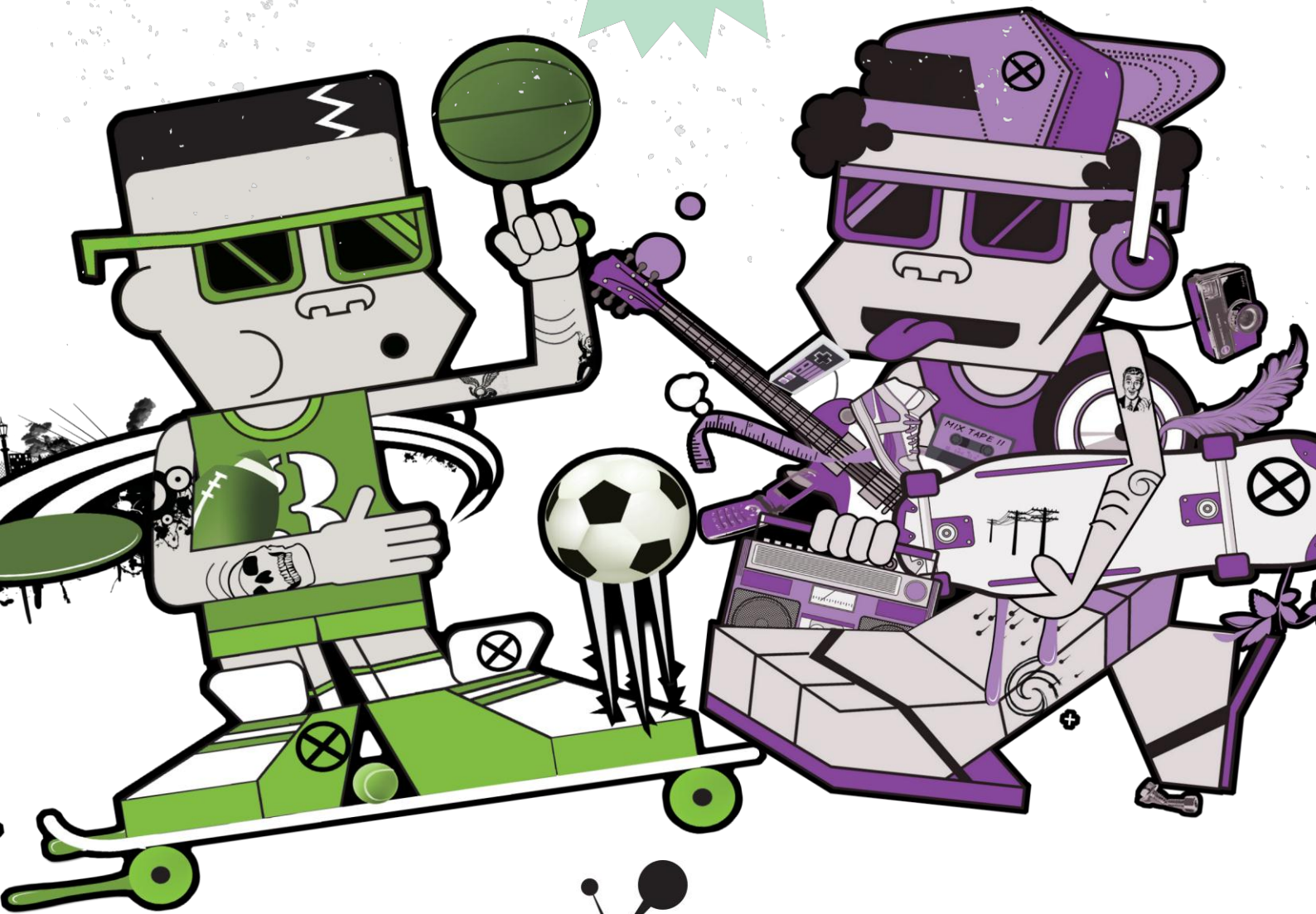


Clubs Manual



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INTRODUCTION

The University of Canterbury Students' Association (UCSA) has created this manual as part of its ongoing commitment to student clubs on campus. There are about 100 UCSA affiliated clubs and societies on campus. Working with the UCSA, its services, facilities and resources, the clubs help to provide an enriching student experience.

