

# **SAM CLUBS & SOCS HANDBOOK**

Semester 1 2004

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## SAM & YOUR CLUB

### SAM & YOUR CLUB – WHY JOIN UP?

Clubs and Societies affiliated with the SAM Clubs & Socs Program are eligible for assistance and opportunities including:

- Funding grants
- Free or discounted use of SAM venues
- Advice on running a club
- Pigeonholes
- Webpages
- Invitations to participate in SAM events
- Free stalls for SAM events
- Official recognition as a campus group

While it is not compulsory to join any on campus clubs and societies program, unaffiliated clubs can run into problems with things like campus security, sponsorship, and venue hire. There are rules and regulations that surround these things which are enforceable even if you are ignorant of them. The best way to make sure that your club is in the know is to sign-up and be involved. SAM can share the responsibility of making sure things go smoothly for you, the exec, and your members.

### SAM & STUDENTS COUNCIL CLUBS – WHAT'S THE DIFFERENCE

Basically there is little difference between the SAM Clubs & Socs Program and the Students Council Program. It is a quirk of history that Macquarie has two Clubs and Societies programs.

Students Council Regulations prohibit student clubs from being affiliated with more than one program at a time. SAM's regulations do not prohibit this. From SAM's point of view current Students Council clubs are welcome to affiliate with our program if they wish to. Obviously the club will have to negotiate their relationship with Students Council as they see fit, either staying affiliated and bearing any consequences, or disaffiliating.

Please note: **SAM does assist and fund religious and political clubs.** Sometimes the method of funding may be different from General clubs, but some funding is better than no funding!

### CACS MEETINGS

The Cultural Affairs & Clubs & Societies Meetings are the forums at which all funding requests and administrative matters of the Clubs and Societies are discussed. These meetings are chaired by the SAM Board Treasurer and attended by Members of the Board, SAM Managers, and the Clubs & Societies Officer.

It is a requirement of Board procedure that minutes and papers for meetings are given to attendees one week prior to meetings. This means that Clubs and Societies wishing to submit to these meetings must have the papers in prior to one week before a meeting.

Dates on which Forms and Papers (Pre-Activity, Post-Activity, New-Registration, AGM Minutes, etc) will be due, and the Meeting dates are listed below.

## IMPORTANT INFORMATION:

**IF YOU DON'T HAND IN THE RELEVANT FORMS ONE (1) WEEK PRIOR TO A MEETING, THEN YOU WILL HAVE TO WAIT FOR THE NEXT MEETING. Remember, SAM DOES NOT FUND ACTIVITIES RETROSPECTIVELY, SO IF YOU DON'T HAVE A PRE-ACTIVITY FORM IN AND APPROVED before your activity YOU WON'T BE GETTING FUNDING for that activity from us! NO EXCEPTIONS.**

All Forms/Papers Due in Pre-Meeting	CACS Meeting Dates	Apply for Weeks...
Thursday, 5 February (Recess)	Monday, 16 February (Recess)	S1 Wks 1-4
Thursday, 11 March (S1 Wk 2)	Friday, 19 March (S1 Wk 4)	S1 Wks 5-8
Thursday, 6 May (S1 Wk 8)	Friday, 14 May (S1 W9)	S1 Wks 10+
Thursday, 3 June (S1 Wk 12)	Friday, 11 June (S1 Wk13)	S2 Wks 1-3
Wednesday, 4 August (S2 Wk 1)	Thursday, 12 August (S2 Wk 2)	S2 Wks 3-6
Wednesday, 1 September (S2 Wk 5)	Thursday, 9 September (S2 Wk 6)	S2 Wks 7-9
Wednesday, 6 October (S2 Wk 8)	Thursday, 14 October (S2 Wk 9)	S2 Wks 10+
Wednesday, 3 November (S2 Wk 12)	Thursday, 13 November (S2 Wk 13)	Final CACS Mtg '04

## REGULATIONS

The regulations document outlines the relationship between SAM and its Clubs & Societies. It defines club 'types', and sets out the amount and types of funding available to clubs and societies through SAM.

The Regulations document is updated as new issues and types of funding need to be recorded and regulated.

To find the latest copy of the SAM Clubs & Socs Regulations Document check out [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs).

## FUNDING TYPES & AMOUNTS

### O-Week

Clubs and Societies that are registered with SAM and plan to have a stall in O-Week may be granted **up to \$150** for general expenditure in February each year relating to the promotion and activities of the Club or Society during O-Week.

Orientation Week stalls are provided free of charge for all registered Clubs and Societies.

**The Clubs & Societies Officer will contact registered clubs about O-Week funding and stalls. This will occur during the month before O-Week (ie, February). Clubs & Societies need to make sure someone is available as a contact during this time.** Clubs who turn up a week before O-Week expecting a stall and funding will probably miss out, as this is not enough time to get funding approved and stalls organised.

Proof of expenditure must be submitted within two weeks of the conclusion of O-Week on the Post-Activity form. Failure to submit such evidence of expenditure may result in no further funding being granted for the club or society until the O-Week grant has been reconciled.

## Functions Subsidy

Clubs and Societies are entitled to a functions subsidy of **up to \$4 per registered club member per semester up to \$1000 a year**. Clubs are also entitled to free room hire (when available) for functions held in the SAM premises or catered for by SAM. This subsidy will not be granted to any Club or Society for fundraising functions.

Clubs must pay for cleaning, catering staff, security and/or damages where appropriate.

Sound equipment owned by SAM is provided free of charge, subject to availability. Clubs must pay the staff costs for PA set up in almost all cases.

BBQ equipment is provided by SAM at a cost of \$22 per day (with a refundable deposit of \$20), subject to availability.

A Pre-Activity form must be filled out and submitted to the Clubs & Societies Officer one week prior to a CACS meeting before the event.

## Camps, Conferences and Excursions

SAM will fund up to 50% of costs associated with travel, accommodation and registration for camps, conferences and excursions for SAM Members only.

**A maximum of \$1,000 per club per annum** for camps, conferences and excursions that are open to the entire membership of a Club or Society. The Committee may, at its discretion, approve funding for camps, conferences and excursions that are not open to the entire membership of a Club or Society if it can be demonstrated that the benefits of the activity will be accessible to the entire membership.

An individual member may only receive up to \$250 per year for domestic conferences.

A delegate to an international conference may receive up to \$500 towards the conference costs once per year.

A written report following the conference shall be presented to the first meeting of the Committee following the conclusion of the conference. Failure to produce such a report may lead to a reduction in funding for future applications made under this point.

A Pre-Activity form must be filled out and submitted to the Clubs & Societies Officer one week prior to a CACS meeting before the event.

Applications must be accompanied by formal publicity and brochures advertising the conference and notification of the selection procedure for delegates attending the conference.

Cheques will be made out to the conference host, travel company or hotel.

## Photocopying

Clubs and Societies are entitled to **\$100 of SAM subsidised photocopying per annum** (approximately 900 black and white A4 prints at subsidised rates). This entitlement

may be used at the Clubs and Societies' photocopying facility located in the Member Services Office in the SAM Building.

Clubs may get photocopying done at printing shops if a pre-activity form is filled out and submitted, and then a subsequent post-activity form, with receipts, lodged.

