



CLUB INDUCTION 2023

CURTIN  
STUDENT  
GUILD

# Meet the Team!

The **Club Support** team is comprised of the following full-time professional staff:

## **Clubs Officer**

**Shelley Stoddart** (she/her)

Primary Club Support team member.

## **Club Support Assistant**

**Luke Panizza** (he/him)

Providing support to the Clubs Officer

## **Customer Service Officer**

**Jessica Ramos** (she/her)

Part time Club Support Assistance

Part time at Guild Reception

## **Event Coordinator & Student Experience Team Leader**

**Jess Adamson-Bourne** (she/her)

## **Student Experience Assistant**

**Carla Adams** (she/her)

**SHELLEY**



**LUKE**



**JESS**



**CARLA**



# Meet the Team!

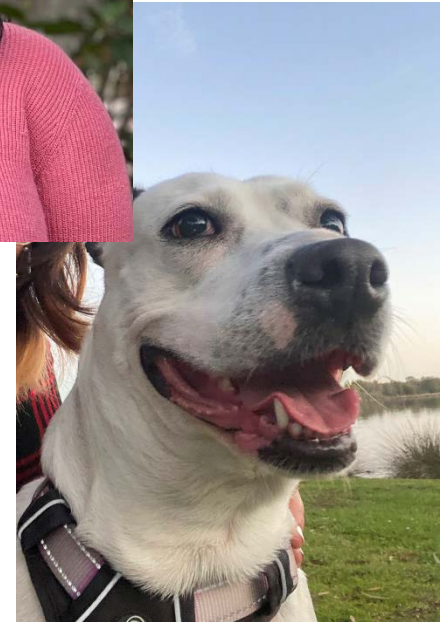
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Clubs are encouraged to also work closely with the Guild's student elected **Vice President - Activities**, **Salwa Kilzi** (*she/her*)

As a current student, I try my best to offers clubs a student perspective and voice within the Guild, representing clubs at the top level of Guild decision-making. Hit me up for any “big picture” projects, ideas, or suggestions you have – be it for your club individually, or for the broader club scene here at Curtin.

I'm here to ensure that campus is a vibrant, fun and social place to be by organizing events, activities and managing clubs and societies!

**Peace and Love <3**



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# What do we do?

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## The Guild: Your Regulator

The Guild is tasked by the University with administering non sporting clubs and societies. The Guild's powers in relation to clubs are laid out in:

- Part 2, Section 5, clause (2c) of Statute No.4 - Student Guild;
- Part 4 of the Student Guild (Administration) Regulations; and
- Part 5 of the Student By-Laws (2018).

The Guild recognise the important role of Clubs at the University and exists to facilitate your success.

The Guild fills the role of ASIC or the ACNC would as a regulator for clubs. The Guild is however required to mitigate risk to it and the University's reputation.

Clubs will adhere to the Guild's Rules and Policy, obey their own Guild-approved constitutions, behave transparently and work in the best interest of the club and its members. Clubs and their Officers will not engage in misconduct.



# What do we do?

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## Guild Club Support

The primary function of the Club Support Team is to capacity-build clubs to their maximum potential, by providing processes, training, and tools; whilst also managing risk and ensuring compliance.

A quick overview of the core functions of the team are:

- Assisting general club operations & supervising club governance
- Facilitating and reviewing club registrations (annually)
- Administering and processing club grants and funding
- Addressing disciplinary issues, compliance, and misconduct
- Providing comprehensive event support, advice & issuing event approvals
- Liaising with relevant internal (i.e. Curtin) departments and external regulatory bodies and ensuring correct operating procedures and legislation are followed.

## Applications & Resources

The clubs menu on the Guild website is your one stop shop: <https://guild.curtin.edu.au/clubs/>

## Contact Us

[clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au). We should be your first port of call for all things clubs. Call for quick query's or book a meeting: [https://calendly.com/club\\_support](https://calendly.com/club_support)

## Facebook Group

Join our Curtin Club Committee Members Facebook group: <https://www.facebook.com/groups/curtinclubreps>

# Guild Events focused on Clubs

**Save these dates** to avoid conflicts with your own event planning.

Guild O-Day & Clubs Carnival are your biggest opportunity for membership sign-ups.

