

THE BSA AND YOUR CLUB

Please ensure that **every Member of your Executive Committee** reads through this manual carefully and has access to it throughout the year. It contains everything you need to know about running a Club or a Society on Campus, the services available to you and how to access them. These services include:

- Administrative support through the BSA Clubs Engagement Officer
- Financial support through the BSA Clubs funding scheme
- Account keeping support and reporting of tax requirements to the Australian Taxation Office
- Affiliation with the BSA, making you a legal body
- Invoice printing and bill paying through the BSA
- A Club account to keep the Club funds
- Public Liability Insurance for all BSA approved events & activities
- Club Executive training
- Liaison with the University and external contractors on your behalf
- Expertise and assistance when organising functions, events or activities
- Ice Cream Cart hire
- BBQ hire
- Graphic Design services
- Club email account

BSA MEMBERS DISCOUNT

In 2020, the BSA will subsidise Club Membership fees for BSA Members by \$5.00, therefore, every BSA Member gets \$5.00 off their Club Membership fee at sign up, and the BSA pays the balance to the Club.

Students eligible for the \$5 discount must be logged in to their account on www.bsabendigo.com.au This must be the same account they have purchased their BSA membership through for the discounted price to be available to them.

Clubs will receive a lump sum reimbursement for the discounts twice per year, along with Semester funding.

CONTACT US

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STARTING A CLUB

1. The first step to starting a Club, is to find out if there are any existing Clubs with similar aims. If there is, students are encouraged to contact them to see if there might be an opportunity for them to broaden their membership base and to amend their aims and objectives to include what you are looking for.
2. If there is nothing out there, students must gather a group of at least 10 people together that support the proposed Club and will commit to becoming financial Members.
3. Clubs must then hold an Inaugural General Meeting (IGM) to complete their constitution, formalise their Membership fee, discuss Club activities and elect their Executive Committee. The IGM must be advertised at least 10 days in advance to give everyone a chance to attend.
4. Complete and return the following to the BSA to be sent to the BSA Board for approval.
 - Executive Committee contact list
 - Membership list
 - Membership fees
 - IGM minutes
 - Club Constitution
5. Once approved, the BSA will set up a bank account, an email/Gmail/website account and deposit start-up funding of \$500.

REAFILLIATING A CLUB

1. At the start of each year, existing Clubs are required to re-affiliate with the BSA. This forms part of their Clubs funding application for Semester One. It is recommended that an AGM be held at the end of the previous year to ensure a smooth transition between Club Executives.
2. They must hold an AGM with the purpose to:
 - Check their constitution and confirm that it still reflects the aims and objectives of the Club
 - Confirm or change the annual Membership fee
 - Ask last year's Executive Committee to present their annual report to the Members, incl. the financial report.
 - Elect the new Executive Committee
 - Decide on activities to be organised by the Club this year and to discuss the annual budget

A minimum of 2/3 of all financial Members needs to be present, and the meeting needs to be advertised at least 5 days in advance to give everyone a chance to attend.

3. At the conclusion of your AGM, upload/update the following documents to your Google Drive and make sure they are shared with BSA Bendigo:
 - Contact details of your Executive Committee
 - Minutes of the AGM
 - A copy of your Club constitution
4. Deposit any Membership money at the BSA.

CLUB STRUCTURE

Clubs and Societies must, at a minimum, have 4 Executive Committee Members – President, Vice President, Secretary and Treasurer. To be considered an operational club, they must have a minimum of 10 paid up members, with at least ¾ of them being currently enrolled students.

