

UNIVERSITY OF
NOTRE DAME

2025

Student Clubs and Societies Handbook



Important information for new and existing student clubs and societies at all campuses.

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Purpose

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This handbook is designed to assist clubs to establish and operate on campus. All clubs are governed by the University's *Policy: Affiliation of Student Clubs* and the procedures and authorisations detailed in this document. In addition to these guidelines, all students are expected to comply with the University's Code of Conduct.

Questions relating to these guidelines can be directed to the Student Life Office at studentlife@nd.edu.au, or your campus based Student Association.

Notre Dame Student Association (Fremantle) – clubs@ndsa.com.au and deputyclubs@ndsa.com.au

Student Association of the University of Notre Dame Australia (Sydney) – clubs.saunda@my.nd.edu.au

Objects of the University

The University's Objects are defined in Section 5 of its Act of Parliament. In pursuing these objects, the University seeks to be an outstanding Australian undergraduate university, and one of the best Catholic universities in the world.

The Objects of the University are:

- a) the provision of university education, within a context of Catholic faith and values; and
- b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

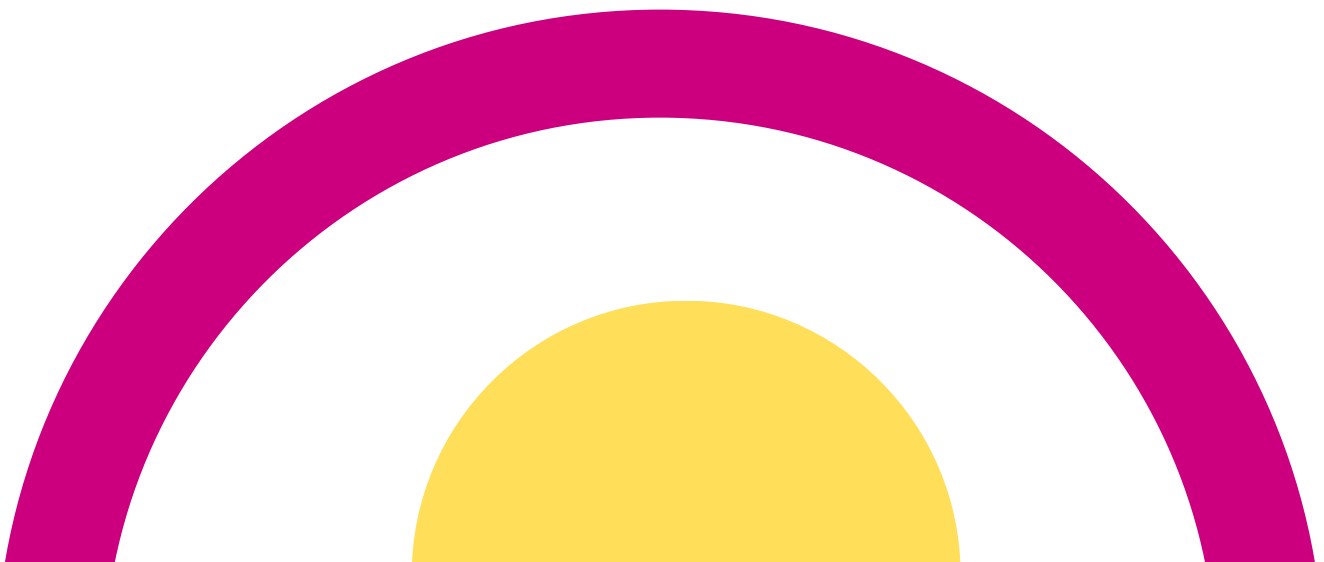
Club requirements

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All student clubs are required to:

1. Reflect the Objects of The University of Notre Dame Australia.
2. Affiliate with the Student Association on campus.
3. Attend University events such as Orientation Day and Open Day and Development Days for Clubs and Societies.
4. Set up a club email address (via the Clubs Chair, NDSA or the Clubs & Societies Director, SAUNDA) that is checked regularly (at least twice per week).
5. Provide up to date committee contact lists to the Student Association and Student Life Office.
6. Seek all necessary approvals (as detailed within this handbook) from the Student Association and Student Life Office.
7. Fulfil all of the affiliation requirements as detailed in the Policy: Affiliation of Student Clubs.
8. Remain active as a club, organise events, encourage student involvement in your club.





