



How to Form a New Club

**A guide for starting a new club at
Griffith University**

Clubs at Griffith University

Clubs and Societies play an active role in the University community by providing students, staff and the general community with the opportunity to be involved in a variety of clubs.

There are approximately 60 Brisbane and Logan based clubs registered with Griffith University ranging from educational and professional, political, recreational, social and cultural to religious and sporting clubs. Clubs are coordinated by Campus Life through the Griffith Sport office on the Nathan campus.

The successful formation and administration of a club requires time and effort, however involvement can provide many personal and group benefits for those who are prepared to take on positions of responsibility. Holding an executive position (such as President, Secretary or Treasurer) in a club will give you an opportunity to gain leadership, communication and organisational skills amongst others, which will complement your academic program, and will add to your curriculum vitae when you graduate.

** NOTE: Clubs and societies at the Gold Coast are run separately to those at Brisbane and Logan campuses. For information on clubs at the Gold Coast, see www.gugcstudentguild.com.au or phone 5552 8450.*

Why Register a Club?

There are a range of benefits available to registered clubs of Griffith University, including:

1. Insurance Coverage: activities and events conducted by registered clubs are covered by Griffith University's insurance policy therefore clubs are not required to purchase their own Public Liability Insurance (NB: there may be some exceptions);
2. Financial Assistance: subsidy for club expenditure (for eligible clubs for approved items); ✦
3. Training: free training is provided to appropriate club committee members in a variety of areas which may include:
 - Committee Management
 - Financial Management
 - Strategic Planning
 - Marketing and Promotions
 - Fundraising, Sponsorship and Grants
 - Event Management;
4. Griffith University Name: only registered clubs are entitled to use "Griffith University" in their club name;
5. Griffith University Logo: only registered clubs are entitled to use the Griffith University logo. NB: you must contact Campus Life when planning to use the logo as conditions apply;
6. Club Administration: assistance and advice (eg. meeting procedures, bookkeeping);

7. Event Management: assistance and advice with event and activities management;
8. Recreation Facility Usage: subsidised facility hire for eligible clubs using Griffith University recreational facilities; ✦
9. Room Bookings: access to free and/or subsidised on-campus room bookings (for meetings, events, etc.);
10. University Services: access to University facilities and services (Uniprint, Cinema, A.V).

✦ **These benefits do not apply to provisionally registered clubs.**

Obligations of a Registered Club

Registered clubs and societies have a degree of responsibility in order for the administration and management of the group to be successful.

All registered clubs are required to fulfil a number of obligations. These include:

1. Attend Club Sign-On days.
2. Committee members to attend all training sessions as appropriate for their role within the club.
3. Have an approved constitution to govern the club's activities and administration.
4. Keep complete and accurate financial records.
5. Hold regular club meetings (at least twice a semester).
6. Provide a copy of club meeting minutes.
7. Participate in major event days throughout the year as appropriate for your club.
8. Submit various club details to Campus Life (each year), by the specified date. These details include:
 - the current club executive committee contact details;
 - current financial members list;
 - minutes of the AGM;
 - constitution (Campus Life must always have a copy of the current constitution);
 - inventory of club equipment (if applicable);
 - application for funding (if applicable).
9. Contribute to the Clubs and What's On websites. This includes information updates on any club activities and achievements. Articles, photos and up-coming events are expected from each club on a regular basis and any newsletters and brochures sent out by the club must also be sent to the Campus Life office.
10. Collect club mail from the Griffith Sport office on a regular basis (at least fortnightly).

Registration Stages

Only one club will be registered per interest area. To find out if your group is eligible for registration you must contact the Clubs Coordinator.

There are three different stages of forming a club.

1. Expression of Interest to Form a Club
2. Forming a Provisional Club
3. A Registered Club

1. EXPRESSION OF INTEREST

This stage is where groups of students/staff and the public can register their interest in forming a club. The intended club must have followers/participants who have pledged their belief and support of the club.

To register your interest to form a club, simply complete an “Expression of Interest to Form a Club” form available on the Clubs website or from the Griffith Sport office and return to the Clubs Coordinator. The Clubs Coordinator will advise you if your club is eligible for registration.

2. PROVISIONAL REGISTRATION

If the club has fallen short of the 15 members needed to be registered, the club is only eligible to apply for provisional registration. Campus Life will allow 3 months for the intended club to recruit enough members to be able to apply for full registration. If the club fails to recruit sufficient members the provisional registration will be revoked.

If the club has sufficient numbers to apply for registration but has missed the registration submission dates the club can apply for provisional registration. The club can apply for full registration at the next submission date.

Note: Clubs applying for provisional registration are required to submit all forms and documentation as required for full registration. See the “Steps to Registering a Club” section for details on required paperwork.