GENERAL RESPONSIBILITIES OF THE CLUB EXECUTIVE

- As a team, organise regular activities and functions that are open and accessible to all Members
- Maintain a high profile and presence, and create an effective communication network with Members
- Encourage and recruit Members to help out in the organisation and running of Club activities
- Be mindful of financial limitations and keep a close eye on the Club's budget

PRESIDENT

- Be the spokesperson of the Club and represent the Club to all external bodies
- Provide strong leadership and be a role model for the committee
- Co-ordinate and lead the executive team offering help & support. Always be informed about all activities of the Club.
- Work closely with the BSA to report on planned activities, events and progress
- Chair meetings
- Act as a signatory for the Club account
- Negotiate with external stake holders, such as venue owners, bands, caterers or potential sponsors

VICE PRESIDENT

- Assist the President in all duties and represent the Club in the absence of the president
- Chair meetings in the absence of the president
- Negotiate with external stake holders, such as venue owners, bands, caterers or potential sponsors
- Support every committee Member in all tasks and ensure progress is being made
- Act as a signatory for the Club and the Club account

SECRETARY

- Schedule and organise regular meetings
- Keep records of discussions and decisions made in meetings and distribute to Members and BSA through your Google account
- Keep Members informed about all decisions through regular correspondence.
- Keep a database of current Members and their contact details in Google Drive
- Handle all incoming and outgoing correspondence
- File all correspondence, including contracts and other agreements and make it available on request
- Ensure that details of events are kept on file for future committees to use and learn from

TREASURER

- Keep an accurate record of all financial transactions, incoming and outgoing
- Act as a signatory for the Club account and obtain statements from the BSA on a regular basis
- Prepare the Club budget and monitor it closely
- Keep the committee and Members informed about the Club's financial situation
- Liaise with the BSA if invoices need to be issued and track payment

KEY DATES 2020

FEB 24	-	O'Week – no club activities
MAR 17/18	-	Compulsory Club Training – Session One
MAY 15	-	Semester 1 funding cut off
MAY TBC	-	BSA AGM
JUL 27	-	Bruce Week – no club activities
SEP 17	-	BSA Awards Night
SEP 18	-	Semester 2 funding cut off

Remember, club events must not fall on the same day as BSA events.

Don't forget to email clubs@bsabendigo.com.au with details of all events your club has on. This is important for two reasons; 1 – If we are aware of the event, you are covered by our insurance, and 2 – we can monitor events competing with each other, ensuring the best turn out possible for each one.

GOOGLE DRIVE

All BSA Clubs and Societies will have their own Gmail account allocated to them. Not only does this make communication with the BSA more efficient, it assists potential members to easily make contact and, perhaps most importantly, allow for information to be passed seamlessly between current and future Club Executive Members.

Use the Drive to store records of your past events, plans for future events, evaluations, funding applications etc. This will allow you to use the information year after year and save you from re-inventing the wheel!

When you first log in to your Google Drive, you will find a digital copy of this manual, along with a number of forms and documents which have been 'shared' by the BSA.

You will need to keep you Membership lists, executive lists, event plans, budgets, etc. up to date in these files.

The inbox attached to your club account is where all important information from the

BSA WEBSITE

The BSA Website is your one stop shop for buying and selling Club Memberships, Merchandise and Tickets. Each Club has its own page with their logo, info on their activities and links to the products they are selling.

As of January 2020, all Club Memberships will be run through our website. This means that anyone purchasing a club membership must have an account on the BSA website and buy their membership either through the online store or over the counter at the BSA.

CLUB LOGINS

Each club has its own login. Club Executive can access the username and password from the BSA Clubs Engagement Officer. This login gives you access to the back end of the BSA Website, where you can manage the products you have for sale, check on ticket sales, access your members list, download door lists and check on event income, among many other things.

MEMBERSHIPS

Clubs must now sell their membership products through the BSA website. There are only three options for purchasing a Club Membership in 2020 – Online through bsabendigo.com.au, in person at O'Week Market Day, or at the BSA Info Centre for cash or card payments.

Clubs cannot accept cash payments for Club memberships (with the exception of Market Day). All Members must have an account on the BSA Website in which to link their membership to. The system will recognise those who are also BSA members and automatically apply their \$5 discount.