Affiliation benefits

All student clubs and societies are affiliated via their campus-based Student Association. Through affiliation with the Student Association, clubs receive the following benefits:

1. Access to University venues for free when hosting events for the benefit of students. Venue bookings are submitted on behalf of your club when you submit an event request form and are subject to room availability.
2. Access to University resources and equipment (eg. trestle tables, marquees, BBQs, etc.) for on campus events.
3. Eligible to apply for annual funding from the Student Association, subject to submission of financial reports, acquittal forms, and compliance with Student Association and University policies and procedures.
4. Access to club stalls at Orientation Days in semesters one and two.
5. Eligibility to carry the University name in your club's name.
6. Right to advertise events on campus via noticeboards, display screens, and other publication channels subject to receiving relevant approvals.
7. Other benefits and promotional opportunities that may occur from time to time.

Affiliation process

To start a new club on campus please consult the [Policy: Affiliation of Student Clubs](#) and [Procedure: Affiliation of Student Clubs](#).

These documents outline the procedure for affiliating a new club and conditions for maintaining your affiliated status.



Support for your club

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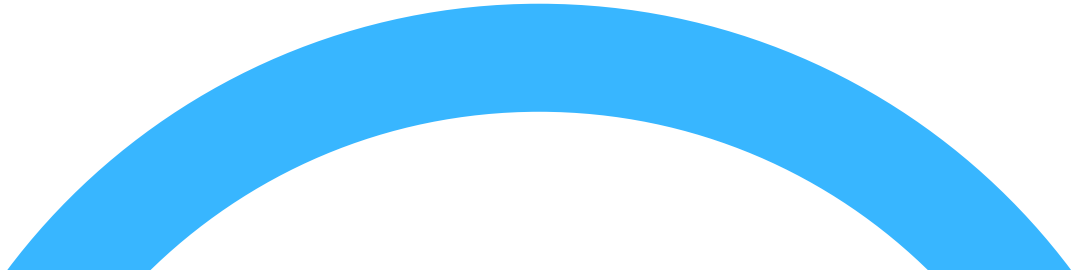


Who to contact for help with running your club or society

The ***Student Association*** can assist you with:

- Club funding requests
- Questions about governance requirements and reporting
- Bank account & signatory questions
- Collaborations with the Student Association and advertising events
- Networking with other clubs & appreciation events
- Advice for running elections

The ***Student Life Office*** can assist you with:

- Processing event requests/obtaining University approval
 - Booking on campus venues
 - General advice for increasing club engagement
 - Leadership training
 - Advice on University procedures
 - Advice for referring students to University support services
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Club executive

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Each club's committee will comprise different roles, however all clubs are required to have an executive with the following roles: President, Vice President, Treasurer, Secretary.

All members of the club's committee must familiarise themselves with the Constitution, governance documents, University policies, and this handbook as well the documents and processes it refers to.

In addition to the above, the Executive positions are typically responsible for the following:

President

- Representing the Club to the Student Association and University.
- Coordinating and supervising the work of the committee; and directing club affairs.
- Attending regular Clubs Committee meetings and reporting on the club's activities and progress for the year to the Student Association.



Vice President

- Assisting the President with their duties.
- Acting as a delegated authority when the President is not available.

Club executive cont.

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Treasurer

- Managing the financial affairs of the club/society.
- Ensuring the club is meeting its financial reporting and authorisation requirements.
- Creating and managing a budget for the club.

Secretary

- Organising committee & general meetings, compiling and circulating agendas and minutes.
- Assisting the meeting's Chairperson (typically the President) with running effective and fair meetings that follow constitutional requirements and standing orders.



Student events process

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All events run by student clubs, societies, and associations require University approval. This applies to both on campus and off campus events. Approval is at the discretion of the University, and is on the condition that all requirements are met and University directions followed.

Process for submitting an event request

Step 1: Sit down with your committee or event organising team and plan your event. Consider all aspects of the event, roles and responsibilities, resources required, and deadlines.

Step 2: Complete your Risk Assessment. Risk Assessment templates can be downloaded from your online [Student Events Hub](#).

Step 3: Submit your Risk Assessment via the online event request form (see the Student Events Hub).

If you are a School-based Society, please obtain School approval for your event prior to submitting the event request form.

Step 4: Wait for approval from Student Life.

Once approval has been obtained you can begin promoting your event. To avoid issues, you are advised to not finalise arrangements or pay invoices until you have obtained University approval.

Timelines and Room bookings

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Event approval timeline

Please allow the following time for event processing and approval from the University.

