

Introduction

Congratulations on your election as a Club Office Bearer. Clubs & Societies hope that your experience will be rewarding. To update your club's list of office bearers please read through this Change of Club Office Bearers/Elections Pack thoroughly and complete the requested tasks below in a timely manner.

C&S must be informed of your clubs 'Top Four' **at all times** (Pres/VP/Sec/ Treas). If your club holds a by-election for any of the 'Top Four' between AGM's, your club must re-submit **Club Office Bearer List & Change of Bank Signatories Form** (attached).

Timeline and Process

- Submit the **Club Office Bearer List & Change of Bank Signatories Form** (attached) to C&S (via email: enquiries@monashclubs.org) within 2 weeks of the election of your club office bearers. Please read this form carefully as you will need to attach documents related to the elections.
- A C&S staff member will email **<clubs>@monashclubs.org** when your documentation (this pack) has been processed. Further advice regarding the process for changing your bank signatories will be provided at this time.
- Following advice from C&S (see above), an appointment should be made with your club's applicable bank (Westpac or Commonwealth), **Monash Clayton (suburb) branch**, to change the signatories to your club bank account at a mutually convenient time for all signatories. Unfortunately, the Monash University branches are still closed for customer service. It is recommended that you confirm with the bank the length of time that the appointment may take and whether any additional documents should be taken along. For example, the Bank will usually require a copy of the Minutes to verify the election results.
- After making a bank appointment, contact the C&S staff (enquiries@monashclubs.org) to organise for the signing and collection of your **C&S Bank Letter**. When making this in-person appointment time, please keep in mind that your group will be required for 10 minutes in the C&S office and travel time to the bank will also need to be considered.

Note: an appointment must be made with the C&S staff prior to visiting the office and collecting your **C&S Bank Letter**. If this appointment is not made, you may be turned away and asked to return at a later date.

- All three signatories will need to attend the C&S office to collect the **C&S Bank Letter**. The ID details for each signatory will be checked to match the details in the letter and then signed by all three signatories and a C&S staff member.
- The **C&S Bank Letter** should then be taken to your club's applicable bank (Westpac or Commonwealth) for processing.

Important Things to Consider

- REMEMBER to read the instructions within the **Club Office Bearer List & Change of Bank Signatories Form** *thoroughly*. It is vital that all required tasks are completed, especially the two motions in the minutes, naming the new signatories and authorising a new contact person for the ATO.
- **Quorum**: This is the minimum number of Ordinary Members (Clayton Students) that must attend a General Meeting so it can make decisions, such as electing a new club committee. For any General Meeting, quorum will be 15 Ordinary Members or 10% of Ordinary Members (capped at 50), whichever is greater. The Secretary will be able to calculate quorum by viewing the Membership List via the C&S Membership Platform or contacting a C&S staff member for assistance. Please see your club's constitution regarding running a General Meeting. **YOU MUST ADJOURN THE AGM/OGM/EGM UNDER RULE 38(3)(b) IF YOU FAIL TO ACHIEVE QUORUM AND CONTACT C&S ASAP.**
- Make sure that the mailing address for your club bank account is **<Club Name>, Campus Centre, 21 Chancellors Walk, Monash University VIC 3800**. If your club is receiving bank statements to a committee members house, it will not be a valid excuse if your club does not achieve a Full Pass in their Audit due to missing bank statements.
- When attending the bank appointment, if any new signatory is not an existing member of the applicable bank, 100 points of ID may need to be taken along to provide to the bank. This is made up from one Primary Document (Passport, Australian Drivers License or Birth Certificate) and one Secondary Document that has your name and current address on it (Utility Bill, Phone Bill, Bank Statement) or Medicare Card. Failure to have these documents with you when attending the bank appointment could result in the bank refusing to process your application.
- **Workshops** are provided to the President, Vice President, Secretary and Treasurer to assist in understanding their duties. Further information regarding the required training for each position can be found here: www.monashclubs.org/About/Club-Admin/Office-Bearer-Training

Note: Grants will be withheld from clubs until the President, Vice President, Secretary and Treasurer have completed their workshop/s. To book into a workshop, visit the C&S Website at www.monashclubs.org/Events/Workshops.

Checklist

This checklist outlines some tasks that need to be undertaken by a newly elected committee. To ensure a smooth transition between committees, the tasks below should be completed within four weeks of the new committee being elected.

Tick the relevant box as each task is completed.

President/Vice President

- Organise a meeting between the old committee and the new committee to ensure that all paperwork is handed over properly.
- Complete the Committees 101 Moodle Unit (link via C&S Website).
- Visit the C&S office with the new committee and become acquainted with the office, its facilities / functions and the C&S staff.
- Make sure the committee has a current copy of the club's constitution, and that it has been read and understood by the committee.
- Make sure that your fellow Executive members have completed the checklists below.
- Read the C&S Executive Handover Manual.
- Read the C&S Grants Manual.
- Read the C&S Financial Records Handbook.
- Introduce the new committee to the club members at the next general meeting.

Secretary

- Complete a **Club Office Bearer List & Change of Bank Signatories Form** and submit to C&S within 2 weeks of elections. You will need to attach the Minutes and Attendance Forms for the Annual General Meeting (or the EGM/OGM) in which these new office bearers were elected.
- Complete the Committees 101 Moodle Unit (link via C&S Website).
- Contact the new committee and arrange a time and place for your first committee meeting.
- Make sure that the previous Secretary hands over all club material (especially the club letterbox key and previous minutes).
- Find out your club's locker number and access code, which should be changed ***immediately***. If your club has an office, ensure that all keys are handed over from the previous committee.
- Find out the club password and username for the club's @monashclubs.org email address. This inbox should be checked regularly at <http://mail.monashclubs.org/>. Important information from C&S is communicated via this email address.
- Find out the club password for the C&S Website, this is where most C&S documents and information can be found.
- Read the C&S Executive Handover Manual.
- Check the club letterbox ***regularly***. If your previous committee has misplaced the key, then speak with a C&S staff member, who will organise for another key to be supplied for a small fee.