This manual outlines how you and your club can tap into our support to achieve success, create belonging and fashion phenomenal events.

MEET THE TEAM

There are four members of the UCSA Events and Activities team to give you guys better service. You will get to meet each of us throughout the year but, in the meantime;

Sas has what we call: charisma. She's your go to for markets, music and all round event skills. Her penchant for skinny jeans and Simply Red make her good for all your event and planning needs.

Sarah S cares fondly for the clubs and your little web profiles. This little pocket rocket has a wealth of experience in sports and festivals so if you need help with... well anything really, come see Sarah.

Contact details:

Sas Rhodes (Dame Sas – Events Co-ordinator)

Ph: 03 364 3937

Mob: 027 669 0877

sas.rhodes@ucsa.canterbury.ac.nz

Sarah Smith (Lil Sarah – Events Co-ordinator)

Ph: 03 364 3912

Mob: 027 501 0365

events@ucsa.canterbury.ac.nz

GETTING STARTED- New Clubs

First up, ask yourself a few questions:

- What is the purpose of the club/society?
- How will the club benefit the student members?
- Do similar clubs exist and what will make you different?

Come and see a member of the Activities and Events team to find out or give them a call Tel: 03 364 2652.
We will either give you the nod or direct you to a similar club that is already on campus. There is no need to reinvent the wheel by doubling up on clubs, who really wants to have two ENSOCs running round the place...?!

You will need rustle up some support:

- at least 20 University of Canterbury (UC) students
- the majority of total members being UC students
- a potential president that is student or alumni of UC

You will need to hold your inaugural AGM to:

- adopt a constitution for your club
 - elect an executive to run the club
- Club officer roles and responsibilities and a constitution template can be found on ucsa.org.nz come. We will be on hand to help you through this.

Now that you have formed your club it is worthwhile affiliating to the UCSA. Affiliation provides access to room bookings, club room facilities and potentially UCSA funding

To affiliate to the UCSA you will need to:

- Complete an online profile found on the UCSA website
- A member of the Activities and Event team will collaborate this info for the UCSA executive to discuss at one of their fortnightly meetings

Once affiliated, you need set up a bank account
To do this:

- complete a change of signatories form and deliver to the A&E team
- request a letter from the A&E team confirming the UCSA support of your club
- make an appointment with a bank (any bank)
- provide the A&E team with a deposit slip as evidence of your bank account

Congratulations! you are now a fully functioning UCSA affiliated club or society
Benefits of affiliation include: Free sound and lighting hire, free Staging, BBQ and other gear hire, free UC room bookings, free event planning services, and guidance along the way

DRAFTING YOUR CONSTITUTION (THE RULE BOOK)

All clubs affiliating to UCSA for the first time are required to prepare a constitution for their club. A constitution is a legally-binding document of your club that formalises the conditions and rules of your club. You should not rush drawing-up your constitution without careful consideration of what is going into it. A well-written constitution can be of great use as it lets everyone know what the aims and objectives of the club are and how to deal with any situations that may arise.

The UCSA provides a template that covers the basics for your club or society. The document can be downloaded from the UCSA website. Along with dirty pics...if you find the right tab...

Alternatively, if you feel confident enough, you can draw up your own constitution using all the required clauses in the standardised one (these are set out in the Incorporated Societies Act 1908 and its amendments). Check out www.societies.govt.nz for more info.

All Constitutions should include:

- Club / society name
- Aims and objectives
- Terms and membership
- Committee structure and officers
- Procedure for elections
- Meeting procedure
- Financial responsibilities
- Process for dissolving the club
- Interpretation of the constitution
- Process for amending the constitution

Note: The rules of an affiliated club must comply with the rules of the UCSA. When in doubt, contact the Activities and Events team.

Using your Constitution:

Please follow safety instructions and make sure an adult is present. Your constitution should not be seen as merely a static and somewhat meaningless legal document. A well thought-out constitution can be a valuable working base and provide direction for your club. It would pay for newly-elected officers of a club to read their constitution to get an outline of their responsibilities and the aims and objectives of the group. You should also have a copy present at your AGM and other meetings for your reference.