2 weeks for on campus event requests (gatherings) with only students and staff.

4 weeks for on campus events with externals or fundraisers.

6 weeks for small to medium off campus events with alcohol (eg. sundowners).

8 weeks for large off campus events with alcohol or high risk events (eg. balls, hikes and nature immersions, river cruises, sporting events off campus).

Failure to provide required event documentation, information, or to follow University guidelines may cause delays in processing.

Room bookings

If you are hosting an event on campus the room will be booked on your behalf after you submit your event request. If your chosen room is unavailable an alternative room or date will be suggested.

It is the event organiser's responsibility to inspect the venue/s prior to the event to ensure it is suitable for all event activities.

Alcohol and insurance

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Events with alcohol

Alcohol is permitted at student events at the university's discretion. Events serving alcohol must meet the following conditions:

- 18+ (no underage guests allowed)
- Substantial food must be served if alcohol is provided. A 50/50 spend is advised.
- Alcohol must be served by RSA certificate holders at a licensed venue.
- Open bar/drinks package arrangements cannot exceed 4hrs.
- There must be sober delegates from the committee.
- Non-alcoholic beverages must be available for free.
- The club/society/association must pay for an attendee's transport home if they are intoxicated and/or at risk of not arriving home safely.

It is strongly recommended that a non-alcoholic cheaper ticket option is made available.

Drinking games, pub crawls, and activities that encourage the rapid or excessive consumption of alcohol are strictly prohibited.

All events must follow the [Policy: Use of Alcohol by Students](#).

External venues and vendors and insurance

All external venues or suppliers (including coffee carts, food trucks, photobooths, AV suppliers, etc.) must provide proof of Public Liability Insurance (min. \$20million) and their Emergency Response Plan, Risk Assessment, or equivalent safety information at a minimum.

The event organiser is responsible for ensuring these requirements are met before committing to a venue/supplier, and must provide all documentation with the event request.

Q: Why do I have to submit forms to hold an event on campus?

A: Affiliated Clubs and Societies are permitted to host events at the University's discretion. It is a requirement that all Club and Society activities on campus are conducted safely and in a manner that is considerate of the wider NDA community. The Event Request and Risk Assessment forms allow us to gain an overview of your proposed event and identify any potential issues that may arise.

Q: Do I have to be part of an affiliated Club or Society to have an event on campus?

A: Yes, only affiliated Clubs and Societies are permitted to host events on campus, and they also need approval to host events off-campus. If you are interested in starting up a club or society at Notre Dame please contact your campus based student association.

Fremantle - clubs@ndsa.com.au

Sydney - clubs.saunda@my.nd.edu.au

Q: Can my event involve the serving and consumption of alcohol?

A: The serving or consumption of alcohol at student events is subject to approval, and can only occur for the purpose of a University approved social function. These events must adhere to legal requirements as well as University guidelines.

Please note: SSAF funding cannot be spent on alcohol.

For more information, please see Policy: Use of Alcohol by Students and the Guidance for Serving Alcohol at Events fact sheet on Blackboard.

Q: How long does it take for an event request to be approved?

A: Events can take anywhere between 2 - 8 weeks to approve, depending on their complexity. Please make sure you provide sufficient detail of your event, submit all required documentation, and monitor your emails, as failure to provide information will cause delays in event approval.

Events which take longer to approve include events with alcohol, high risk activities, fundraisers for external organisations, and events with externals attending.

Event FAQs cont.

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Q: Do I still have to receive approval if my event is off-campus?

A: Off-campus events hosted by student clubs and societies still require University approval. Please submit your event request via the CareerHub online form and upload all supporting documentation as prompted.

Q: What are some quick and easy events to organise?

A: Events which are typically quick and easy to organise are events taking place on campus with only students and staff attending, and no high risk activities. This could be: free food giveaways, study sessions, book clubs, craft activities, skills shares, games nights, trivia sessions, etc. We're sure you can come up with many more creative ideas too!

Q: Who can I contact if I have questions or need support with submitting an event request?

