



Starting a Club or Society

This document explains all of the important information relating to starting a new Club/Society and submitting your application to DUSA for review. Please ensure you have read the full document and understand the process prior to submitting a new club/society application.

Part 1. About Clubs & Societies

1.1. Club Executives

Club Executives are a group of three current Deakin students that take on the core positions (President, Treasurer and Secretary) of the Club and oversee the day-to-day operations of the Club. The Executive Team makes all of the key decisions that maintain the functioning of the Club (with DUSA's approval); including organising events, managing the membership list, hosting O'Week stalls and engaging with prospective and existing Club members. Clubs should aim to have an odd number of Executives (minimum of three) because a majority Executive vote is required when making decisions relating to the Club.

1.2. Club Support Coordinator (CSC's)

The Student Engagement department at DUSA has staff members called Club Support Coordinator (CSC's).

CSC's advise Clubs/Societies (and new applicants) about the policies, procedures and guidelines relating to running a Club/Society and are responsible for approving events, finances, grants and other daily functions.

Part 2. Benefits of Affiliation

Clubs/Societies affiliated with DUSA enjoy many benefits. Following are a few examples:

2.1. Legal Status and Protection

2.1.1. Insurance

Clubs/Societies affiliated with DUSA have access to Deakin's public liability insurance, free of charge. This protects Clubs/Societies and their Executives, saving them thousands of dollars in general fees and premiums.

2.1.2. Australian Taxation Office

DUSA manages your Club/Society finances, so you are not required to register with the ATO. GST is paid on all required items.

2.1.3. Accountability

DUSA audits all Clubs/Societies regularly, helping them maintain accountability, both to their members and to DUSA/Deakin.



2.2. Resources

2.2.1. Knowledge and Experience

Everyone working at DUSA has knowledge and experience of Clubs/Societies at Deakin. Club Executives have first-hand experience running Clubs/Societies at Deakin and understand the process very well.

CSC's work during business hours (specific times may vary depending on the staff member). Club Executives can call, email or arrange an appointment during business hours to seek assistance and advice on all Club/Society related matters.

2.2.2. Office Equipment

The DUSA office is full of equipment that affiliated Clubs/Societies can use. There are tables, chairs, extension cords and a heavy-duty commercial colour printer/photocopier.

2.2.3. Deakin Venues

Affiliated Clubs/Societies can book Deakin on-campus venues through their CSC (lecture theatres, tutorial rooms, multipurpose rooms etc.) free of charge. Some venues (such as the Deakin stadium) incur a fee, but Clubs/Societies get a 50% venue hire discount compared to unaffiliated groups. All venues are subject to availability. Contact your CSC for more information.

2.3. Promotion

Affiliated Clubs/Societies are included in the annual *Clubs Guide*. This pamphlet is distributed to thousands of Deakin students, including every newly enrolled student.

There is also information about each Club/Society on the DUSA website, and can be promoted through the DUSA Facebook page upon request (if content is approved by your CSC).

Affiliated Clubs/Societies are guaranteed a stall at the T1 and T2 Orientation Week market days. Market days are an event attended by thousands of students and the single biggest membership drive for most Clubs/Societies.

Clubs/Societies are also able to display posters on campus on designated poster poles and pin-boards to promote their events. All advertising materials must be approved by your CSC before being used for any promotion.

2.4. Grants

DUSA affiliated Clubs/Societies have access to a wide variety of DUSA Club Grants, up to an annual total of \$2500-\$3500. The Club Grant funds are dependent on the size of the Club/Society and the timely submission of your applications.

There are various grant categories, including events and activities, learning and development, promotional items, and venues and equipment.

The amount granted for a particular event (in the case of social functions, camps and conferences) is based on a variety of factors; the effort your Club/Society has put in to fundraise, ticket sales income, current Club/Society funds, the type of event, as well as the total amount



spent by the Club/Society so far. Grant funds cannot cover the full cost of an event, and cannot be spent on alcohol.

New Clubs/Societies are also eligible for a one-off \$500 Start-up Grant to help them become established.

Sporting Clubs also have access to an additional \$500 of funding to assist with covering the cost of venue hire, registration fees, equipment, etc.

