's email address and their social media accounts. Sometimes Clubs will also hold membership events. The largest event for membership occurs at O'Week where a number of Clubs host stalls where individuals can sign up and ask any questions. If you are unable to contact a Club directly about joining, you can reach out to our Clubs Team at youxclubs@adelaide.edu.au and we will provide further guidance.

Does it cost anything to join a club?

Each Club manages their own finances and memberships. Some Clubs offer paid memberships, whilst many are free to join. In order to find out if the Club you are interested in has a fee, please contact them directly via social media or email.

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 youxclubs@adelaide.edu.au. Clubs are also able to book other spaces on the University campus, including Barr Smith Lawns, Goodman Lawns, Walter Young Garden, Bonython Hall, Scott Theatre, Rumours Café, Margaret Murray, WP Rogers, the Cloisters, Pfitzner Court, lecture theatres, and outside facilities. These bookings are managed by the University. Clubs are able to get in contact by emailing toni.pihodyna@adelaide.edu.au. More details about facilities bookings can be found here.

Does my Club have an ABN?

Some banks may request your Club hold an ABN before they will let you open a Club Account. You can apply online for an ABN here. Before doing this, make sure you check to see if you already have an ABN. You can do this at the ABN lookup page, here.

How can we promote our new Club to members?

YouX provides two major opportunities for clubs to run membership drives each year. During O'Week at the beginning of Semester 1, clubs can book stalls, and even arrange to give demonstrations, at an event attended by thousands of new and returning students. In second semester YouX coordinates Clubsland, where clubs can hold a stall to promote their activities and sign up new members. Clubs are also welcome to hold their own membership drives or publicity events throughout the year; resources such as space, equipment, and grants may be accessed for this purpose.


How do I book YouX equipment or rooms?

Register clubs can exclusively hire rooms and equipment from YouX. Equipment is even free to use on campus! Info about booking space or equipment can be found here on our

website. Bookings must be made before 1pm on the weekday before the room or equipment is needed.

How do I book rooms & outdoor spaces on campus?

This helpful guide can be found on our website [here](#).



THE UNIVERSITY
of ADELAIDE

Booking rooms & outdoor spaces on campus

The University has a number of predetermined rooms and outdoor spaces which are available for student and staff bookings. Bookings for the majority of these rooms and outdoor spaces across all three University campuses are managed by the Infrastructure Branch. While most spaces are primarily used for learning and teaching, they are also made available to students, staff, and members of the public outside scheduled timetabling.

Students must book spaces through the relevant booking system and cannot occupy space without approval. Spaces which are not identified as available to be booked (e.g. Campus driveways, walkways and other public egress points) are unavailable for any activity without approval.

All bookings for non-University of Adelaide events or events with more than 50 people must be submitted at least two weeks before the event date.

	Web Room Booking system*	Outlook calendar, including via room booking panels	Hub space booking request form	Event booking request form
Who can book	Students and staff	Students and staff	Students and staff	Students, staff and externals
Example locations	<ul style="list-style-type: none"> All lecture theatres All flat-floor teaching spaces Laboratories Computer suites Simulation suites 	<ul style="list-style-type: none"> Hub Central training rooms Union House level 4 meeting rooms. Faculty-owned meeting rooms, e.g. Ingkarni Wardli level 5 and Nexus 10 level 7 	<ul style="list-style-type: none"> Main Hall level 4 Mezzanine level 5 Co-op (Holy Addiction) Western courtyard Eastern courtyard 	<ul style="list-style-type: none"> Exercise Studio Rumours Scott Theatre Union Cinema Lawn spaces Ingkarni Wardli Atrium Little Theatre
Example activities	<ul style="list-style-type: none"> Club meetings and activities Group study Quiz nights Cultural night 	<ul style="list-style-type: none"> Meetings with small groups Study 	<ul style="list-style-type: none"> Club events open to the wider university Stalls and expos Industry events 	<ul style="list-style-type: none"> Any event that involves an external group/guest speaker Events with alcohol Events with catering, inc. BBQs Large events (50 or more)
Approval	Infrastructure, in conjunction with a Timetable Officer.	No extra approval for student spaces. Faculty for Faculty-owned spaces.	Ask Adelaide.	Infrastructure.
Cost	No cost for UoA staff and students only. If booking on behalf of an external group, charges may apply.	No cost.	No cost.	No cost for UoA staff and students only. If booking on behalf of an external group charges may apply. For some venues, additional charges for security and cleaning may also apply.

For clarity on which booking system to use, or what facility is appropriate for your event, email facilities.booking@adelaide.edu.au or call the Bookings & Events Coordinator on 8313 5151.
*If accessing the WRB system off campus you first need to log into the University's VPN or [ADAPT system](#).

What Clubs does YouX support?

Clubs can exist for social, political, religious, academic or hobby interests. Note that Sports Clubs are not overseen by YouX, but instead, via [Adelaide University Sport](#).

Resource List

Club Resources List:

Disability Illness and Divergence Association

Email: dida@clubs.auu.org.au

Facebook: <https://www.facebook.com/dida.uoa>

Pride Club of the University of Adelaide

Email: pride@clubs.auu.org.au

Facebook: <https://www.facebook.com/Adelaide.University.Pride.Club>

University of Adelaide Preparatory Programme Students' Association

Email: uoappsa@clubs.auu.org.au

YouX Resource List:

Student Care

Student Care offers independent information, advocacy, support and referral across a range of academic, administrative and welfare issues to all students enrolled at the University of Adelaide.

<https://www.youx.org.au/support/studentcare/>

Volunteering: <https://www.youx.org.au/development/volunteer>

YouX Governance: <https://www.youx.org.au/about/governance/>

University Resource List:

Student Grievance Resolution Process (SGRP):

<https://www.adelaide.edu.au/student/grievance/contact-us>

Disability Support: <https://www.adelaide.edu.au/disability/>

Ask Adelaide: <https://www.adelaide.edu.au/ask-adelaide/>

Counselling Services: <https://www.adelaide.edu.au/counselling/>

International Student Support: <https://international.adelaide.edu.au/life-on-campus/support-services>

Career Services: <https://www.adelaide.edu.au/student/careers/>

Student Wellbeing: <https://www.adelaide.edu.au/student/wellbeing/>

Safer Campus Community: <https://www.adelaide.edu.au/safer-campus-community/>