Updating your Constitution:

Your constitution needs to be updated ONLY when changes to the conditions of your group occur, (such as changes in membership fees, changes in the committee structure and so forth). Such changes can only be made in a General Meeting of the club, with adequate notice of the proposed changes and in accordance with the rules in the constitution. Lastly, make sure it is full of current pop culture references like "up in my grill", "sup peeps", "ya damn right fool and "it's the shizzle my nizzle"...goodness we are so uncool...

ORGANISATIONAL STRUCTURE

There are two main structures of a club; committee or collective, and these can be combined. It depends on the number of people involved and the function of the club.

Committees:

The most common club structure, where all members of the club present at the AGM elect people to be part of a committee. The committee is the group of people who takes on the responsibility of organising activities and administering the affairs. The structure is different for each club depending on their aims and objectives.

Members may include:

- President
- Vice President
- Secretary
- Treasurer
- Other committee members, usually around 4. If there are too many committee members it can take fooooooorever to decide on a course of action.

Roles of committee members

President

The President has an important role. One in which they must be well informed and provide leadership, guidance and communication with the UCSA. Two people can share the responsibility. They should be able to consider the long term future and development of the club, but also short term so that the club survives until next year.

Secretary

The secretary has mainly administrative duties which may include keeping record of club activities, maintaining communication between the clubs members and dealing with correspondence. For more information and templates which could help, check the secretary's manual online and at the back of this document.

Treasurer

The treasurer will take care of financial matters. They need an orderly and efficient approach to this role. Responsibilities include keeping the accounts in order, keeping a register of all members and equipment, and drawing up a yearly budget. The treasurer should also keep a record of all purchases. For more information on this role, check out the Treasurer's job description that is attached.

General Committee

Roles of the general committee are based around the size of the club. Generally, specific portfolios are assigned to ensure the president or secretary are not doing all of the work.

It pays to have clear objectives, tasks and goals so the progress of a committee member can be monitored. Just remember that everyone has study and work to deal with as well as club responsibilities.

Collectives:

In a collective structure, all members are involved in the decision making process and organisational matters. It is vital that the group has a contact person who can liaise with the UCSA and other groups. It is still important to appoint a person or people to share duties of finance and administration. This structure is mostly adopted for smaller groups and meetings will generally involve all members.

Register of members

The following is a recommendation to the details you may need to collect from your members:

- Full name
- Phone number
- Term address (where they are living while at uni)
- Home address (where they will be living over summer/holidays)
- Course of study and level
- Student ID number
- Email address
- You may wish to include a privacy statement
- Signature and dated

Equipment Inventory

All club assets and equipment should be kept on record. There is a copy of a form you could use in the appendix section. This is valuable in keeping track of where items are and the return of them at the end of the year. This is also important for insurance.

Financial Reports

The treasurer presents the annual financial statements to the club at the AGM. This includes a balance sheet and a statement of income and expenditure.

AFFILIATION OF NEW CLUBS

If you are thinking about starting a new club come and have a chat with the Activities and Events team. We are more than happy to help out and give you a hug...don't worry it will be safe touch.

To affiliate your new club to the University of Canterbury Students' Association (UCSA), you need to:

- Hold your inaugural Annual General Meeting (AGM)
- Go to www.ucsa.org.nz and create a profile online. Make sure you have the following available in electronic copies;
 - A current membership list, which includes student ID numbers.
 - Your club needs at least 20 UC students to become affiliated
 - More than 50 per cent of your membership need to be enrolled at the University of Canterbury- we check the student ID numbers btw
 - A Club Constitution
 - The AGM minutes
- Supply us with dinner....okay that is optional...

REAFFILIATION

Each year every club and society must re-affiliate. To do so;

- Engage all red buttons that say 'Don't Touch'
- Contact UCSA with new contact details
- UCSA will change admin rights on the UCSA website to new prez
- Prez changes password
- Prez or other club delegate, changes information online (including accepting the constitution by signing a copy and uploading the shiny new one).
- Clubs get partial affiliation from October until March each year where we wait to check your membership register from clubs day. We trust you.