Each club will be issued a pin number for photocopying purposes. Once the allocated number of copies has been recorded in any one year, the club's pin will be erased and no more copying will be allowed in that year.

### Printing

Any Club or Society may apply for **reimbursement of 50% of the cost of additional photocopying, printing and publishing expenses to a maximum of \$400 per club per year.**

A Pre-Activity form must be filled out and submitted to the Clubs & Societies Officer one week prior to a CACS meeting before the event.

All publications supported by SAM must strictly comply with the prohibitions against discriminatory material contained in Point 3.1.5. of the SAM Clubs & Socs Regulations. SAM funding must be acknowledged within the publication by attaching the SAM logo and the text "Supported by Students At Macquarie (SAM)". The logo must be included in accordance with the guidelines stipulated in Part 3.5 of the SAM Clubs & Socs Regulations, and a disclaimer must be included when advised so by the C & S Officer.

### T-Shirts

**SAM will fund up to 100% of expenditure for t-shirts designed to promote a Club or Society.**

(Funding may be claimed for **up to \$100 of fixed set-up costs** (ie. screen production) **and a further grant of up to \$6 per t-shirt. The total grant for t-shirts may not exceed \$400 per annum.**

T-shirts which are funded by SAM must comply with the prohibitions against discriminatory material contained in Point 3.1.5 of the SAM Clubs & Socs Regulations.

A Pre-Activity form must be filled out and submitted to the Clubs & Societies Officer one week prior to a CACS meeting before the event.

### Reduction of Funding

Any funds granted by SAM shall be reduced by the extent to which:

- (a) the total amount claimed is greater than 100% of actual expenditure;
- (b) the profit generated exceeds \$5 per participating SAM member; or
- (c) the profit generated exceeds \$300 or 50% of actual expenditure, whichever is greater.

### CULTURAL AFFAIRS GRANTS

Where clubs require funding that doesn't fit into the Clubs & Societies program they can try applying for funding under the Cultural Affairs Grants program.

SAM assists in various ways, including the provision of:  
Facilities, such as the Bar, Function Rooms, PA equipment, staging, lighting, BBQ hire,  
Art Studio and photographic darkroom

After such services have been considered, SAM may offer grants to the value of:  
\$450 per club or group  
\$150 to individuals

**Cultural Affairs Grants forms can be found on the web on the 'Scholarships & Grants' page in the Student Services section.**

What the committee needs to know:

Who is the applicant?

Who is the applicant affiliated with?

What is the applicant's relationship with SAM?

Does the applicant have financial support from any other means?

What is the event or activity?

How is the event or activity a contribution to the campus community?

What SAM can provide for you or your club, group or society?

The applicant or group must make available their contact details so any queries may be resolved before the application is considered at Board. The individual or group who has received financial support is encouraged to supply some kind of feedback to the Board. This may be in a written or verbal format, informing the Board how the grant was utilised.

The applicant must recognise the contribution made by SAM, stating so on any printed or promotional materials, e.g. the SAM logo or mascot.

## **RECOGNITION**

SAM asks all clubs & societies to recognise SAM's support of their activities by placing the line "Supported by Students At Macquarie" on advertising for the club. Religious and Political clubs should consult the Clubs & Societies Officer on a case by case basis, as it may be against SAM's Constitution to be represented in some circumstances.

## **IDEAS**

The Clubs & Societies program at SAM isn't even two years old yet, so there's still a lot of work to be done in getting it just right. Any helpful, realistic, practical ideas are welcomed. Send a line to [clubsandsocs@sam.mq.edu.au](mailto:clubsandsocs@sam.mq.edu.au) with any ideas you might have about the program.

## AFFILIATION

### TYPES OF CLUBS

#### Sporting

A Club or Society will be classified as sporting if the group is eligible for affiliation with the Sports Association.

Sporting clubs should see affiliation with the Macquarie University Sports Association.

#### Political/Religious

“Religious” – this definition is from SAM’s Clubs and Societies, Grants and Donations policy 1. of, relating to, or concerned with religion; 2. Imbued with or exhibiting religion; 3. belonging or relating to a religious order, as persons.

“Political” – this definition is from SAM’s Clubs and Societies, Grants and Donations policy 1. relating to or connected with a political party, or its principles, aims, activities, etc.; a political campaign; 2. exercising or seeking power in the governmental or public affairs of a state, municipality, or the like; a political party; 3. of or relating to the state or its government; political measures; 4. engaged in or connected with civil administration; political office.

#### General Activity

A Club or Society will be classified as a general-activity society if it is not classified as any other type.

### STARTING A NEW CLUB

Starting a new club is an easy, six step process.

You need to:

- 1. Have a clear purpose** (which is unlike any other club on campus, you might want to discuss this with Amanda).
- 2. Have read and understood the Regulations** regarding becoming a SAM affiliated Club or Society.
- 3. Get 15 or more Macquarie Students** to join (you'll need a **Membership list with each member's Name, Student Number, email address, and signature**).
- 4. Hold an Inaugural meeting** with at least 15 of your club members and **adopt a constitution** (you'll find a Model Constitution to use at [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs)), **elect the Executive** (President, Vice-President, Treasurer, & Secretary), and **pass a motion to affiliate with SAM**.
- 5. Submit the minutes of your Inaugural meeting, along with your Registration form** (available at [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs)), **Constitution, and Membership list to the Clubs & Socs Officer**.

**Registration is complete once the Cultural Affairs & Clubs and Societies Committee (CACs) has approved the Registration. See info on CACS above.**

## **AFFILIATION OF AN ESTABLISHED CLUB**

If you are currently, or were previously, an established club on campus who would like to affiliate with the SAM Clubs & Socs program you should follow the guidelines for 'Reaffiliation' below. The only difference is that you should fill out a Registration form as well (see [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs)).

## **REAFFILIATION**

Each year clubs must go through the reaffiliation process. This ensures that the Clubs & Societies Officer knows: that your club is still active; who the Executive are; if any changes have been made to your constitution; how many people are in your club; what your financial position is (SAM does not fund clubs in debt); and that you still wish to participate in the SAM Clubs & Socs program.

Reaffiliation should be complete by the end of April each year, after AGM Week (see below).

**To reaffiliate your club with SAM you need to supply:**

1. **The Names, Positions, and contact details (phone, mobile, email address) of current Exec Members and the Primary Contact** (if this person is different). If the Primary Contact is one of the Exec, please indicate which person this is.
2. **The current Membership List** – with each member's Name, Student Number and Signature (at least 15 students).
3. **Current financial records stating monies held in the club bank account and petty cash, any outstanding debts, and all club assets** (like banners, equipment etc).
4. **Current Constitution**
5. **Minutes of the last AGM**
6. **Minutes of a meeting at which a motion to affiliate with SAM** for the new year is passed.

If a club is reaffiliating after disaffiliating in the same year then their funding entitlements carry on from the last affiliation. Funding entitlements are per year, and not per affiliation.

## **DISAFFILIATION**

Clubs may disaffiliate from the SAM Clubs & Socs program at anytime. To do so Minutes from the General Meeting at which the decision to disaffiliate must be presented to the Clubs & Societies Officer. A letter outlining the reasons behind the decision to disaffiliate would also be appreciated, although it is not compulsory. Clubs should remember to submit Post-Activity forms for any funding which they are entitled to but have not claimed with their disaffiliation papers. If they do not then any outstanding claims from Pre-Activity forms are forfeited upon disaffiliation.