PRODUCTS

Products such as hoodies, t-shirts, other club merchandise, event tickets, etc. can all be sold through the BSA website. Unlike third party sites like Eventbrite or Trybooking, there is no cost to your club to utilise this service. On top of this, the system will recognise those that are members of your club and allow them to access items at a discounted price.

EVENTS

For some extra exposure, clubs can also add the details of their upcoming events to the BSA Website and have them appear on the BSA homepage.

FUNDING

The BSA offers financial support to affiliated Clubs and Societies that contribute to a vibrant Campus community and act in the best interest of their members. All affiliated Clubs and Societies can apply for funding.

The BSA splits its funding budget into start-up funding, semester funding and special event funding.

There are some responsibilities Clubs must meet on an ongoing basis to be eligible for funding in general.

- Inform the Clubs Department about changes to Executive Committee
- Ensure the BSA is properly represented and its logo appears on all Club advertising and info material. No advertising is to be published without the BSA approval. The financial and administrative assistance the BSA provides to Clubs, makes us a major sponsor.
- Ensure two representatives from the Executive Committee attend all Clubs training
- Obtain approval from the BSA Clubs and Events staff for all activities & functions, especially if they involve alcohol.

START UP FUNDING

Start-up funding is automatically granted to Clubs when they affiliate with the BSA.

New Clubs will receive \$500 to assist with running a start-up event or other activity with the aim of growing of their Club Membership base.

SEMESTER FUNDING

Twice a year, all active Clubs will receive \$250, providing they have submitted their Constitution, an up to date Membership and Exec list and an accurate register of BSA Members on their Google Drive to also receive their \$5 reimbursement per BSA Member.

SEMESTER 1: May 15, 2020

SEMESTER 2: Sept 18, 2020

SPECIAL FUNDING

Special funding is available to Clubs once per year.

There is a cap of \$750 on applications for events such as balls and other end of year functions. Amounts of up to \$1000 will be considered for educational activities, conferences etc.

A special funding application form and current statement of account must be handed to the BSA. For applications to be considered, Club Exec must have attended all BSA training throughout the year.

Find the Special Funding Application Form on bsabendigo.com.au/clubresources

Incomplete or late applications will not be considered for funding.

CLUB FINANCES

The BSA holds a bank account for each of its Clubs. This ensures any money which has not been spent at the end of the year is kept safe for the following year. If the account has been dormant for twelve months or more, the credit will be transferred to the BSA general budget for Clubs & Societies funding. The BSA can provide your current account balance at any time via email or in hard copy.

All assets held by the Club are the property of the BSA. Items that the Club purchases from independent funds such as sponsorships remain the property of the Club until the Club ceases to exist. They will then become the property of the BSA. All BSA Student Clubs are GST exempt. They are also independently audited by external auditors at the end of each financial year. The financial year for Clubs & Societies is from 1 January to 31 December.

MANAGING YOUR FINANCES

Your Executive Committee is responsible for management of Club funds and must account for all spending. One way to do so is through an Annual Financial Report. The Executive must ensure that funds are used strictly within:

- the law
- the Clubs constitution
- the aims, objectives and regulations of the BSA

It is important for Clubs to keep a close eye on its budget and current account balance. You should obtain your account balance from the BSA Finance Department on a regular basis. Thinking about your budget at the start of the year will help you estimate how much income you need to generate in order to finance the activities you plan to run throughout the year and to leave the Club with a surplus for the next year.

CLUB INCOME

The BSA holds all Club funds. Funds are deposited into the BSA Recreation Account and allocated to each Clubs' sub-account through Xero. Clubs are not permitted to hold accounts with other financial organisations. Students can access print outs/PDFs of their account balances at any time through the BSA Clubs or Finance team.

All Club income received through the BSA Info Centre or BSA Website for ticket sales or memberships is deposited directly into the Club account in Xero by our Finance team.