CONDITIONS OF AFFILIATION (boring stuff...sigh)

The terms and conditions for affiliation are covered in detail in the UCSA affiliation policy which can be found online. In brief:

- Any club or society formed within the student membership may become affiliated to the UCSA upon making an application to, and being approved by, the student executive
- A minimum membership of 50% enrolled University of Canterbury students
- A minimum of 20 UC student members
- The core membership and focus of the Club or Society must be student oriented
- Applications for re-affiliation should be made every year by 30 March. Such re-affiliation shall be granted at the discretion of the Executive. The affiliation period is for one calendar year from 1 October to 30 September.
- A new club or society will not be affiliated unless it provides a service to students that are not currently provided by an existing club or society. It is at the sole discretion of the Executive as to whether a new club or society fulfils this clause.
- ***Affiliation automatically expires on 30 September in the year following the Student Executive granting affiliation, unless the club applies for re-affiliation.***
- If the club has any spouses or partners at the time of expiry they revert to the UCSA (it's like old times, we will look after them...). Note this is not a real condition of affiliation. Idiot.

These rules are laid out in the Incorporated Societies Act 1908, which outlines the rights and obligations of all students' associations and other incorporated bodies. Once a club is affiliated to the UCSA, it must, by law, abide by these regulations. Even if it sucks your soul to read about them.

FINANCES

Club Accounts

It is important to keep your clubs funds in order. The clubs treasurer will make sure information is recorded correctly and is reconciled. Any worries – come and see us, we are pretty helpful.

Must do

- Keep all bank statements for the financial year
- Issue receipts for the amount received for club membership
- Keep a record of all club members with the amount of the membership (the profile on the UCSA website is handy as we can store this info for you)
- Keep a record of all receipts issued and received by your club, by way of a receipt book
- Keep a record of petty cash (most clubs trip up on this one)

Payments

All payments should be made by direct debit, or by cheque. It is not satisfactory to pay cash to someone out of the cash receipts taken that day. To reimburse someone who has paid out of their own pocket, a direct debit is preferred.

GST (Goods and Services Tax)

All payments and receipts will be exclusive of GST in your account. Unless clubs are incorporated or GST registered, they will be unable to claim the benefit of GST on either income or expenditure. By being affiliated to the UCSA, clubs can avoid any tax implications.

Liability for Debts

All clubs and societies are considered unincorporated, unless they incorporate separately. All members of unincorporated societies can be held responsible for any debts they may incur. While the UCSA offers some protection to groups who are affiliated, the group or persons running the group who enter the contracts will incur those debts, responsibilities and liabilities on behalf of the club and will be personally liable to ensure the contracts are honoured or debts paid.

Petty Cash

Sometimes amounts can be too small to write a cheque for. Petty cash is a small amount of cash kept on hand for these items.

If you are in any doubt over the clubs money situation, come and see the A & E team, before you find yourself getting into difficulties.