Clubs which have not reaffiliated by April of the new year will be considered disaffiliated from the program. They forfeit any incomplete funding claims.

## **SAM ORGANISED EVENTS**

### **Stalls – O-Week & Mac Fest**

The SAM Clubs & Societies program offers two opportunities a year for ALL clubs to have stalls at which to recruit members and let everyone know what the club is up to for the year.

The first opportunity is during traditional O-Week celebrations. Stalls are available for up to four days of the first week of Term 1, usually between 10am and 3pm on any day. During this week any affiliated club on campus, has the opportunity for a stall, whether SAM, MUSC, or MUSA.

The second opportunity for a stall is during the Mac Fest celebration which will occur in the second week of Term 3.

The Clubs & Societies Officer will contact club Exec via email about these events. Exec are reminded to check their email and reply promptly as stalls need to be ordered in advance, and last minute pleas for space cannot be accommodated. Which stall a club or society gets is entirely at the discretion of the Clubs & Societies Officer. Generally stalls are organised around 'type', allowing students to have access to a range of similar clubs at once. In this way students get a good sense of what clubs are available. Special requests for areas will sometimes be accommodated if the reason is particularly good. Otherwise clubs are asked to respect the fact that not everyone can have 'prime' position. People who swap stalls or move without being asked to by the Clubs & Socs Officer will be asked to leave the courtyard.

## **THEME DAYS & WEEKS 2004**

### **First Term – Orientation Week 1-4 March 2004**

Orientation Week, or O-Week as it is known, is the first big event in the Clubs & Societies calendar. SAM, MUSC, & MUSA co-ordinate stalls, activities and performances in the University Courtyard to let new and returning students join up to clubs and find out about what is going on at Macquarie during the year.

SAM organises free stalls for its clubs and has a \$150 funding allowance for making things like banners, printing t-shirts and membership cards, and buying a few lollies to give away to new members.

### **Second Term – Cultural Campus Week 3-7 May**

Cultural Campus week is about celebrating all the different types of people and cultures which we have represented on campus. This big festival week will encompass some of the smaller 'old' theme weeks & days such as International Festival, Indigenous Celebration Day, and Pride Day. Cultural clubs will be invited to have food stalls and perform; Warrawarra will be invited to raise Indigenous issues, perform and fundraise; and queer students on campus will be invited to raise awareness of services on campus.

Where a theme week used to have all regular events like Tuesday Lunchtime Bands or Thursday night parties themed for that one theme, the new Cultural Campus week will see different groups focus on one event. For example, Indigenous students might like to use the Tuesday Lunchtime Band time to have a performance and a fundraising barbecue; Cultural clubs will probably have food stalls on the Tuesday and Wednesday, with student performances at lunchtime; the International Office, and Exchange Office could have information stalls on Thursday; and the Queer

Space could theme a big dance party on the Thursday night. Or something like that. SAM's Student Activities Department will be contacting relevant Clubs & Socs close to the week.

### **Third Term – Mac Fest 9-13 August**

Basically O-Week Part 2. More info in Term 2.

### **Fourth Term - Mind, Body, & Soul Week**

This week will be a little different to the other three courtyard based weeks. This week will be about students having lives outside University, acknowledging that some students will be finishing at the end of the year, that students travel, have spiritual beliefs and interests, etc. We see this week being more a forum for different groups to come in and speak to students. Religious, political, and academic clubs would be encouraged to organise awareness activities for their particular faiths, political arguments, or subjects. There might be debates, or speakers, or displays etc. Other events to be organised for the week would be external groups coming in to speak about things, eg Travel groups to talk about backpacking opportunities, ticket prices, packages etc (good sponsorship money there). We would invite the Careers Office to get companies to come in and speak with near-graduates. Relevant Clubs & Societies will be contacted close to the week.

### **CLUBS & SOCS ON THE WEB**

The SAM website has a bunch of resources on it for people interested in the Clubs & Socs program (including a copy of this wonderful document). To access the most useful of these resources you must have registered to use the SAM website (see SAM Web Login). You also need to be a registered user to set up your Club web pages, or to be included in 'Members Only' club mail-outs, and other exclusive stuff.

## SAM WEB LOGIN

To get a SAM Web login, you need to Register.

To Register, click on 'Register Here' – which is written in red at the bottom of the blue box on the right-hand side of the page.

Then fill out the Registration form – some helpful hints: you need only fill out **either Part A or Part B (in Step 2 don't forget to put in your student number or your registration won't work.** Also, don't **forget to write down your username & password** if you think you're likely to forget them.

Before your Registration takes effect you need to be **Validated**. Validation is simply SAM checking that you are a genuine Macquarie Student or other type of SAM Member. **To be Validated** you should **go to the SAM Spot with your Student Card. Club Exec, and/or Primary Contacts** can come down and **see me** and I can validate them (this being a good way for me to meet everyone) if they can't do not or cannot be validated elsewhere.

Non-SAM Members - There is a **special provision** for **Non-SAM Club Members** to register for Clubs & Socs pages.

When filling out the Registration form non-members need to fill out **Part B** and choose the 'Clubs & Societies Member' from the 'I am...' drop-down box.

**Non-SAM Club Members can only be validated by me.** Club Exec should contact me [using the SAM Clubs & Socs Admin pages or emailing [ajessup@sam.mq.edu.au](mailto:ajessup@sam.mq.edu.au)] when they get a membership enquiry and registration request from a Non-SAM Member.

## WEBPAGES FOR CLUBS

SAM offers all SAM affiliated clubs the opportunity to have space on our website. SAM's site is a specially built system which makes building club pages pretty easy. While it might be limiting for more technologically savvy folk, it is really easy to use for most people. The pages offer a 'closed' club environment which you can do what you like with. Obviously nothing illegal, or offensive, but other than that, go crazy. The pages offer space for News, Forums, picture galleries, and a club event diary

There is no need to worry about ftp sites and stuff like that, it's all done within the site.

To find out how to use SAM Clubs & Socs pages, pick up a copy of the UniServity Training Doc available from the Clubs & Socs Officer. A hefty, but informative documents (with many typos. Not unlike this book really).

## CLUBS & SOCS ADMIN PAGES

The Clubs & Socs Admin pages are a resource for Club Exec. It is a place where the Clubs & Societies Officer can leave information and reminders that can be accessed 24/7. If your email account is full and you think it's been a while since you received any emails about Clubs & Socs stuff, check the Clubs & Socs Admin pages.

There is also the Forum facility where, in theory, Club Exec can ask questions of other Club Exec, and, of course, answer. The Forums haven't been used much yet, but hopefully things'll pick up.

## **SAM COMPUTER CENTRE**

Need a computer to do Clubs & Socs work on? Head to the SAM Computer Centre. SAM Building Level 0 (Bank end of the building, to the left of the Cutting Crew, under the stairs). You can scan, manipulate photos, and of course do other webby stuff. Best of all there is a friendly staff member to help you if you get stuck.