Treasurer

- Make sure that the signatories to the club bank account are changed within one month of election.
- Book into (via the C&S Website) and attend the Treasurer Workshop and Audit Workshop.
- Make a time to meet with the previous Treasurer so s/he can explain the treasury system and processes to you. This is very important, as your first audit will cover a period in which s/he was Treasurer.
- Confirm outstanding monies owed to and by the club.
- Collect all of the club's financial records (cheque and deposit books, receipt books etc.) and all other club material from the previous Treasurer.
- Ensure that you have been given receipts for all club payments. Also ensure that you have been given all reimbursement receipts from the previous committee members.
- Read the Grants Manual.
- Read the Financial Records Handbook.
- Read the C&S Executive Handover Manual.
- Ensure you understand what financial requirements C&S has of your club. If you don't, make a time to see a C&S Staff Member.

If you have any problems understanding or completing any of the above tasks, don't hesitate to contact the C&S Office - Phone: 9905 4159 / Email: enquiries@monashclubs.org / <http://www.monashclubs.org>

THIS FORM IS DUE WITHIN 2 WEEKS OF THE GENERAL MEETING WHERE THE BELOW OFFICE BEARERS WERE ELECTED. IF YOUR CLUB FAILS TO REACH QUORUM, YOU MUST CONTACT C&S URGENTLY.

Club Name: _____

Month & Year of **NEXT** Annual General Meeting: _____

The 'Club Office Bearer List & Change of Bank Signatories Form' is used to update C&S records of Club Executives and prepare a **C&S Bank Letter** that is then used to update the signatories of your club's bank account.

It is vital that this form is completed correctly and submitted with the following documents/information (please tick the boxes below):

- Minutes from your quorate Annual General Meeting (or General Meeting where by-elections have occurred for your Pres/VP/Sec/Treas). Ensure that all elections are held in accordance with your club's constitution and requirements outlined by C&S.
- Attendance list printout indicating attendance. It is recommended that this form be an Excel attendance list which has been compiled by the Returning Officer.
- A motion in the minutes of the AGM/OGM/EGM authorising the new signatories (Pres/Sec/Treas or Pres/VP/Treas) of the club bank account (see example directly below).

Motion

'That Lilly Smith (President), James Xu (Secretary) and Nat Miller (Treasurer) be the new authorised signatories of the club bank account.'

Moved: Kristin Brown

Seconded: Susie Tassie

Motion CARRIED Unanimously

- A motion in the minutes of the AGM/OGM/EGM naming the new Authorised Contact Person for the club to the Australian Tax Office (see example directly below). The C&S Coordinator is usually a second contact person for every club. If your committee has a problem with this, please speak to a member of the C&S Staff.

Motion

'That Nat Miller be the new Authorised Contact Person for the Australian Tax Office'

Moved: Kristin Brown

Seconded: Susie Tassie

Motion CARRIED Unanimously

OFFICE BEARER DETAILS

PRESIDENT – Must be a Signatory

Full Name (Given and Family Name) _____ Monash Clayton ID Number _____

Semester Address (if MRS, **must** provide Home Address) _____ Suburb _____ Postcode _____

Home Address (**can** be an International Address) _____ Suburb/State/County _____ Postcode _____

Mobile Number _____ Home Number _____ @student.monash.edu

VICE PRESIDENT

Full Name (Given and Family Name) _____ Monash Clayton ID Number _____

Semester Address (if MRS, **must** provide Home Address) _____ Suburb _____ Postcode _____

Home Address (**can** be an International Address) _____ Suburb/State/County _____ Postcode _____

Mobile Number _____ Home Number _____ @student.monash.edu

TREASURER – Must be a Signatory

Full Name (Given and Family Name) _____
Monash Clayton ID Number

Semester Address (if MRS, **must** provide Home Address) _____ _____
Suburb Postcode

Home Address (**can** be an International Address) _____ _____
Suburb/State/County Postcode

Mobile Number _____ _____ _____
Home Number @student.monash.edu

SECRETARY

Full Name (Given and Family Name) _____
Monash Clayton ID Number

Semester Address (if MRS, **must** provide Home Address) _____ _____
Suburb Postcode

Home Address (**can** be an International Address) _____ _____
Suburb/State/County Postcode

Mobile Number _____ _____ _____
Home Number @student.monash.edu

We wish for our Vice President to be a signatory to the club bank account, instead of the Secretary

A Note about Confidentiality

Your personal details will be available only to C&S Staff and members of the C&S Executive unless you fill out the 'OPTIONAL AUTHORISATION – CLUB CONTACT PERSON/S' section below. If you complete and sign the authorisation below allowing us to give out your phone number as indicated, your number will be given to anyone enquiring about your club through the C&S Office. C&S will endeavour to screen inappropriate calls to the best of its ability.

OPTIONAL AUTHORISATION – CLUB CONTACT PERSON/S

Name – Contact 1 _____ _____
Phone Name – Contact 2 Phone

I give permission for my phone number to be used as a designated contact for my club, and will be available for
(please tick ONE option below):

- Students wishing to join my club only
- Students wishing to join my club or MSA Office Bearers and Monash University Staff wishing to contact my club
- Anyone wishing to contact my club

Signature – Contact 1 _____ _____ _____
Date Signature – Contact 2 Date

Office Use Only

Submission Date: _____ Attendance: _____ Entered in Database: _____

AGM/EGM/OGM Date: _____ Quorate? Yes No Checked By: _____