## Semester One

**Guild O-day:** 22 February (expect up to 12,000 attendees)

**Clubs Carnival:** 29 March (expect up to 4,000 attendees)

## Semester Two

**Guild O-Day Semester Two:** 19 July

**Club Awards:** Date TBC (October)

Awards will be announced at a club only event on-campus. Check out the previous winners, prizes and categories in case you'd like to strive for a specific award:

<https://guild.curtin.edu.au/clubs/awards/>



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# HOW TO RUN YOUR CLUB

Annual Renewal, Club Management & Governance, Running Events.



# Club Governance

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Guild clubs are required to follow Guild Governance policy and procedural guidelines, such as:

- AGM Guidelines
- Consent & Sexual Safety
- Clubs Charter & Constitution.

**Note:** Clubs typically follow our default club constitution however, if your club is considering a custom constitution, contact the club support team BEFORE any action is taken so we can provide the best advice.

Familiarise yourself with all governance and finance requirements online so you can learn about how you should be running your club and its meetings, finances, memberships, disputes and more:

<https://guild.curtin.edu.au/clubs/governance/>

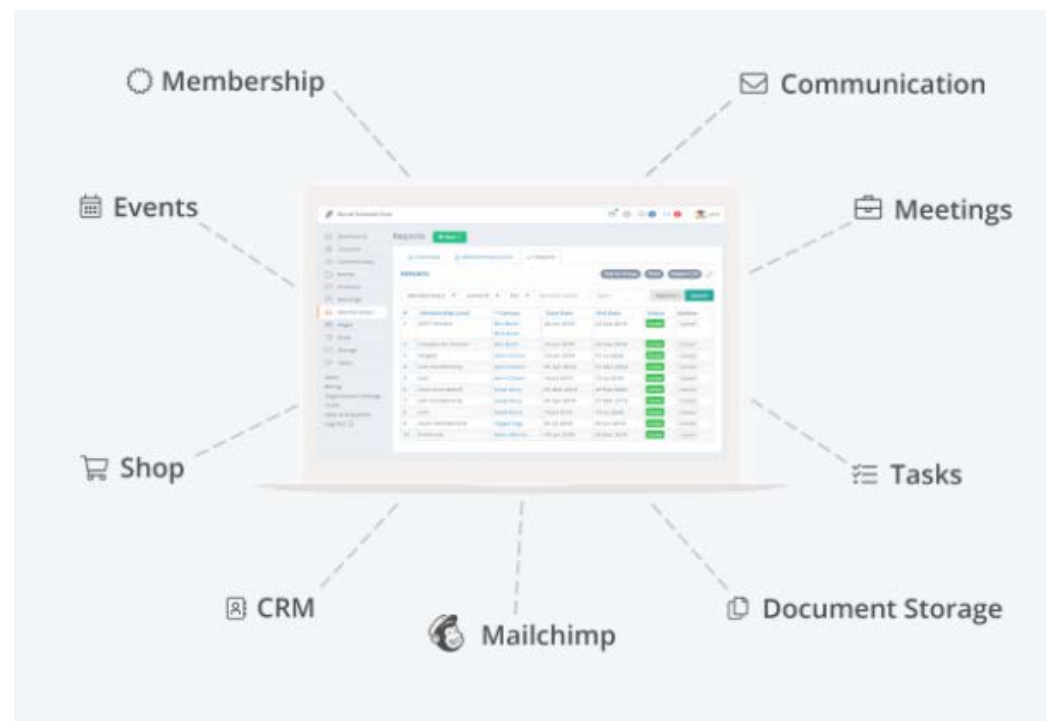


## Club Management Software

### Benefits

Having one centralised system that has functionality for all club management, no need for multiple apps with multiple passwords.

- Powerful finance tracking system
- Meeting minutes with inbuilt and automatic task delegation that can be tracked by all admin.
- Quick membership level overview. Great for statistic reporting (last year vs this year, 1<sup>st</sup> year members, graduating members etc – all depending on what questions you add to your membership forms.
- Sell merchandise, tickets and membership that are linked you your bank as well as TidyHQ's finance system. This avoids additional data entry for your treasurer.
- Easy annual Guild club renewals. Report to the Guild without the additional need for completing forms
- & so much more.