### **OPEN TERM**

Monday to Thursday, 9am-7pm

Friday, 9am-4pm

Saturday and Sunday, 11:30am-2pm

### **OPEN EXAMS**

Monday to Friday, 10am-2pm

### **RECESS**

Closed

(closed December to February)

## **IMPORTANT DATES**

A schedule of important dates will be made available to Clubs & Socs Exec at the beginning of each year.

## FOR CLUB EXECUTIVE

### For the President & Vice President

#### **GM's and the AGM**

- All members will be given at least one week notice of all GM's and the AGM.
- All GM's and the AGM will be advertised in What's Up, the weekly campus newsletter.
- Times for GM's can be set at previous GM's or AGM's.
- GM's can be called by the President or the executive or by fifteen members of the club (or half the club membership, if this is less.) Where non-executive members call a GM, they must notify the Secretary who will arrange the meeting.
- The AGM will be held once each year.
- The AGM will be held while the University is in session.
- A quorum of at least 15 members (or half the membership, if this is less) must be present at GM's and the AGM for any decisions or elections to take place.
- If quorum is not reached at the AGM, the meeting will be postponed by the Chair for between seven and twenty-one days.
  - All members may raise issues of business at GM's and the AGM.
  - All members have equal voting rights at GM's and the AGM, and decisions are made by simple majorities (except where noted otherwise in this Constitution).
  - The Chair does not vote at GM's and the AGM, except when a vote is tied. In this case, the Chair casts the deciding vote.
  - Decisions made at GM's and the AGM take precedence over any decisions made by the executive alone.

#### **THE EXECUTIVE**

From the Model Constitution...

The executive is responsible for all the affairs of the club.

The executive consists of a President, a Vice-President, a Treasurer and a Secretary. [Additional and alternative positions may be used as long as there are at least 4 executive positions. One of these positions must be the 'President' who is responsible for the executive and the club. If there are no positions equivalent to Treasurer and Secretary, then the references to their duties in this Constitution should be stated as duties of the executive.]

Executive positions are open to all student members of the club.

Student members are elected to executive positions at the club's AGM. Elections are held in the order of President, Vice-President, Treasurer then Secretary.

Executive members hold their position until the club's next AGM.

An executive member may resign at any time by providing a signed, written notice to the President.

If an executive position becomes vacant, the remaining executive members will select a student member to fill the position. All members must be notified of the change.

An executive member who is not meeting the standards of the position may be removed from the position by a three-quarters affirmative vote at a GM.

- The executive member must be given in writing at least seven days notice of the removal motion and the reasons for the removal that will be raised at the meeting.
- At the meeting, the executive member must be given the chance to respond to all reasons for removal that are raised.
- Any member may raise a motion to remove an executive member by notifying the Secretary at least 14 days before the next GM.

## **PRIMARY CONTACT**

The Primary Contact for a Club is the person who will be contacted first by the Clubs & Socs Officer. The Primary Contact should be available by phone (either mobile or landline) and also email.

Often the President is the Primary Contact, but this doesn't have to be the case. The best person to use as a Primary contact is someone who is often on campus and is hard-working and willing to cart forms about, etc.

If the usual Primary Contact is going to be away for a period of time, or is ill or something, another person should be appointed to check their email, or the Clubs & Societies Officer must be alerted to alternative contact details.

## **EMAIL**

Email is very important as it allows forms and other documents to be easily distributed. All clubs should have an email address to which information can be sent. Usually it will be the primary contact's email. But a generic club email address may also be used. Clubs whose email accounts consistently bounce back mail may be asked to set up another 'exclusive' account for SAM emails, as not getting an email is no excuse for not knowing about an event. (Mostly because the information is also available on the website.)

## **CONSTITUTIONS**

Every club must have a constitution which governs the way the club works, who is responsible for what, when the club will meet, etc. New clubs may use the Model Constitution available at [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs) as a guide.

Constitutions must be adopted in an official meeting, usually at the same meeting as the Club Executive are elected (as the Constitution governs the roles of the Executive it should probably be adopted before the election of the Executive!)

Constitutional amendments must be voted on in meetings. When a Club's constitution is changed a new copy should be given to the Clubs & Societies Officer so that there is an up-to-date constitution on file.

## **FORMS FOR YOU**

Forms are the way that most Clubs & Socs business is managed. All forms are available from the Clubs & Socs Officer or to validated users of the SAM website at [www.sam.org.au/clubsandsocsdocs](http://www.sam.org.au/clubsandsocsdocs).

Forms you need to know about are the:

### **Pre-Activity Form**

A pre-activity form must be submitted for each activity for which a club requires funding. Types of funding available, and the amounts of each funding are outlined in the Regulations document (also included in these documents). Pre-Activity forms

must be submitted to the Clubs & Societies Officer one week prior to a Cultural Affairs and Clubs & Societies meeting (as outlined above). Clubs are only reimbursed for activities for which they have submitted both a Pre- and Post-Activity form.

### **Post-Activity Form**

Once a club has completed an event or activity for which they have requested funding, a Post-Activity form must be completed. Receipts for monies spent, and, for some events, reports, must be attached to this form. Both the Pre-Activity form and the Post-Activity form must be completed at the appropriate times for funding to be granted.

### **Registration Form**

Registration forms must be completed by new clubs or affiliating established clubs. These are basically the summary sheet of your club, and are the first point of reference by the Clubs & Socs Officer when her Outlook address book is stuffed.

### **Cashbook Form**

Used for Club Accounting. See 'SAM Cashbook' below.

### **SPONSORSHIP**

Any Clubs seeking sponsorship which will be advertised or used on campus should consult SAM's Marketing & Sponsorship Manager, Allison Maher, before agreeing to any sponsorship deals. Allison is available on 0419-415-990, or [amaher@sam.mq.edu.au](mailto:amaher@sam.mq.edu.au).

This will ensure, a) that clubs don't make promises to sponsors which they can't keep and b) that SAM's own sponsorship contracts are not breached by the actions of a SAM Club or Society.

SAM will accept no liability for a club or society's actions or the results of any action taken by a sponsor if an activity or other sponsorship act is unable to go ahead because the club did not consult SAM.

### **SAM LOCKERS**

SAM has lockers for hire through the SAM Spot (SAM Building Level 1) for \$15 a semester. There are no other locker facilities for SAM Clubs & Societies.

### **THE PRESIDENT**

- is responsible for the executive and the club, and can be contacted with any queries about the club.
- Chairs all AGM's and GM's, when present.

### **THE VICE-PRESIDENT**

- completes the President's duties whenever the President is absent or unable to do so.

## FOR THE SECRETARY

The Secretary:

- Prepares agendas and keeps minutes for the AGM's, GM's and executive meetings.
- Manages the club's correspondence and non-financial documentation.
- Keeps a record of all club members and ensures that the club is able to contact all of its members.
- Ensures that all members are notified of all club activities.
- Keeps a copy of the constitution and provides it to all members upon request.
- Ensures that minutes of AGM's are provided to SAM, and that all minutes are available to members and SAM upon request.

## SAM'S MAILING ADDRESS

Clubs may have mail sent to their Club care of SAM. The address to use is:

NAME OF CLUB  
C/O SAM CLUBS & SOCIETIES OFFICER  
LOCKED BAG 3500  
NORTH RYDE NSW 1670

## FAX SERVICES

If you need to send or receive a fax to or from your club you can use the SAM Spot (SAM Building Level 1) Fax Service.