The provisional club will not have full entitlements to club benefits until they are fully registered. Please see the “Why Register a Club” section for entitlements for provisionally registered clubs.

3. REGISTERED CLUB

This is when a group of people have filled all requirements of a fully registered club. Registrations are processed at the beginning of each semester.

After you have decided which stage category your group is in please contact the **Clubs Coordinator on 3735 7553**

Steps to Registering a Club

1. Arrange an Informal Meeting

Organise an informal meeting to get to know those interested in your club. This is the opportunity to discuss your constitution, aims and objectives, if you will charge a membership fee and if so how much and what the club activities will be.

2. Committee Roles

Decide on what positions you need to have in your committee (you must have a President, Vice President, Secretary and Treasurer). You are not limited to these positions and may add other positions as needed eg Media Coordinator, Events Coordinator.

3. Draft your Constitution

Prepare a draft constitution for the club. A constitution is a document establishing the club and setting out the purposes and objectives for which it has come together. The constitution also sets out the rules under which the club will operate. Please note that the objectives of your club can not overlap those of any existing club.

The Clubs Coordinator can provide you with an electronic copy of the Griffith University Clubs Constitution template or alternatively you can download one from the resources section of the clubs website. It is intended as a guide only, however some of the sections contained within the document **must be included**. Other sections may also be added or deleted as needed - for example you may wish to have more positions on the committee or call them different names.

4. Inaugural General Meeting / Annual General Meeting

For clubs who are establishing for the first time, a meeting of the club must be held to elect committee members and adopt the clubs constitution. This meeting is called the inaugural general meeting. The process to follow to organise this meeting is as follows:

Before the meeting...

- Advise the Clubs Coordinator of the time and date of your meeting.
- Should you need a room booked for your inaugural meeting, this can also be done through the Clubs Coordinator. (All new clubs are entitled to a maximum of 2 free bookings prior to registration approval);
- Show your draft constitution to the Clubs Coordinator to ensure that all Campus Life requirements are adhered to and to avoid unnecessary delays later;
- Get a receipt book for recording details of membership payments, and a notebook for keeping minutes of meetings;
- Create a club membership form to collect details from members of your club. At the very least you need to have the members full name and student number;
- Publicise the meeting. Promotional avenues on campus are:
 - * Word of mouth – tell everyone you know and ask them to spread the word;

- * Posters / flyers – clubs can place flyers on the poster poles around the campuses.
A4 posters can also be distributed to the University's Residential Colleges (contact the Clubs Coordinator for further information and approval).

At the Meeting

For your inaugural general meeting, a suggested agenda is as follows:

- 1 Open the meeting;
 - 2 Discuss aims, objectives and constitution of the club;
 - 3 Set membership fees (**noting the minimum you are required to charge is \$15 if requesting from Campus Life**);
 - 4 Collect membership fees and membership forms:
* give out receipts (members details must include student numbers on each receipt);
 - 5 Adopt the constitution - via a majority vote;
 - 6 Elect office bearers;
 - 7 General business;
 - 8 Set a date for the next meeting;
 - 9 Close the meeting.
- * *The proposed Secretary should take minutes of the meeting, including members present.*

5. Submitting your Application for Registration

Collate the following items and submit them to the Clubs Coordinator.

1. Membership list;
2. Receipts of membership fees (to be sighted only);
3. Clubs contact list;
4. Minutes of inaugural general meeting;
5. Club constitution;
6. A written statement about the aims / purpose / mission statement of the club;
7. A written statement about the activities to be conducted by the club;
8. Club calendar of events.

Please be aware that applications for full registration are due at the end of week 3 in Semester 1 and Semester 2.

Should you wish to register your club after week 3 you may do so however your club will only be eligible for provisional registration until the next round of applications for full registration are accepted. Provisionally registered clubs will not have full entitlements to club benefits until they are fully registered. Please see the "Why Register a Club" section for entitlements for provisionally registered clubs.

Club Sign-On Days

Each year Campus Life will hold Club Sign-On Days, which are ways for clubs to promote their activities and recruit members. It is **compulsory** for all clubs wishing to register with the University to attend Club Sign-On Days.

During Semester 1, Club Sign-On Days are on the Nathan campus only during Orientation week and all campuses during week 1. During Semester 2, Club Sign-On Days are held at most campuses during week 1.

The Club Sign-On Days are the best and most successful way to promote your club to students and sign up members. To attend a Club Sign-On day you will need to complete a Sign-On Day application form and return to the Clubs Coordinator by the due date.

For more information or for an application, contact the Clubs Coordinator.

Contact Details

Clubs Coordinator

Location: Griffith Sport Office
Level 1
The Hub (N11)
Nathan Campus

Phone: (07) 3735 7553

Email: clubs@griffith.edu.au

Website: www.griffith.edu.au/campuslife/clubs