

GUIDE 1

STARTING A NEW STUDENT GROUP

To affiliate a new club, you will need to have a minimum of 10 current VU students signed on as members, of which three are to be elected as the Executive Committee (President, Treasurer, and Secretary). The election of the Executive Committee, by democratic vote, must occur at an Inaugural General Meeting (IGM) held by the student group members. Quorum for the IGM is 60% of the membership base.

If you are interested in starting a **NEW STUDENT GROUP**, you will need to follow these steps:

1. Create a student group idea
2. Check if the student group already exists (check online <https://www.vu.edu.au/current-students/campus-life/clubs-student-groups>)
3. Apply online at <https://www.vu.edu.au/current-students/campus-life/clubs-student-groups/manage-your-club/start-a-new-club> application form
4. VU Clubs Officer and Student Life team will process your application
5. Receive approval to proceed with your new student group affiliation
6. Gather the student group members
7. Conduct an Inaugural General Meeting (IGM) (the Clubs Team can assist with this)
8. Elect the Executive Committee via democratic process
9. Fill in affiliation forms and bank forms
10. Create a student group identity (Group name, group logo, group email) and launch your student group

YOUR STEP BY STEP GUIDE:

1. Create a student group idea

- a. Check out student groups currently on the VU website (www.vu.edu.au/Clubs) to make sure that the student group you want to start is not already up and running. If the student group is not there, then it is time to start that student group!
- b. You need to think about a few things. What will your student group do? Is your student group related to any colleges which will support student development? Is it a social student group, running events on campus? Or is it something completely different?

2. Check if the student group already exists (<https://www.vu.edu.au/current-students/campus-life/clubs-student-groups>)

- a. Check out student groups currently on the VU website (www.vu.edu.au/Clubs) to make sure that the student group you want to start is not already up and running. If the student group is not there, then it is time to start that student group!
- b. Prospective student groups should contact the Clubs Officer in the Student Life & Leadership Team to express their interest in establishing an affiliated student group. The Clubs Officer will advise if there is already an affiliated student group that services the purposes of the proposed VU Club, VU College Society or VU Association. Contact the VU Clubs Officer (clubs@vu.edu.au) who will assist you if you are unsure if your student group already exists.

3. Fill in and apply for a new student group online on VU website

- a. <https://www.vu.edu.au/current-students/campus-life/clubs-student-groups/manage-your-club/start-a-new-club>

4. VU Clubs Officer and the Student Life team will process your application

- a. The Clubs Officer and the Student Life team process your application to:

- i. check if there is already an affiliated student group that services the purposes of the proposed VU Club, VU College Society or VU Association
 - ii. check application details are completed
 - iii. process to yes or no
 - iv. advise on email
- 5. Receive approval to proceed with your new student group affiliation**
 - a. Receive yes email for approval
 - b. Receive affiliation pack (the documents you need to affiliate your new student group)
- 6. Gather the student group Executives and Members**
 - a. contact you interested peers/friends about the student group
 - b. invite people to be an executive in the new student group
 - c. talk to potential new members in class/social activities
 - d. let them know there will be a meeting to vote in an executive
- 7. Plan & conduct an Inaugural General meeting (IGM)**
 - a. select a date for your IGM meeting
 - b. book a room (library, public space on campus) or create a Zoom invite
 - c. invite attendees
 - d. meet and conduct meeting
- 8. Vote in executive & complete the affiliation paperwork**
 - a. Announce executive election at meeting with 10 members minimum
 - b. forward candidates for 4 executive roles and take a vote
 - c. count votes, record results in minutes
 - d. complete IGM minutes form at meeting
 - e. president to lodge paperwork with Clubs Officer
- 9. Lodge bank forms and open student group bank account at local CBA branch**
 - a. the student group will nominate two executive members to be the card holders (usually President and Treasurer) of the student group bank account.
 - b. the two card carriers will then organise an appointment with the Clubs officer to set up a bank account with the Commonwealth Bank.
 - c. your student group affiliation funding will be accessible by submitting funding requests as you require funding for your student group.
 - d. your student group can earn income by attending Victoria University activities e.g. Open day, Multicultural Week, O Weeks.
- 10. Create a student group identity (Facebook, Instagram, Gmail, etc)**
 - a. your student group will need a name that reflects the student group's purpose.
 - b. the student group name should include 'VU' or 'Vic Uni' or 'Victoria University' in the title.
 - c. the student group will need a logo which can be created by the Clubs Officer or alternatively the student group can outsource a logo design at the club's cost.
 - d. the student group will need a Gmail account and a web description to inform other Vic Uni students about the student group and to keep everyone updated.
 - e. get new members and sign them up using the membership form that will be shared with the student group in Dropbox.
 - f. the student group will charge a membership of min \$5. The Secretary will keep record of membership details (through creating an online membership form) and the Treasurer will record the membership income and member details.

Once the above steps have been completed, the Clubs Officer will send confirmation via email that your student group has been affiliated. You now will complete training to learn more about how to run a student group successfully.

Training sessions will be provided by the VU Clubs Officer and you will be invited to attend these activities.

You can contact clubs@vu.edu.au and ask your VU Clubs officer or Clubs Assistant if you need any help or have questions about the information on starting a new student group.