Part 3. Initial Application to start a Club/Society

Everything you need to do to submit the initial application to start a Club/Society is detailed below. Please ensure you read everything carefully and that you follow all the instructions, before you fill out and submit the *Starting a Club – Initial Application* form.

If you need help, you can get in touch with your campus CSC.

3.1. Relevant Policies

It is essential that you familiarise yourself with relevant Clubs and Societies policies before you submit your application. The most important documents to read at this stage are the *Affiliation Agreement* and the *Club Constitution*. These can be found at <https://www.dusa.org.au/Clubs-Sport/Club-Resources>

3.2. Applicants

Club/Society applications will only be accepted from current Deakin University students. An applicant group made up of at least three current Deakin University students, all of whom **must be DUSA members**, are required to submit the Club/Society application via email to their campus' CSC for it be considered. Applicants must also attach a copy of their *Deakin Student ID*.

Each applicant group must nominate one of its members as *Club President*. The President is the person who DUSA will primarily communicate with in relation to the application.

Club/society applications must be driven by Deakin students and not external organisations/individuals, non-Deakin students or staff.

3.3. Aims & Objectives

The first bit of work involved in applying to start a Club/Society is to develop its *Aims & Objectives* – basically, the purpose of the Club/society.

The *Aims & Objectives* will be included at the beginning of the *Club Constitution*, and, as such, need to be precise, succinct, and written quite formally. Clubs/Societies generally have at least four aims and objectives.



Aims & Objectives must be substantial and achievable, and must distinguish a Club/society from all other existing Clubs/Societies. **Please note:** DUSA is unable to affiliate a new Club/Society if its *Aims & Objectives* are similar to those of any other existing affiliated Club/Society.

Also, remember to outline if your Club/Society is going to be affiliated with any external (or umbrella) organisations.

The purpose of Clubs/Societies is primarily to engage with students, and they cannot be created with the intent to act as support groups, recruiting tools for external companies, or to offer academic support (e.g. study assistance).

Aims & Objectives commonly start with the following:

- to introduce students to...;
- to encourage...;
- to promote an interest in...;
- to provide a forum for...; and
- to provide students with opportunities to....

Clubs/Societies should be created with a sustainable plan for a minimum of two years. Often, Clubs/societies that are more general in nature (e.g. a Movie Club) are more likely to be accepted/approved by DUSA, and be successful longer term than a niche or specific Club (e.g. a Thriller Movie Club).

If there is a Club/Society with a broader nature or purpose that is already operating on campus, DUSA will not accept applications for subset of this Club/Society. For example, if there is a Board Games Society on campus, a Monopoly Club application will not be approved.

3.4. Course of Enrolment: Deakin

Only students currently enrolled in a course of study administered by Deakin University are eligible to start a new Club/Society. To ensure that all students in the application are currently enrolled at Deakin, all prospective Club Executives must attach a copy of their 'Evidence of Enrolment' from Student Connect.

*****Please note:** Deakin College/DUELI students are not eligible to start a new Club/Society application.

3.5. When to Submit the Application

DUSA only accepts new Club/Society applications to commence in Trimester 1 of each year.

The *Starting a Club – Initial Application* form will only be considered if it is submitted via email.

Applications open on the 1st November and close on the 15th January. Late applications will not be accepted.

3.6. Who Decides?

In the first instance, the CSC reviews the application. At this stage, your CSC, a Student Council member and the Student Engagement Manager will review the application. They might provide



some feedback to the Club President, if it is obvious that the Club documents require more work before a decision is made.

Once a decision has been made, the CSC will inform the applicant group of the outcome of your application.

Part 4. What Happens Next?

Once the *Initial Application* has been approved, and the proposed Club Executives informed, the Club/Society must then begin preparing the following documents:

- 1) A draft Club Constitution
- 2) A draft events calendar
- 3) A draft yearly budget
- 4) A sign-up list of 20 Deakin students willing to sign up to the Club/Society if its affiliation is approved (Clubs/Societies cannot sell memberships until their Club is formally finalised)

These documents **must be submitted to your CSC within two weeks** of your *Aims and Objectives* approval. Your CSC will provide you with templates of the above documents to assist you.