The Fax number is 9878-2448.

There is a fee per page, payable on sending or collection.

## CLUB PIGEONHOLES

Each SAM Club and Society has a pigeonhole with the Clubs & Societies Officer. Any mail addressed to the Club care of SAM is placed there for collection. Also any notices, or items of interest are also placed there for collection.

The Secretary should endeavour to check the club's pigeonhole once a week or so.

## MEMBERSHIP LISTS

Membership lists should:

- 1) Contain enough information to be able to contact club members about club meetings and activities
- 2) **MUST contain at least: Name, Student Number, and Signature** (this is required by the SAM Clubs & Societies Regulations, and is compulsory information when requesting functions or t-shirt funding as these are per capita items).
- 3) Be kept confidential. Clubs may not on-sell their membership lists.
- 4) Preferably be lists. This makes presenting lists to the SAM Clubs & Socs Officer that much easier, and saves a lot of paper when copying.
- 5) Should be regularly updated, and

## MEETING PROCEDURE

Your club can decide itself how it wants to run meetings, but most meetings have an agenda to guide people through what has to be achieved (maybe voting on something has to take place before delegating jobs, etc), and to make sure people don't forget to address an important issue. Here is a simple guideline for an meeting agenda:

1. Acceptance of Agenda – The agenda should be discussed, any items added as necessary (under general business) and then accepted as how the meeting will be run.
2. Attendance and Apologies - people who are there, and people who can't be there, but should, or said they would).
3. Minutes of the Previous meeting (they should have been distributed prior to the meeting so people could check them and act on any action points) – these are noted as an accurate record of the last meeting, and any changes that need to be made are noted.
4. Matters arising from the previous minutes – If there were any issues which come from the old minutes which still need to be discussed they should either be addressed at this point, or added to General business.
5. Planning for the next Event – Discuss whatever is coming up for the club
6. ... add as many topics for discussion as necessary
7. President's Report – the President should talk about what the Exec have been up to, any new contacts they have made, or issues that have come up with things (eg the SAM Clubs & Socs program), etc.
8. Treasurer's Report – should outline the Club's current financial position, and discuss any other matters of Treasury responsibility (eg, audit, etc)
9. Secretary's Report – the Secretary should read any correspondence of interest to the club, report on new memberships (or loss of membership), etc.
10. General Business – Any items which were added to the agenda, and general discussion of things which don't need to be voted on, or were just thought up! This is often a good opportunity for the person chairing the meeting (usually the President) to go around the room and ask each person individually if they have anything to contribute (this way shy people, or new people, get an equal opportunity to speak).
11. Next Meeting – the time and date (and place if possible) of the next meeting should be decided on and recorded.

## MINUTE TAKING

Minutes are the official record of what your club has done and are used to make sure work that needs to get done is recorded; problems and issues that the club are resolved are recorded so you know what rules and precedents have been set (and by whom; and are useful to future exec and members to see what has happened in the past.

Minutes should always include at least:

1. The exact wording of any resolution passed.
2. A list of all attending the meeting and any apologies.
3. A brief summary of any major debate and discussions resulting from them.

4. A list of those who have undertaken to do things, including what they are going to do and when, and the date they will report back to the committee on progress (otherwise known as 'Action Items', and are often recorded like this:

**Action Item:**

SAM Clubs & Socs Officer to give all clubs 1 million dollars, by Friday, 1 Never.

5. Other relevant discussion points (whatever they are).

**UPDATING CONTACTS**

The Secretary should make sure that the SAM Clubs & Socs Officer always has up-to-date contact details for all Club Exec and the Primary Contact (if they are different).

Clubs who do not receive information due to not updating contacts will have to, unfortunately, suffer any consequences!

## TREASURER

- Oversees all the club's finances.
- Ensures that all transactions (including transactions of assets) are receipted and immediately recorded.
- Ensures that recording is done in a way that allows assessment of the club's financial position at any time. (See SAM Cashbook below.)
- Ensures that financial records are available to members and SAM upon request.
- Provides a financial report at all AGM's and GM's, and to SAM if requested.
- Only processes transactions (including transactions of assets) that are for the good of the entire club.
- Does not process transactions that leave the club in debt without the ability to repay such a debt.
- Ensures that petty cash contains no more than \$200 at one time.
- Ensures that all non-petty cash transactions are made by cheque, by cash-cheque where necessary and that all non-cash cheques are crossed "non-negotiable".
- Ensures that all cash, apart from petty cash, is banked immediately, using a deposit book.
- Ensures that the club's monies are invested only in banks and not for long periods of time.
- Provides details of the club's bank account to SAM
- notifies SAM if the club employs any staff or reimburses any member for services, and notifies SAM if the club is registered for GST purposes.

**The following information details the important rules of financial management that all Clubs and Societies must follow. These rules form part of the Regulations governing SAM's Clubs & Societies program.**

### Treasurer's Role

The Treasurer oversees all expenditure, income, assets and record-keeping, delegating jobs if necessary.

### Recording Transactions

Every transaction must be immediately recorded, and receipted. Recording methods must allow clear assessment of the Club or Society's financial position at any time.

- a) Transactions that involve assets must be recorded, even if they do not directly involve cash.

### Approval of Transactions

All transactions must be approved by the Club or Society executive or a decision at a General Meeting.

### Open Financial Records

Financial records must be open to all members.

### Use of Cash and Assets

Cash or assets may only be used for the good of the Club or Society, not of individuals.

### Becoming Indebted

A Club or Society must not become indebted to any party without having the ability to repay that debt.

### **Bank Account Details**

The Club or Society must provide details of its bank account to SAM. (See establishing a Club bank account below.)

### **Payments by Cheque**

Payments, excepting payments from petty cash, must be made by cheque, and are made by a cash cheque if a cash payment is necessary.

- (a) All cheque butts must be kept.
- (b) Cancelled cheques must be kept with the appropriate butt.
- (c) All non-cash cheques must be crossed 'Not Negotiable'.

### **Banking Money**

Any money collected must be immediately banked.

- (a) All deposits must be made using a deposit book.

### **Petty Cash**

Petty cash may contain no more than \$200 cash at any time.

### **Reports by the Treasurer**

The Treasurer must report the Club's finances at each General Meeting, and as requested by members or SAM.

### **Records Available for Inspection**

All records, books, cash and assets must be made available for inspection by SAM upon request.

### **Investment of Money**

Money may only be invested in banks and cannot be tied up for long periods.

### **Employment of Staff or Reimbursements to Members**

If the Club or Society employs any staff or reimburses any members for services, then the club or society must be registered with the Australian Tax Office and provide an annual professional audit to SAM.

### **Registration for GST Purposes**

The Club or Society must inform SAM if it is registered for GST purposes.

## **ABNs & GST REGISTRATION**

Please consult the Australian Taxation Office website [www.ato.gov.au](http://www.ato.gov.au) to find out if your club needs an ABN or needs to register for GST purposes. Most clubs and societies don't as they do not turn over enough revenue to require it. There will be exceptions where clubs have a lot of members or are highly active.

Clubs must inform SAM if they are registered for GST purposes.