A: You can contact the Student Life Office by emailing: studentlife@nd.edu.au



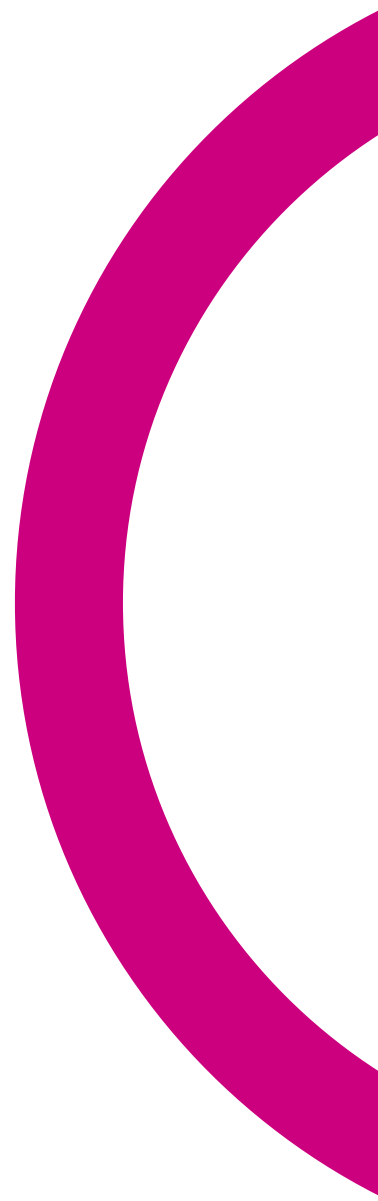
Club funding

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Funding for your student club or society is distributed by your campus-based Student Association. Funding is by application, and sourced from the Student Services and Amenities Fee (SSAF).

To be eligible for funding from the SSAF, you must apply and receive approval before your purchase is made or activity conducted. Student Associations will advertise the funding amount available to affiliated Clubs and Societies in February, annually.

If you are seeking funding for an event, you must apply for funding at least four weeks prior to the event date. Generally, you should only be applying for one category of funding per event. This will be assessed on a case-by-case basis. Please refer to the Category specific rules/restrictions outlined in the table below.



Club funding categories

Total annual amount available	Category	What is it for?	Category specific rules/restrictions
\$500	Provisional (new or reinstated) Club or Society set-up	To support provisional Clubs or Societies who are establishing themselves in the Clubs community and the wider University space. This grant can also be used for reviving lapsed clubs. For basic items that are required to run a Club including but not limited to: square card readers, bookkeeping materials, cash boxes etc.	This grant can only be applied for in their first year of affiliation or reaffiliation.
\$300	Club Fundraisers	BBQ's and bake sales are useful to raise funds for clubs use and to recruit members. These events have a presence on campus and of course raise money. This category will assist Clubs to facilitate these events. The fund can also be used to purchase or rent equipment and cleaning materials for fundraiser events. *Funding cannot be used for fundraising for external organisations, political representatives or parties, or charities.	Budgets for any fundraiser must be sent to the relevant Student Association with the application. The budget should always reflect a goal to raise more money than the amount you are requesting in the initial grant. <i>Please note that University approval is required for any fundraising activities.</i>

Club funding categories

Total annual amount available	Category	What is it for?	Category specific rules/restrictions
\$500	Miscellaneous Expenditure (e.g. equipment and stationery)	To assist Clubs with the running of the Club's activities.	The equipment purchased with this fund must have significant long-term benefits for the Club, be indefinitely reusable and not replicate equipment that is already available for hire (except if the item will be used by the Club regularly - i.e. a microphone/ring lights). The equipment must belong to the Club and be available to Club Council members for use at relevant club events., not only for certain individuals. The primary purpose of the equipment must be for on-campus use.
\$500	Merchandise and Promotions	To assist Clubs with the promotion to new members and in the broader student space. To purchase or provide a discounted rate for merchandise. Promotional items can include banners, stickers, badges, branded clothing etc.	Merchandise should be available to all members of the Club unless the item/s are intended for promotional activities such as O-Week. All merchandise should carry their own Clubs logo and promotional designs that include the University logo requires approval in alignment with the University Policies.

Club funding categories

Total annual amount available	Category	What is it for?	Category specific rules/restrictions
\$500 per event	Events & Activities	This grant is designed to assist Clubs with running a successful activity or event. These events may be on or off campus. This funding can be used for items including but not limited to: catering, transport, decorations, licences, security, etc.	The Student Association will assess the merit of providing more money to this on a case-by-case basis. The amount requested should be commensurate to the number of people who will attend the event and its inclusivity (i.e. a meeting of only the executive committee would not be appropriate for a large sum of money, but a Club AGM with 20+ members in attendance could justify a larger amount). Please note that University approval is required to conduct any events/activities on or off campus.
Up to \$2,000	Major Events or Initiatives	The below criteria must be considered to be eligible for the funding: • An event plan must be created and provided with the application. • Current students should be the primary participants.	This grant can be considered for existing Club events, or events that have previously been facilitated, however, new, and unique events will be prioritised. This grant will not be approved for events that are considered to have the primary purpose of fundraising for the Club. Following the event, you will be required to complete a post- grant event report including financial documents and feedback from the event. Please note that University approval is required to conduct any events/activities on or off campus.