The deadlines throughout the process are deliberately quite tight, to ensure that Clubs/Societies are established quickly and meet the start-up requirements. This means that applicants must ensure that they stay on top of everything, and maintain contact with their CSC during this process. CSCs use email as their primary communication method, so applicants must ensure that they check their email regularly (ideally daily) during the application process.

Part 5. Contact Details

5.1. CSC (Burwood)

Name: Sophie Elizabeth
Email: sophie.elizabeth@deakin.edu.au
Phone: 9244 6952

5.2. CSC (Geelong)

Name: Chris Erickson
Email: chris.erickson@deakin.edu.au
Phone: 5227 8034

5.3. CSC (Warrnambool)

Name: Justin Robertson
Email: justin.robertson@deakin.edu.au
Phone: 9244 39



Part 6. Checklist

This checklist is provided to help you complete the first part of your new Club/Society application correctly. You are not required to submit this checklist, it is for your own use.

- We have read the booklet *Starting a Club or Society*
- We have agreed on the Club/Society name _____
- We have emailed a draft of our proposed Club's *Aims & Objectives* to the Club Support Coordinator on ___/___/20__
- We have finalised our proposed Club's *Aims & Objectives* and prepared responses to all questions in *Part 7: Starting a Club – Initial Application*
- We have included details of any external companies/groups that we will be affiliated with
- We are all Deakin students currently enrolled in a course and have attached our individual 'Enrolment Details' to verify this
- We are all current DUSA members
- We have downloaded and read the *Affiliation Agreement*
- We have downloaded and read the *Club Constitution template*
- We have familiarised ourselves with the DUSA website – especially the 'About DUSA' section
- We have completed and signed the form *Starting a Club – Initial Application*
- We have made a copy of the completed form for our records



Part 7. Starting a Club – Initial Application Form

This form must be submitted by all members of the applicant group via email to your CSC. It is the responsibility of applicant groups to ensure that forms are completed correctly, legibly and submitted by the deadlines. When a form is not completed correctly, the application may be rejected.

You must provide: your proposed Club Name and relevant details based on the criteria below.

Please provide detailed written responses (in a separate document) to the following criteria. Applications must address each of the below statements and attach this to their application.

- List a minimum of four dot points that set out substantial and achievable *Aims & Objectives* of your proposed Club/Society.
- List and describe four specific events or activities that your Club/Society is planning to hold. These cannot all be purely social functions. They must be examples of how your Club/Society is planning to fulfil your *Aims & Objectives*.
- Include details (if any) of any external organisations/groups that the Club/Society plans to be affiliated with. For example, if this Club/Society is a “chapter” of a larger organisation.
- Explain how your Club/Society’s aims, objectives and proposed activities would differ from those of any currently affiliated Clubs/Societies and/or DUSA/Deakin departments.
- Describe how your Club/Society would make a positive contribution to the student experience at university.
- List the support services and resources the Club/Society anticipates it will need to access from DUSA
- Attach a copy of your Deakin Student ID
- Complete the applicant details form (below)



Applicants' Details (1)

Lead Applicant – Club President

Name:

Deakin Student ID Number:

Mobile Phone Number:

Deakin Email Address:

The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club President**, have read *Starting a Club or Society* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a current Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: ___/___/___

Applicants' Details (2)

Applicant – Club Treasurer

Name:

Deakin Student ID Number:

Mobile Phone Number:

Deakin Email Address:

The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club Treasurer**, have read *Starting a Club or Society* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a current Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: ___/___/___

Applicants' Details (3)

Applicant – Club Secretary

Name:

Deakin Student ID Number:

Mobile Phone Number:

Deakin Email Address:

The CSC uses email as the primary communications medium, and will only contact applicants using university supplied email addresses.

I, the person listed as **Club Secretary**, have read *Starting a Club or Society* and followed the instructions contained therein. I hereby declare that all information I have provided on this form is correct. I confirm that I am a current Deakin University student. I agree to abide by the Constitution and Affiliation Agreement and its Schedules in relation to this application. I am a current DUSA member.

Signature: _____

Date: ___/___/___