## **ASSET REGISTER**

SAM requires all clubs to keep an Asset Register which outlines what the club owns, how old it is, and where it is kept. No club asset should become the personal property of anyone. Club assets must always be available for use by club members.

## **AUDITING**

Point 2.4.12 of the SAM Clubs & Socs Regulations document "Records Available for Inspection" states "That all records, books, cash and assets are available for

inspection by SAM upon request." This is an audit, and is required as part of the greater audit of SAM's finances.

Audit material, consisting of SAM Cashbook forms (see below) and supporting receipts, cheque stubs, invoices, etc) will be due regularly throughout the year. Club Treasurers will be made aware of the dates (and this document will be updated) when they are set.

It is recommended that a single folder be kept by the treasurer with cashbook sheets and all supporting documentation which can be easily transported for auditing purposes

## **SAM CASHBOOK**

In order to make things clearer a simple Cashbook form has been introduced for accounting purposes. The Cashbook form consists of six columns:

**Date** – transactions should be noted as they are carried out and reflect a true chronological order of events.

**Description** – Write down what the transaction was for, what was paid for, or to whom money was given, as well as the event or 'purpose' of the transaction.

**Cheque/Bank Deposit/Cash Payment/Cash Receipt** – Record the type of transaction by using the abbreviations or numbers as shown by the legend at the bottom of the page.

**Receipt Amount** – If the transaction was money collected by the club record it under 'Receipts' in the Amounts section

**Payment Amount** – If the club is paying money for something record it under 'Payments' in the Amounts section.

**Balance** – The balance is the running total of money the club has, it should equal the total of the amount in the bank and in petty cash. Balances should be brought forward from previous accounting systems, and then on each page of the Cashbook.

Clubs should use as many Cashbook sheets as necessary throughout the year. You can download the form below, as well as a printable version of these instructions.

All SAM Clubs must adopt this system of accounting and keep all receipts, invoices, cheque stubs, etc with them.

**Clubs will be required to present their cashbook, bank statements, and supporting documentation to be audited throughout the year. Copies of audited cashbooks will be kept on file at SAM.**

## **OPENING A CLUB BANK ACCOUNT**

Clubs must open a bank account as soon as they receive any money (whether from members, SAM, or any other party). All money, aside from up to \$200 worth of petty cash, must be banked as soon as possible to ensure safe-keeping.

There are two banks on the Macquarie Campus: The National Australia Bank (Level 0 SAM Building) 9850-7619; and the Unicom Credit Union (SAM Building Level 0) 9850-7616.

The National Australia bank has a special Clubs & Societies bank account which they offer to clubs on campus. Almost all clubs are with the National Australia Bank.

To set up a bank account:

- 1) The club must have had its Inaugural meeting, adopted its constitution and elected its executive before a bank account can be established.
- 2) The club must be affiliated with either SAM or MUSC at the time they wish to establish the account.
- 3) The Treasurer, or other Executive member should make an appointment at the bank for a time when all Executive members can attend the meeting.
- 4) Executive are the signatories to the account (there can be a minimum of two signatories, but it is recommended that all exec sign, this way any two of the four can write cheques, rather than being reliant on only two. This way if anyone is ill, or away, clubs can still write cheques when necessary). Signatories must supply 100 points of ID when establishing a new account (unless they are already a National Australia Bank client, in which case photo ID is all that is required). Accepted forms of ID include: driver's licence, birth certificate, credit card, passport, or a rate notice.
- 5) Prior to the meeting with the Bank the Treasurer, or other executive, should come and see the SAM Clubs & Socs Officer to get a Letter of Introduction to the Bank. This establishes the fact that you are a recognised club on campus. The person requesting the letter must know who will be going to the bank to sign as their names are included in the letter.
- 6) The Bank may request a copy of your Club's constitution and a copy of the minutes of the Inaugural meeting (or AGM) at which the constitution was adopted and the Executive elected.
- 7) Clubs may use SAM's mailing address (see below) for their bank-statements, chequebooks, etc. This ensures that when an Exec leaves office the address won't have to be changed.

## **INSURANCE**

Activities on campus are covered by Macquarie University Public Liability Insurance.

Activities in the SAM Building (or its curtilage) are covered by SAM Public Liability Insurance.

Activities on MUSA premises, or their sports grounds are covered by MUSA Public Liability Insurance.

**OFF CAMPUS ACTIVITIES ARE NOT COVERED BY THE POLICIES OF ANY MACQUARIE UNIVERSITY ENTITY.**

Clubs & Societies must get any relevant insurance of their own accord. Students participating in Clubs & Societies events off campus are acting as individuals.

Clubs should ensure that any companies they use for functions or events have up-to-date, relevant insurance.

If you need advice on insurance you should consult an Insurance Broker. Look in the Yellow Pages to find one.

## ORGANISING ACTIVITIES ON CAMPUS

### THE UNIVERSITY & CLUBS ON CAMPUS

Clubs & Societies active on campus not only have a relationship with SAM, but with the University as well. SAM is a separate business to the University, and as such has a specific function, and role within the University community. Clubs and Societies fall under SAM's care, but there may be occasions when you have to deal with the University directly as SAM cannot answer a question, or give permission for an event.

Students are reminded that it is in the best interest of all Clubs & Societies to observe University rules and regulations. Those that don't observe them restrict the activities of others and may end up jeopardising all Clubs & Societies activities on campus. Be good.

### SAM PREMISES & CURTILEGE

SAM has managerial control over specific areas in the University, these are SAM Premises, and SAM Curtilage. Other campus facilities are not within SAM's scope of control.

SAM has jurisdiction over use of:

The SAM Building

The Atrium Courtyard

The SAM Loading Dock and Staff car park

The Bank area

The area between the SAM Shop and the SAM Spot up to, but NOT INCLUDING the Fountain

And an approximately 2 metre perimeter around the SAM building in general.

The Lighthouse Theatre

The SAM Cottages

Banksia Cottage

Gumnut Cottage

The Globe Café

SAM Coffee Carts

SAM vending machines

The Permaculture Garden

This means that SAM has no jurisdiction over the following areas which might appear to be SAM areas:

The grounds behind the SAM Building going down to Lake Yerbury

The Fountain area

The Library walk

Any walls not part of the SAM Building (or others as mentioned above)

The University Courtyard

Any areas around E7B

SAM has strict policies about use of its curtilage (see BBQ Hire, Big Events, Small Events, etc). The rules have been developed over time, and some have involved negotiation with the University to take into account things like: Insurance, Occupational Health & Safety, noise issues, diversity of use, SAM's commercial concerns, and other 'larger-picture' issues such as these.

Clubs wishing to hold an event on campus must speak with the Clubs & Societies Officer, or the Venues @ Macquarie staff PRIOR to making concrete plans to host an

event. SAM will not take any responsibility for events which have to be cancelled due to poor planning and lack of consultation by Clubs & Societies.

There are precedents for most types of Clubs & Societies events which means that questions can be easily answered as to whose permission you need to hold the event. There are occasions however when it is not immediately clear how to proceed in getting your idea or event to fruition. In this circumstance, clubs are asked to be patient and to be understanding if it is not possible to accommodate the idea or event.

## **EVENTS ON CAMPUS**

SAM has been designated by the University as the hub of non-academic, non-sporting, student activity. This means that general policy is for all student activities and events to be managed by SAM.