SSAF and Reporting

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The Student Services and Amenities Fee (SSAF) is a fee charged each semester to enrolled students. Funding from SSAF is utilised to provide non-academic services to students and improve the student experience, with a portion of the funding allocated to the Student Associations.

Visit the [Notre Dame website](#) to find out how SSAF is being used to improve the student experience. More information on SSAF governance can be found on the [Department of Education website](#).

Clubs and Societies should promote events and initiatives as a 'SSAF Funded initiative' supported by the relevant campus-based Student Association. The University's SSAF logo, and the relevant Student Association logo should be used in all promotional and marketing material related to the event/initiative, including on social media. Marketing material should be sent to the relevant Student Association to ensure adherence to these requirements.

Reporting

All student clubs and societies must meet regular reporting requirements to their campus-based Student Association to remain affiliated and receive funding. *The Guideline: SSAF funding for Student Clubs* (coming soon) outlines reporting requirements, and Student Associations are able to impose additional reporting requirements as required.



Clubs Agreement

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University of Notre Dame Australia Club Agreement

The below agreement applies to all 'Clubs' at the University of Notre Dame Australia, including special interest clubs and School based societies. All members of the Club's committee must agree to and abide by the following guidelines to remain an affiliated student group and access club privileges.

Agreement

We, the Club and its committee, agree to:

1. Uphold the University Objects and Guiding Principles in all Club activities.

The University's founding Objects reflect our traditions and practices to welcome students of all faiths and beliefs from around the world. The University's Objects are:

- provision of university education, within a context of Catholic faith and values;
- provision of an excellent standard of:
 - i. teaching, scholarship and research
 - ii. training for the professions
 - iii. pastoral care for its students

2. Maintain our approved aims and objectives as a Club.

- a) Use only the Club's name approved by the Student Association and University;
- b) Maintain the Club's aims and objectives as approved by the Student Association and University;
- c) Commit to the ongoing operation of the Club by promoting membership and student engagement;
- d) Facilitate annual elections and a handover process that provides the new committee with everything required for the continued operation of the Club, including but not limited to: bank account information, membership data, a list of assets, social media and email logins;
- e) In the case of School based societies, or clubs related to a discipline of study, the Club will maintain communication with their relevant School and keep them informed of the Clubs' activities.

3. Be operated by Notre Dame students, for the benefit of Notre Dame students.

- a) Only currently enrolled Notre Dame students are eligible to hold voting rights within the Club or society;
- b) Events and initiatives will be run for Notre Dame students, and the attendance of Notre Dame students at Club events will be prioritised;
- c) Where the majority of attendees at an event will not be Notre Dame students, it must be demonstrated that this is to the benefit of Notre Dame students and the broader UNDA community.

Clubs Agreement

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4. Abide by conditions of affiliation and University policies.

- a) Clubs must abide by all guidelines and reporting requirements as set out in the Policy: University Affiliation of Student Clubs; Policy: Provision of Funding to the University's Student Association; and Guideline: SSAF Funding for Student Clubs;
- b) Clubs must host and minute regular committee meetings and an Annual General Meeting, and meet all other requirements set out in their constitution;
- c) Clubs must seek approval from the Student Association and University prior to making constitutional amendments, and must follow the procedure for change as set out by their constitution;
- d) Clubs must submit annual reports to the University and Student Association that include:
 - Minutes from committee meetings and the Annual General Meeting;
 - Financial reports from the past year outlining all income and expenditure, and the current balance of the club account;
 - Membership reports;
 - Evidence of authorisation of income and expenditure by the Club executive (and Student Association where expenditure is above \$2,500), in line with the Policy: Provision of Funding to Student Associations;
 - Receipts and reports related to the expenditure of SSAF funding or project grants across the year, as per the requirements of the relevant funding.