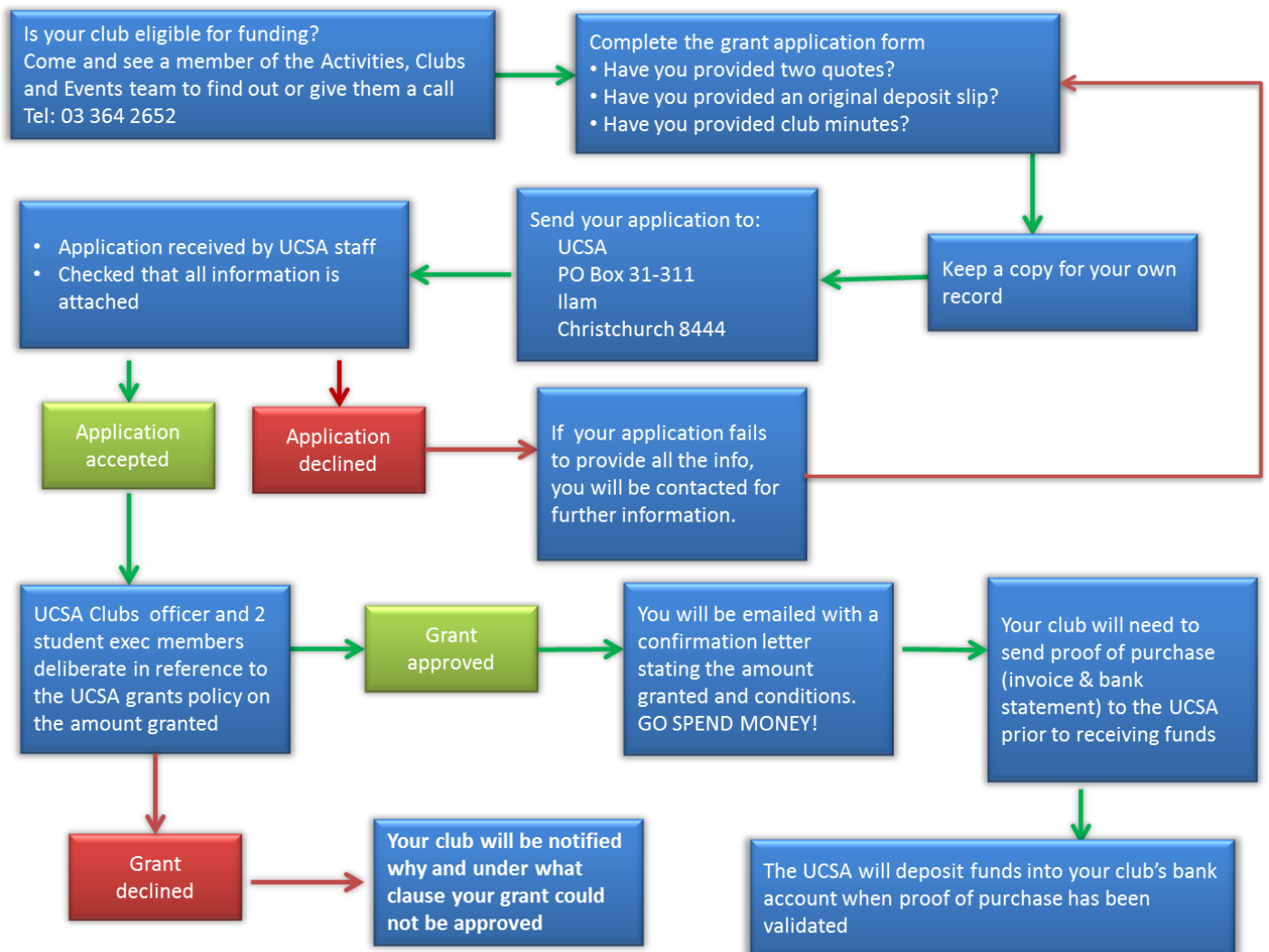
CLUB GRANTS

The University of Canterbury Students' Association distributes thousands of dollars every year to a huge range of affiliated clubs in areas as diverse as health, education, religion, sports, arts & culture. What they have in common is that they each make a real and lasting difference to student life.

If you and your affiliated club need funding we may be able to help you too. To apply for a grant, just fill in this simple three-step form and send it to the UCSA. You can download a form from our website www.ucsa.org.nz.

The A&E team works hard to process applications as quickly as possible. The UCSA will confirm receipt of your application. It usually takes one month to process the application. You will be informed of the outcome.

Applications of up to \$1000 are reviewed by the Activities and Events Committee who meet regularly. The committee consists of three people - one UCSA staff member and two students from the executive. Larger applications (for amounts of \$1,001 or more) are reviewed by the Student Executive. The terms and conditions for grants are covered in detail in the UCSA grants policy. In brief:



SPONSORSHIP

So you have no money? Even after shaking down the old man? Well you could consider seeking a sponsor either for your club or for a particular event.

Remember Sponsorship is a business arrangement giving value to both parties. For this you will need to identify who your audience is and how you will get at them. Then choose a business that may wish to get at that market. Better yet do you have any relationships with businesses already that might wish to form a deal? Then you need to think about what are you prepared to offer them?

Identify your audience and market. What is the age of the audience for your club and events? What numbers are involved?

Gather your information such as your logo, posters and budgets. Present your marketing plan and the purpose of the club. It makes you look serious...like a geek.

Identify companies who sell to that market. Who do you think would be a good match to your style of club and events? Work out what you are prepared to offer and its value. Things like naming rights to the event, giveaways of their products, their attendance at your event, mailing lists.