SAM should be the first port of call for students wanting to organise events on campus. Day-to-day activities of clubs and societies should not be directed to the University.

Very rarely will the University engage directly with students to organise activities on campus. Times when this may occur include Open Day, Faculty events, or other large University events.

There may be some occasions when the scope of a Club's event is too big for SAM to deal with (ie, a club or clubs wish to use the University Courtyard, or the grounds behind the SAM Building); or a club may feel it is more appropriate to hold an event near E7B or the Library, rather than at the SAM Building. On these occasions a club must contact Buildings & Grounds.

## **BUILDINGS & GROUNDS**

Buildings & Grounds is the office of the University which manages which activities happen where on campus. They have an overall picture of what is happening on campus and can make a decision about how an event will affect the day-to-day activities of that part of the University.

Buildings & Grounds decision on where, and whether or not, an event can be held on University grounds is final. SAM cannot overturn a B&G decision (but SAM can often help to accommodate a scaled down, or differently planned event).

**Location:** F8A

**Telephone:** 9850-7145

**Fax:** 9850-7181

**Email:** [bgoinfo@bgo.mq.edu.au](mailto:bgoinfo@bgo.mq.edu.au)

**Web Site:** <http://www.bgo.mq.edu.au/>

**Postal Address:**

Buildings and Grounds

Macquarie University

NSW 2109

Australia

## **UNIVERSITY SECURITY**

University Security are the 'muscle' of the Buildings & Grounds Office. Security Officers should be obeyed. Any questions or issues with their conduct or concerns about their right to ask you to do something should be addressed formally with the Buildings & Grounds Office, unless an incident occurs on SAM premises SAM cannot enter into any discussions on behalf of the club.

Incidents should be reported to the SAM Clubs & Socs Officer so that information can be passed onto other Clubs & Socs about the experience and what to avoid or do differently in future.

**Location:** C1A

**Telephone:** 9850-7112

**Fax:** 9850-7163

**Email:** [bgoinfo@bgo.mq.edu.au](mailto:bgoinfo@bgo.mq.edu.au)

**Web Site:** <http://www.bgo.mq.edu.au/>

**Postal Address:**

Security Office

Buildings and Grounds

Macquarie University

NSW 2109

Australia

## **THE UNIVERSITY COURTYARD**

The University Courtyard, once the site of many SAM and Clubs & Societies activities, is now used only for large scale events such as O-Week and Mac Fest, etc. This is to ensure that turf and trees are not damaged, and to reduce noise complaints.

Clubs may hold informal meetings or events there. If Buildings & Grounds, Uni Security, or any other University representative asks you to stop an event or move on then any issues with this must be addressed to Buildings & Grounds. SAM cannot enter into it.

## **LIBRARY LAWN**

Buildings and Grounds often gives permission for clubs to sell tickets in front of the Library. See 'Buildings & Grounds' above for contact details.

## **E7B COURTYARD**

It is rare for the E7B Courtyard to be made available for Clubs & Socs events. This is due to safety issues over building access and congestion.

## **UNIVERSITY ROOM BOOKING**

Clubs can book University rooms & lecture theatres during the hours of 1-2pm during term time. These can be regular bookings for general meetings.

Contact Helen at Buildings and Grounds on 9850 7031 to book a room.

Clubs may not use audio-visual equipment without the involvement of a University lecturer.

**UNIVERSITY FURNITURE**

Clubs are not to use any University furniture outside of the room which they have booked to use it in. Any clubs caught misappropriating University Furniture will be punished (by University Security).

**CRIMINAL ACTIVITY & DAMAGE**

Obviously, just don't break the law. No one at SAM or the University can help you (except maybe Legal Aid, if you need help with the Law, try contacting Students Council on 9850-7629 for more info on that).

University Students, are for the most part adults, and will be treated as such, so if you do something illegal, you'll be punished as such – so watch out!

## Events

### **BANDS & MUSIC**

It is very rare for clubs to be allowed to book bands or other music (DJs etc) during term time as Entertainment on campus is organised by SAM. Clubs who hire the Atrium for events may negotiate performance times and performances with Venues @ Macquarie, with prior consideration of SAM's Entertainment program.

No club or society is allowed to have acoustic music or stereos outside at anytime except between the hours of 1pm and 2pm on any day. This is a strict University policy.

If you are interested in having a Band in the bar outside term time you should talk the Student Activities Department about it, call Alex or Amanda on 9850-7605 or 9850-7774.

### **BBQ HIRE**

**SAM has two barbecues for hire to student and staff groups on campus. They are available for hire through the Venues@Macquarie Office (SAM Building Level 0). Barbecues cost \$22 to hire (GST incl), with a \$20 deposit required on hire. To hire a BBQ go to the Venues@Macquarie Office on Level 1 and nominate your preferred date of hire.**

**BBQ hire times are usually between 11am and 2pm**, although the hirers are welcome to specify other times between 9am and 5pm. BBQs are available for use on SAM premises only.

Barbecues are only allowed next to the stairwell in the Eastern courtyard (Marxine's end of the SAM Building). Venues@Macquarie staff should let you know where you are allowed to be.

Remember to book as soon as you can. This means that you can change other plans if the BBQ isn't available on your first choice of day.

### **BIG EVENTS**

A big event is anything which involves more than 50-100 people either on or off SAM Premises. Any plans for a Big Event should be talked through with the Clubs & Societies Officer as soon as possible to ensure that you can get as much assistance bringing things to fruition.

Unfortunately there are many cases of events being inappropriate for the Macquarie campus. This mainly due to the high cost of security, insurance, and other 'hidden' costs. Don't take anything for granted, and be prepared to compromise.

### **BUS HIRE**

Bus Hire can be claimed as a 'Camps, Conference, or Excursion' expense. If you find a particularly good/inexpensive bus company feel free to get some brochures or contact details to the Clubs & Socs Officer to pass on to other clubs.

## FOOD SAFETY

Food stalls have been happening at SAM for years - they're a great way to get clubs and societies members together, to raise funds, and to get others to find out about your group's issues, culture, or up coming events. They're one of the best things about Macquarie campus community life.

**You will find a copy of the legal requirements for food handling and service for Temporary One Day Food Stalls at [www.sam.org.au/foodsafety](http://www.sam.org.au/foodsafety). All clubs and societies who are going to serve food and drink must be aware of and follow these rules.** A lot of it is commonsense, but other things are not so obvious. **It is extremely important that if you are going to have a food 'event' that is not catered by SAM that you read and understand these rules.**

If you are found to be in breach of these Food Safety standards then you will be asked to cease selling food immediately, and may be liable for any damages which arise from anyone harmed by dangerous activity.

## SAM CATERING

Venues @ Macquarie can cater for your Club function whether on campus or not. Functions Subsidies apply to on-campus events only (unless special exceptions are made for annual faculty events.)

Included in this pack is some info about Direct Catering costs. Function costs can be found on the web.

Venues@Macquarie

Phone 9850 7604, 9850 7469

Email [venues@sam.mq.edu.au](mailto:venues@sam.mq.edu.au)

[www.sam.org.au/venues](http://www.sam.org.au/venues)

## SMALL EVENTS

A small event is basically something which can be hosted in a SAM Function Room, or in the Atrium Courtyard. These are usually pretty easy to organise and Clubs & Societies are encouraged to make use of resources available to them.