# TidyHQ

## Mandatory Usage

The following apps within the platform are compulsory to maintain Guild affiliation:

- **Contacts App**
  - **Committee Contact lists:** must always include; Name, Student ID, Phone, email at minimum.
    - assign relevant admin access & role titles.
- **Meetings App**
  - Only **mandatory** for AGM's, General Meetings and SGM's. Optional for other meetings, but recommended.
- **Finances App**
  - All income, expenses, petty cash, assets, bank statement copies, receipts for expenses must be recorded here with clear description or event categories set up to show on financial reports that you can generate from the system.
  - Listing Bank Account
- **Memberships App**
  - Have membership available on your TidyHQ webpage **at all times** for students to access all clubs easily.
  - If selling membership, stripe and an ABN must be required.
  - ABNs and linking Stipe (payment gateway – if selling membership).
  - Membership forms must always include; Name, Student ID, email at minimum. Additional questions you add must be optional for students to decide if they wish to provide those answers.
- **Web Pages App**
  - Club description, Membership & club contact details should be listed at a minimum for members to see.



# TidyHQ

## Resources & Assistance

- Tidy HQ Support Articles (Searchable by Topic):  
<https://support.tidyhq.com>.
- TidyHQ direct assistance: You can access team who built the system to:
  - report system errors
  - Book a 15 minute call, share your screen with them to troubleshoot an issue. They have a calendar set up with daily availability to book a time that suits you.
  - Submit functionality ideas you'd like to see one day.
- [ABN application guide](#): You'll need this to set up Strip (payment gateway) if you decide to change your free membership to paid, sell tickets to events or merchandise.
- **Coming Soon**
  - More specific instructions on how the Guild wish treasurers to record finances.

The screenshot shows the TidyHQ dashboard for the Curtin Student Guild. The top navigation bar includes the guild name and a notification bell with one alert. The dashboard is divided into four main sections: 1. Active Members: 2 members, with 0 new and 0 expired this month. 2. Contacts: 1035 contacts, with 68 new this month. 3. Tasks Outstanding: 0 tasks, with 0 new this month. 4. Income/Expenses: \$0.00 income and \$0.00 expenses this month, with 0 outstanding invoices. Below these sections is a calendar for February 2023, showing daily availability for booking. A red circle highlights a calendar icon in the bottom right corner of the dashboard.

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# Your Members

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## Ordinary Members

These are Curtin enrolled students who have signed up as a member to your club.

Other important things to note:

- If membership has a fee, the student is not considered as an ordinary member until the fee is paid.
- Only ordinary members can hold positions on the clubs committee and vote at the club's General Meetings.

## Associate Members

Any non-Curtin Student who signs up as a member.

Associate members cannot:

- Vote at any meeting or have any say in how the club is run.
- Hold a role on the committee of the club
- Directly benefit from money received from the Guild (i.e. Guild sponsorship grants cannot fund gifts or fees provided to associate members for services).



# The Committee

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## Club Officers (aka the committee, officer bearers)

Officers are managers of the club/society and are made up of:

- President
- Vice President
- Treasurer
- Secretary
- And any ordinary committee member who was elected at a General Meeting or AGM (refer to constitution 7.3(e)).

## Subcommittee

The committee (club officers/officer bearers above) may form subcommittees at any time to achieve the objectives of the club.



# Club Meetings

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Minutes must be recorded for all meetings. We'll use 'officers' and 'committee' interchangeably here.

## Committee Meetings

To maintain a healthy club, regular committee meetings should be held to make decisions and discuss the day-to-day running of the club. These are much easier to run & require less notice.

- **Mandatory Invites:** All club officers.
- **Optional Invites:** Subcommittee members & ordinary members
  - Note that ordinary members may attend/be invited, can only observe unless invited to speak, and have no voting power.
- **What happens:** Discuss business and management of the club, document decisions, plan events etc..
- **How often:** As needed, but a minimum of 4 times a year.
- **Notice:** Minimum 5 days notice must be given to the committee. Courtesy is recommended to provide those who cannot attend, the option to join online or via phone.
- **Apologies:** Club officers should advise if they cannot attend.
- **Quorum:** Is required for decision making. Quorum is 50% plus 1 of the officers.
  - For example, your club has 6 club officer roles (President, VP, Treasurer, Secretary and two Ordinary Committee members). 4 of these members are required to make quorum.



# Club Meetings

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This is quite different to Committee Meetings, we've marked key differences in **green text**.