Contact the company directly and have some fancy paper work to back up your approach. There is much to be said for the personal approach...would you ask someone out via text? If you answered yes... epic fail!

Plan in advance for your events as companies have budgets to plan and stick to. Remember the worst they can say is no. Well they could swear at you...but you are a student... Swear back!

EVENTS 2012 – PLEASE READ

All events held on campus that have 50+ attendees and/or alcohol will require you and your club to fill out a club event notification form. This is because space is at a premium. If you don't jump through certain hoops security will have reason to kick you off campus. You will not get a sniff of a barbecue on Ilam Fields without first completing a form. The event notification forms can be downloaded at ucsa.org.nz.

Come and talk to the Event team, tell us your event ideas and we will do our best to help you achieve them.

The UC have a few policies on this stuff. They are delightful to read if you're into that kinda thing, or you could just come talk to us, you choose. We have included a hard copy with the other attachments.

[Clubs and Groups on Campus](#)

[Students Events on Campus](#)

[Campus Drug and Alcohol Policy](#)

The age old BBQ on Ilam fields has a few more rules, of which you may not break. The Segway Society will be on your back so we've given you a few guidelines. To get hold of these, come talk to one of the Events crew.

PROMOTING YOUR EVENTS

If you have some ideas or questions come and talk to the UCSA Events Team, we are here to help you and talk smack. We can help you with some of the following media.

Word of Mouth

This is your strongest way to market. If your club and event is wanted, great quality, good value and enjoyable then word of mouth will build. To get there, students need to know that you and your event exist! So create gossip....even the bad kind.

Clubs Days

Twice a year we have Clubs Days on campus to promote your Clubs and help you recruit. Three days in the first week of semester one and one day in the first week of second semester. You can show off your sweet skills, give things away and recruit young malleable minds to your cause. It is the easiest way to raise awareness of your Club and it is FREE!

UCSA Website

Once you're affiliated, your profile will become live on the UCSA website. You can advertise with a sexy blurb, a logo even and your contact details and we will proudly display you as one of our clubs online. There is also a calendar to which you can add your club events

Postering

Want to get your posters up? We control the bollards on campus, advertising in cafes and the UCSA notice boards (yea there are still some around). Get 20-30 colour A3 posters into the UCSA reception about 4 days before you need them up and we will do it all for you if there is space available for the following week.

Chalking

You can do this yourself around Uni. There are rules however, just so you don't permanently mark special spots. You heard me...special spots. You can Chalk on concrete paths and paved areas. Do not chalk on walls, near entry ways or cobblestones or you will be in big trouble. The guys on Segs will run you down!

Notice boards

We include some of these with our postering but there are notice boards all over Uni that we do not cover. You are allowed to put up your advertisements on them. Only put one on each notice board though as you have to be good kids and share it with others. Uni mums will go out and take down your posters if you exceed the limit of one per board. Don't forget the boards in the Halls of Residence. A good promotion there guarantees 'rent-a-crowd'.

Canta

Over 10,000 students read Canta. Let them know what's going on as they have a clubs page every week. Send your event blurb to the editor (they is nice, very nice... scratch their back and they will scratch yours....) at canta@ucsa.canterbury.ac.nz. They might list your event, put in your poster or even write an article. An Article! Oh Missus!

Facebook

Like you need to be told about this. If you can't do this by yourself then maybe you should rethink being at Uni. An Event listing can give attendees the extra info they need, and overall Page for the club works well for pictures posing with cops.

Website

Always a goodie for further information and strangers searching you on the internet. Link it back to the UCSA site, or even promo on the UC FB pages.

Originality

The best and hardest marketing is original marketing. Flashmobs and Air New Zealand's puppet YouTube clips were different forms of marketing at the time. Come and see us if you have an idea you want to try out...we will make sure campus Security doesn't boot you out....

Green Events

Remember the ad about keeping NZ beautiful, or at least the retro T-shirt? Take into consideration where your products are coming from and what's happening with your rubbish. Have a read through our checklist and get in contact with UC Sustainability for more info.

APPENDIX 1 (Job Descriptions)

The following are descriptions which are just that. They give an indication to what your roles could include. Each role is specific to the club involved so word to the wise, read with a grain of salt.