## TABLES

SAM Clubs & Socs has a couple of tables available for use by Students when selling tickets near the fountain or holding barbecues. They are usually kept behind the Bar stairs. Please let Amanda know when you are using them!

## Venues & Meeting Rooms

SAM has jurisdiction over facilities in the SAM Building and a small area around the perimeter of the building known as the 'SAM Curtilage'. All other areas of the University are governed by the Buildings & Grounds Office or the relevant Department. See 'The University and Your Club' below for more information about non-SAM facilities.

### **Function Rooms**

Function Rooms are available to clubs at no cost subject to availability and the suitability of the activity to the space.

### **The Atrium**

Clubs & Societies may hire the Atrium. Pricing at the discretion of Venues @ Macquarie. The Clubs & Societies Officer has no say over the use of the Atrium.

### **The Club Lounge**

Since the Club Lounge has become the console of the Battlestar Galactica it is no longer available for Club use.

### **The Cottage**

While it remains standing (expected demolition at some stage) the cottage next to the National Australia Bank is home to two rooms for use by Clubs & Societies. The 'Big' Room is the biggest and seats about 20 - 25. The 'Small Room' is smaller (!) and seats about 15. These rooms can be booked through the Clubs & Societies Officer. Conditions apply.

### **The SAM Bar**

Clubs may hire out the SAM Bar on nights when it is not part of the Regular Entertainment Schedule (usually during exams or in the holidays, although clubs wishing to use it after 8pm on Mondays and Tuesdays may be able to do so during term time).

Clubs should contact the Beverage Manager, Dave Ward on 9850-6581 to find out about availability.

All Security, PA, Staff, drinks, and other related bar costs must be met by the Club. The SAM Bar is a Responsible Service of Alcohol venue.

### **The Atrium Courtyard**

Clubs are encouraged to host their club barbecues, or informal activities in the Atrium Courtyard.

### **ART STUDIO**

The Art Studio is a great resource for Clubs & Societies, you can make banners, badges, print t-shirts, and develop photos (see below for more info about this).

Arts & Photographic Co-Ordinator  
PHONE 9850 7607  
FAX 9850 6903  
EMAIL [artstudio@sam.mq.edu.au](mailto:artstudio@sam.mq.edu.au)

SAM Art Studio  
SAM Building Level 0 (Eastern Wing)  
OPEN Monday to Friday, 10am-5pm

### **BADGE MAKING**

We have a badge-making machine and will provide you with a template to help with your design layout.

**Single badge 60¢ members 90¢ non-members**

### **BANNER MAKING**

Bring your artwork on an A4 overhead transparency and we will supply the materials, equipment and know-how to create your own great banner.

Single banner \$11.00 members \$17.50 non-members.

### **CHALKING**

Chalking is a common way to advertise events on campus.

No Chalking is to happen on SAM premises.

Students who chalk University paths do so at their own risk. As the Clubs & Societies Officer I have not had any correspondence on this matter, but am not sure of the official University policy. As mentioned above, please heed any instructions by University Security or representatives of the Buildings & Grounds Office.

### **FLIERS**

Fliers are a great way to get your message across as people can carry information away with them. They can also double as posters. Fliers should not be left on tables or chairs around campus as they will just be thrown out. Fliers can be left with the Clubs & Socs Officer for display in their Office.

### **LOGOS**

It's a good idea to have a logo for your club and put it on all club material. This way people can tell straight away who's talking to them from the flier, and can help identify people in t-shirts when the t-shirt design might not otherwise be obviously about the club.

### **PAINT**

Some Universities allow students to paint on buildings, paths, or in other areas of the campus.

**THERE IS NO PAINTING ALLOWED AT MACQUARIE UNIVERSITY – DON'T EVEN THINK ABOUT IT.**

### **PASSING SHOW**

Passing Show is SAM's student magazine. If you have something you wish to contribute to Passing Show (about how a club event went, or interesting people you've met in your club activities) then contact the Passing Show Editors on 9850-7712, or email [passingshow@sam.mq.edu.au](mailto:passingshow@sam.mq.edu.au).

### **PHOTOCOPYING**

The SAM Clubs & Socs Copier is located in the same office as the Clubs & Socs Officer. Clubs need a password from the Clubs & Socs Officer to use it. When your allowance is up the password will be deleted.

Copying at SAM costs 11c per page.

The Computer Centre has a copier if the SAM Clubs & Socs one isn't available.

## **PUTTING UP POSTERS**

There are several clubs & societies noticeboards around the SAM Building. Clubs & Societies are welcome to put posters advertising upcoming events and meetings there. Please be considerate of other users and do not cover a whole board, or other people's posters. Clubs found to be inconsiderate will have their posters removed.

The University condones the placement of posters and fliers along the walls of the University walk, and up the University steps (but below the line). You can also put posters on the big filter thing outside the Library. Proper noticeboards around campus can also be found in E7B and the Macquarie Theatre. These are about the only places posters are allowed.

University Security will remove posters from inappropriate places, and usually contact offending groups to let them know not to put posters up in the area. Repeat offenders may face fines.

Posters on all noticeboards and walls are cleared once a month (usually at the beginning of the month).

Posters are also cleared before Open Day, before O-Week, and before the Start of each term (regardless of what time of month it is. If you are putting posters around these times, always keep some in reserve, or save some money to print more, in case you lose the first batch).

## **SCREEN PRINTING**

Facilities are available for you to screen print onto T-shirts, bags, tea towels, pillow slips... onto just about anything. Bring your own T-shirts etc. and artwork printed onto A4 paper or three A4 overhead transparencies to the Art Studio and make an appointment.

**Single screen \$15.40 members \$22.50 non-members**  
**T-shirt ink from \$0.55 to \$0.75 members and \$0.85 to \$1.15 non-members per shirt depending how many shirts printed.**

**Overhead transparencies 75¢ each (3 needed per design)**

## **T-SHIRTS**

If you want to print t-shirts at the Art Studio, you can either purchase your own t-shirts or you can order them through the SAM Clubs & Socs Officer. Prices range from \$3.30 per average shirt to about \$8.00. There are also other items you can buy like jumpers, etc. T-shirts can take up to a week for delivery, so make sure you leave enough time for your order to get to SAM.

## **UNIVERSITY STAFF NEWS**

The University distributes a monthly newsletter to all staff on campus. If you are holding an event you wish to advertise to academic staff then email [contribs@remus.reg.mq.edu.au](mailto:contribs@remus.reg.mq.edu.au). If you wish to know what type of info gets included in the Staff News check out [www.mq.edu.au/staffnews/](http://www.mq.edu.au/staffnews/)

## **WHAT'S UP**

What's Up is SAM's weekly newsletter and is distributed every Monday of term. What's Up is the place where Clubs & Socs usually list upcoming meetings & events as it is the easiest way to get to a lot of students in one go.

What's Up Submissions can be done on line by going to [www.sam.org.au/whatsup](http://www.sam.org.au/whatsup).

Submissions must be in by **3PM** the MONDAY **BEFORE** the publication date.

There is no charge to students for What's Up entries.