## General Meetings

If the club does not wish to (or cannot) wait to the next AGM to make certain decisions that require all members to have the opportunity to vote, they can call a General Meeting. The process is outlined in your constitution, however, an overview is as follows:

- **Mandatory Invites:** All club officers and all members of the club (both ordinary members and associates). **Reminder: associates may only observe.**
- **What happens:** Some reasons to call this meeting are:
  - There are multiple vacant committee roles that need to be filled officially.
  - The club wish to adopt or make changes to a custom constitution.
- **Notice:** Minimum of 14 days notice with a clear agenda provided (outlining the purpose of the meeting). Members should be provided the option to join online. If positions are being filled, the ordinary members must be given the opportunity to nominate themselves or others.
- **Apologies:** only club officers should advise if they cannot attend.
- **Quorum:** A minimum of 10 ordinary members or the meeting cannot continue.

# Club Meetings

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## Annual General Meetings (AGM)

Clubs must hold an AGM at the end of each year. This is also mandatory to renew its affiliation with the Guild.

The procedure for General Meetings shall be followed as outlined in your constitution. An overview of the mandatory agenda items of the AGM specifically is as follows:

- Election of the committee positions for the 2024
- Reports from the outgoing committee on the club's activities & stats from 2023
- Provide a financial statement to its members
- Vote on constitution changes
- Discuss any other general business
- Document changes to bank signatories

**Note:** New clubs (less than 12 months old) do not require an AGM, only a committee meeting noting changes to the club committee and signatories in minutes.

# Club Meetings

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## Special General Meetings (SGM)

The procedure for General Meetings shall be followed as outlined in your constitution (and runs the same as general meetings).

A SGM is rarely held and may be convened by:

- Resolution of the committee
- A petition of ten or more ordinary members or
- By request of the Guild Council

# Guild Affiliation

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## Annual Renewal

### Why Renew?

There are a bunch of benefits for renewing, such as:

- **Maintain access to club perks** such as grants, multiple free function packs, free BBQ's, access to venue bookings, public liability coverage, promotion and major event assistance, free equipment loans and more.
- Receive invites to major Guild events such as O-Day & Club Carnival where you'll sign up most of your members.
- Continue using "Curtin" in your club name.
- Access to support, guidance and advice from an experienced team.
- Receive Curtin Extra recognition

### Ensure a Smooth Renewal

It's a while away, we know but if you keep track of these main items, things should be easy:

- Stay up-to-date with finances & memberships in TidyHQ at all times
- Plan to hold a successful AGM before your members get bogged down with exam study.
- Recruit subcommittee members in 2023 to upskill them and grow confidence to nominate for a role in 2024. The worst thing that can happen at your AGM is that you do not fill the mandatory positions to continue your club.

# Finance Management

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## Best practice

- All finances must be tracked in TidyHQ.
- Treasures should keep finances in TidyHQ up-to-date at all times and report at each committee meeting to ensure your club is tracking well and financially sound.
  - This give opportunity at meetings to discuss sponsorship opportunities and grant applications if needed.
- Do not combine your Curtin club bank account with another University club or external organisation.
- Have all major financial decisions documented within committee meeting minutes!
- Outside of committee meetings, have written permission from your club committee (two to confirm) to give anyone authority to expend monies.
- Keep receipts for all transactions to upload to your TidyHQ transaction entry.
- To understand how to record your finances in TidyHQ, visit the help resource centre:  
<https://support.tidyhq.com/en/collections/20341-finances#introduction>

# Events

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## Gain Guild Approval

Any event, workshop, meeting, activity or function you run under the name of the club requires Guild approval.

This applies to both on and off-campus activities. The reason for this is so that the Guild can:

- Assess risk & provide liability insurance coverage,
- Provide clubs with updates on Government and University requirements for the running of safe events,
- Issue Guild approval,
- Lodge venue booking with the University, their venue booking T&C's and accept liability alongside the club,
- Provide an opportunity for event advice/guidance if necessary such as COVID safety management based on government update we stay-up-to-date with, review any off-campus venue contracts, draft/provide risk assessments for your event team to follow, provide templates for things like run-sheets, budgets etc.