All cash income received by the Club is brought into the BSA, counted and banked by our Finance Department, and tracked in Xero by our Finance team.

All income from online sales through third party sites such as Eventbrite etc. should be transferred to the BSA account and tracked in Xero by our Finance team. It is important you advise the BSA when you are transferring money. Always use your club name as a reference on the transfer to ensure you receive your money as quickly as possible.

CLUB EXPENSES

Clubs have the ultimate sign off on all payments being made from their account. The BSA is not authorised to make a payment without the authorisation of two Club Exec members.

Should you wish to pay for goods or services used in a Club activity, you must provide us with the invoice (made out to either the Club or the BSA) and two authorisations. Our Finance team then pay the bill out of our account and track the expense in Xero.

Should a student make a payment from their own account for a Club related expense, they may claim a reimbursement. In order to do this, they must provide the BSA with a copy of the receipt of payment, as well as the authorisation of two Exec Members to make the payment from the Club account. Students may not sign for their own reimbursement. Bank details must be provided, and the reimbursement is deposited directly into the students' bank account. We do not reimburse with cash.

SPONSORSHIP

Obtaining sponsorship can mean a considerable financial contribution towards your Club. However, financial sponsors can be extremely hard to find, and some effort and preparation is essential before you approach potential sponsors.

The key is to sell your Club in a way that your potential sponsor can see the advantage in such a relationship. Sponsors are looking for people who are potential customers for their product or service. They will only invest their money into parties they feel are reliable and professional. Personalise the proposal to the business you are targeting and outline the specific benefits to them, such as where the company logo will be placed, how many people attended a similar function last year etc. You must discuss your proposal with the Clubs Officer before you contact your potential sponsor.

Some examples of what to offer a potential sponsor in return for a financial contribution are:

- Name/Logo put on clothing or other merchandise
- Name/Logo included on programs, invitations, posters, newsletter etc.
- Time as a guest speaker during a function, exhibition etc.
- Invitation to events
- Become the exclusive venue for meetings
- Display opportunities during an event or function

These are just examples, so don't restrict yourself. Any idea is worth a try as long as it does not compromise your Clubs values and beliefs, **or those of the BSA**. You should never compromise your Clubs values just to acquire sponsorship money. Before you approach a sponsor with your proposal, look at any extra costs you will have to pay in order to accommodate them. There is no point accepting a sponsorship deal that will cost you more than you will receive. Remember that small companies may also be interested in sponsoring you. In-kind support, such as free printing can be an alternative to a sponsorship based on financial contribution.

Once you have secured a sponsor make sure they are looked after. At the beginning of the year you should contact them to review the sponsorship deal and work to secure funds for another year.

Find the sponsorship agreement form on bsabendigo.com.au/clubresources

EVENTS

One of the biggest challenges of being involved in a Club is maintaining a solid Membership base. A good way to do this is to run memorable events that people want to be involved in. As an affiliated Club or Society of the BSA you represent the Bendigo Student Association through all your Club activities, events and functions. The BSA will give you as much support as you require to ensure your event is a success.

It is imperative that you let the BSA know about every activity you are running. There may be requirements or regulations to consider that you don't know about or there might be another event already scheduled for the same day and time. ***Contact the BSA Clubs and Events team before you undertake any major planning.*** The BSA will help you to assess any potential risk and think about ways to minimise or prevent potential disasters. We cannot express enough, the importance of keeping the BSA informed.

If your Club appoints a *Special Committee* to plan & run your event (End of year Ball, for example) you must ensure this committee is aware they need to keep the BSA informed of all plans & that the contact details for this committee are passed onto the BSA immediately.

Depending on the size and kind of your event, function or activity there are of course different things to consider and organise. To start with have a look at the event planner and determine what you need to organise for your event. It pays to plan ahead and start early.

Check out the Event Guide on bsabendigo.com.au/clubresources for more info.