Job Description - President

Title: Um President...duh...read the top of the page

Duties: You need the skills to:

- Liaise with the UCSA A & E team for advice, information and friendship.....?
- Create and continue a vision for your club. Why does your club exist? What do you and your exec wish to achieve?
- Set goals for the year and each project. Then you know what you are aiming for
- Align your image, marketing plans and events to reflect your style and how you want the club to be seen.
- Create a team environment where everyone can be heard, access resources and bounce off each other. Be approachable so people can express any problems to you
- Distribute jobs to ensure each position has applicable tasks listed and everyone knows who is accountable for which jobs. It isn't your job to do everything
- Communicate and liaise with your team members before, during and after projects. Address issues, offer counsel and acknowledge their achievements as they happen
- Attend and chair Club meetings otherwise someone will usurp you. USURP!
- Be knowledgeable and stay informed on all activities that your club is involved in
- Represent the voices of your club members

Skills and Attributes

You will need to have:

- Communication skills are essential to engage your members and your executive. You will need to guide discussions keeping them on track to create open forums where people can express their ideas. A key part to this is active listening skills. It also makes you a better girlfriend/boyfriend...don't believe me...why are you single then?
- A common sense approach. The ability to be logical and objective
- Leadership skills to be able to make decisions, convey information and be able to work within a team
- Organisation and planning skills
- Passion and being enthused by what you're engaged in will make you better at all the above

Job Rewards;

- Control the direction of the club you are passionate about
- Free club subscription, depending on your constitution
- Something to add to your Curriculum Vitae
- The Force...wait that is star wars....
- Chicks dig presidents, example being Bill Clinton

Job Description - Secretary

Title: Um Secretary...duh...read the top of the page...you call yourself a secretary...although you could call yourself something else as this position is draft only and each role is specific to your respective club...

Duties: You need the skills to:

- Liaise with the UCSA A & E team for advice, information and gossip...?
- Re-affiliate the club with the UCSA at the beginning of the year
- Create a database of your club membership and secure key information in a safe and accessible format
- Align club communications so that they are consistent and build the club image you wish to reflect, internally and externally
- Be aware of the UCSA rules and procedures for clubs as well as those laid down within your own constitution
- Keep important documentation safe and accessible
- Encourage a team environment so everyone can be heard, access resources and information.
- Be approachable so people can communicate with you
- Attend and minute club meetings, distribute minutes, agenda's and communications in a timely fashion to ensure the executive and members are informed

Skills and Attributes

You will need to have:

- Communication skills as they are essential to engaging your fellow executive
You will need to help guide discussions, keeping them on track to create open forums where people can express their ideas
- An organised approach with the ability to be logical and objective
- Good spelling and grammar skills (or be awesome with spell check)
- Passion and enthusiasm. Both will make you better at all of the above

Job Rewards

- Control and influence on the flow of information...and information is power...
- Free club subscription, depending on your constitution
- Looks good on your Curriculum Vitae
- Good work stories...wait that is the Police...
- Chicks dig secretaries. Example: Cougar bosses hiring 20 year old boys to be their P.A.

Job Description - Treasurer

Title: Uh Treasurer...duh...it's the first pirate who finds it....

Duties

You need the skills to:

- Liaise with the UCSA A & E team for advice, information and yarns...?
- Ensure Club subscriptions, sponsorships and income is collected
- Maintain accurate and up to date financial records and keep good records for auditing purposes
- Budget for events and ongoing running costs. Prepare realistic financial forecasts for events to reduce liability
- Keeping checks on cash flow to stay within budgets
- Pay bills before they fall due to build good credit
- Attend all committee meetings
- Seek sponsorship to create relationships of mutual benefit

Skills and Attributes

You will need to have:

- The ability to count...seriously it will help...
- Budgeting skills
- Good reporting skills to keep the team up to date on the financials of the club
- Short and long term planning for up to two years in advance- because it can take longer than a year to get the finances in order
- The ability not to steal
- Use excel...it's pretty nifty

Job Rewards

- This job will build your accounting skills which are useful in all industries
- Looks good on your Curriculum Vitae
- Dennis from accounts always pulls at the Christmas party