# Events

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## Current Approval Process

To gain Guild approval, clubs must:

- Check the [notice requirements](#) for submitting an application when planning events.
- Prepare all event information.
- Submit an event application: <http://guild.curtin.edu.au/clubs/events/>

## What's New

The Guild maintains 3 bookable spaces outside of the Curtin tutorial rooms & lecture theatres. These Guild venues are now bookable through a new booking calendar. You can check live availability and book immediately: <http://guild.curtin.edu.au/clubs/events/>

## Coming Soon

Process Changes are being implemented now, with trials already underway. In Sem 1, clubs can expect:

- To gain access to Curtin's room booking system to select their own venues.



# CLUB RESOURCES

Club Perks, Grants, Training & Workshops

# Grants & Perks

All opportunities can be found here: <https://guild.curtin.edu.au/clubs/perks/>

## Guild Offerings

When planning your semester events, start by checking your budget and what perks and grants are available via the Guild. The Guild offer the following **via an application process**:

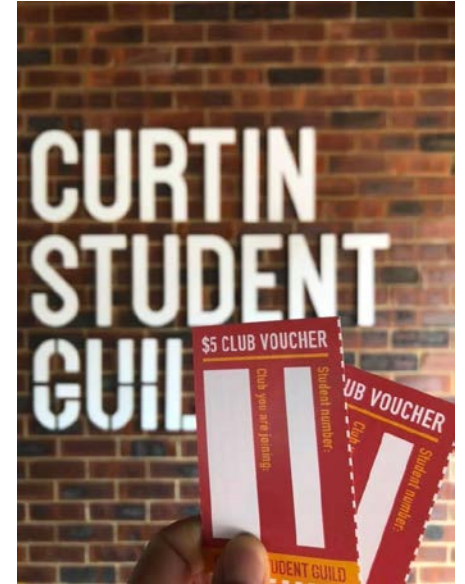
- **Sponsorship Grant:** \$1500 per club annually (until funds last).
- **Function Packs:** Think quiz nights, movie nights, sundowners, catering packages for events.
- **BBQ Packages** for fundraising (or giveaways – you decide).
- **Free Equipment Hire:** Think marquees, trestle tables, event theming, lighting, sound equipment & more.
- **Club Vouchers:** Two \$5 club vouchers are provided to all Curtin students who visit the Guild with their student ID. Once you have a bunch, hand them to the Guild and we'll put real funds into your club bank account. Basically, we're paying for their membership 😊
  - **TidyHQ Tip:** Add a membership level (form) for students to register their interest to use the voucher. We've assigned all clubs a "project" in TidyHQ with instructions on how to set this up in 5 minutes.

## Other Offerings

The Guild has also negotiated another club funding bonus from the University for 2023:

- **\$400 On-Campus Event Grant:** Designed to encourage & support on-campus club events. This is in addition to the Guild's sponsorship grant.

Clubs are encouraged and welcome to seek external sponsorship however, before signing contracts with organisations, please contact club support to ensure the agreement does not breach any policies.



# Training & Workshops

All workshops can be found here: <https://guild.curtin.edu.au/clubs/training/>

## Current Club-Focused Workshops

In-person:

- **Club Leadership Induction:** These were held in February and March.
- **Major Event Group Planning Meetings:** the first meeting is scheduled, check online and [RSVP here](#).
- **Room Bookings Assistance:** When the room booking pilot is complete, we'll invite clubs to bring their laptops, take you over the basics of the system & if you've got some booking to make, we'll do them with you. Date TBC

Online Pre-Recorded Workshops (Watch in your own time):

- Student Engagement & Innovation
- Volunteer and Team Management
- Succession Planning
- Film & Editing

## Curtin Offerings 'Skills for Success' Workshops

Our recommended workshops that Curtin run that will significantly benefit you as a leader and benefit the health of your club are:

- Goal Setting, On-line or in-person options (March)
- Teamwork, On-line or in-person options (March)
- Conflict Management, On-line or in-person options (May) **RECOMMENDED**



# CLUB MARKETING & PROMOTIONS



# Club Marketing & Promotions

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## Guild Marketing Tips

Check out the website to find info about how to engage with your club members, create value and promote your club to students <https://guild.curtin.edu.au/clubs/marketing/>

- Guild & club branding requirements
- Tips for considering your club brand
- Emails to members
- Social Media: Things to consider and Guild promotional opportunities via our channels
- Promoting events
- Making Content
- Recommended apps and resources
- Creating a Community
- Guild Poster Distribution

# That's it from us!

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