

Introduction

Congratulations on your election as a Club Office Bearer. Clubs & Societies hope that your experience will be rewarding.

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' positions between AGM's, your club must re-submit **Club Office Bearer List & Change of Bank Signatories Form** (attached). 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.

Timeline and Process

- Submit the **Club Office Bearer List & Change of Bank Signatories Form** (attached) to C&S. Submissions must be made within 2 weeks of the election of your club office bearers and can be made by completing this Google form – [Change of Office Bearer Submissions](#). Please read the instructions within this Google form carefully as you will need to attach a number of 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 including the steps required to sign and collect the **C&S Bank Letter** 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 update the signatories to your club bank account at a mutually convenient time for all signatories. Unfortunately, the Monash University branches are closed permanently. 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.

Note: please do not make an appointment with your club's applicable bank or visit the C&S office until further advice has been provided by the C&S staff.

- All three signatories will need to attend the C&S office to collect the **C&S Bank Letter** (following advice from the C&S staff). 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 fully signed **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 including 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 Meetings, 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 either utilising the General Meeting Attendance Google sheets template (recommended), viewing the Membership List via the C&S Membership Platform or by contacting a C&S staff member for assistance.

YOU MUST ADJOURN THE AGM/OGM/EGM UNDER RULE 38(3)(b) IF YOU FAIL TO ACHIEVE QUORUM AND CONTACT C&S ASAP.

For more information please see your club's constitution regarding running a General Meeting.

- 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, the mailing address must be updated.
- 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 and procedures are handed over properly.
- Complete the mandatory (in-person and online) training, as prescribed by C&S.
- 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.

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 the new office bearers were elected.
- Complete the mandatory (in-person and online) training, as prescribed by C&S.
- 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 how to access the club's Membership List from the website.
- 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.
- Complete the mandatory (in-person and online) training, as prescribed by C&S.
- Make a time to meet with the previous Treasurer so they can explain the Bi-annual Financial Review and other C&S processes to you.
- 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

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 as well as to prepare a **C&S Bank Letter** that is then used to update the signatories of your club's bank account. All submissions should be made by completing this Google Form – [Change of Office Bearer Submissions](#). **It is vital that this particular form is completed correctly and submitted with the following documents/information (please tick):**

- 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 (not a PDF copy) 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
For: Against: Abstentions:
<Vote Outcome> e.g. 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
For: Against: Abstentions:
<Vote Outcome> e.g. Motion CARRIED Unanimously

OFFICE BEARER DETAILS

PRESIDENT – Must be a Signatory

Full Name (Given and Family Name) _____ Preferred Name (if applicable) _____ 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) _____ Preferred Name (if applicable) _____ 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) Preferred Name (if applicable) 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) Preferred Name (if applicable) 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 or MSA Office Bearers and Monash University Staff wishing to contact my club
- Students wishing to join my club only 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: _____