5. Represent the Club, Student Association, and University responsibly

- a) The Club must not engage in any activity that could bring the Club, Student Association, or University into disrepute;
- b) The Club must not claim to speak on behalf of the Student Association or University, and will not claim to be a representative of the Student Association or University when communicating with external parties, including suppliers, venues, vendors, guests, or industry representatives.
- c) The Club must obtain University approval prior to collaborating with external groups on projects, initiatives, and events. Where financial or material support is involved, the Club must follow the [Policy: External Sponsorship of Student Associations](#).
- d) The Club must obtain University approval prior to inviting external guests, including speakers and industry partners to events or onto campus.
- e) The Club must obtain University approval prior to fundraising or volunteering for external organisations.
- f) All social media posts must align with the Club's mission and aims, and fit within the Objects and mission of the University.

Clubs Agreement

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6. Practice responsible financial management

- a) All expenses and financial obligations incurred from club activities are the responsibility of the Club alone, unless prior written arrangements are made;
- b) The Club will closely monitor and plan all expenditure and revenue, and work within its budget. The Club must not incur debts or commit funds it does not have. All invoices will be paid by the notified payment date.
- c) The Club must abide by the expenditure authorisations as set out in the Policy: Provision of Funding to Student Associations and Guideline: SSAF Funding for Student Clubs.

7. Show a duty of care for students, and foster an environment of respect and inclusivity.

- a) Membership must be inclusive, and members will not be discriminated against on the basis of gender, sex, sexuality, ethnicity, religion, disability, age, etc.
- b) Respect the privacy of members and those who sign up to contact lists by never sharing or selling their personal information with others, including external organisations.
- c) Hazing activities, or any activities that intentionally harass, ridicule, embarrass, or inflict physical, mental, or emotional harm on an individual are strictly prohibited.

8. Host events and activities that are safe, low risk, and align with other principles expressed in the Club Guidelines.

- a) All club events must be submitted for approval to the Student Life Office following the event request process.
- b) Events must adhere with University policies and procedures, and align with the University Objects.
- c) All Club events require a thorough risk assessment to be completed prior to the event.
- d) External guests at events are subject to approval by the University. Approval should be sought prior to invites being sent.
- e) Alcohol consumption at an event significantly increases the likelihood and extent of aggressive behaviours, sexual assault, harassment, risk taking, accidents, and injuries. As such, the Club accepts that events where alcohol is present are subject to additional risk assessment procedures and safety measures, and will work with Student Life to implement measures that prioritise safety and responsible drinking.
- f) Pub crawls, drinking games, shots, and activities that encourage the rapid or excessive consumption of alcohol are strictly prohibited.
- g) Events are assessed on a case by case. The Student Association and University reserve the right to request alterations to event arrangements, and to deny event requests where it is deemed the event is high risk and/or not aligned with guidelines and policy.

Clubs Agreement

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9. Manage disputes and grievances in good faith, guided by the principle of fairness with the intention to find an amicable resolution.

- a) If a grievance or dispute arises between members of the same Club, between members of different Clubs, or between a member of a Club and its relevant Student Association, the relevant Student Association's Grievance and Disputes procedure should be followed;
- b) The person against whom a grievance is made has the right to hear the concern and respond, and to provide documentation and evidence related to the matter;
- c) Grievances must be managed by persons who are impartial and free of any conflict of interest or bias in relation to any of the parties;
- d) The preferred outcome of a dispute or grievance is an amicable resolution;
- e) Parties must not be victimised as a result of raising a grievance, or being involved in the grievance process;
- f) Contact details for University support services including counselling should be shared with all students involved in a grievance or dispute;
- g) Where a grievance or dispute constitutes a breach of the Code of Conduct: Students it may be referred to the University.

10. Return all funding and resources to the Student Association on the Club's dissolution.

- a) A Club may be dissolved where the committee determines that the continued operation of the Club is no longer possible, disaffiliates from the Student Association, or no longer aligns with the interests or needs of students.
- b) A Club may be disaffiliated where:
 - 1. The University reaches the conclusion that the continued affiliation of the Club is not in the best interests of the University;
 - 2. A Club, or any member acting on the Club's behalf breaches the law or a University Statute, Rule, Regulation, Procedure, Policy, Guidelines, or reasonable direction of the University;
 - 3. The Club has not undertaken any activity within the previous 12 months;
 - 4. The Club has not submitted its annual reports to the Student Association and University.
- c) Where a Club is dissolved or disaffiliated, any unspent funds of the disaffiliated Club are to be transferred to its campus-based Student Association, and all resources and Club property handed over to the Student Association. Funds will be kept in reserve for a period of between 6 to 12 months, after which time the Student Association may at their discretion reallocate funds and property for the benefit of students.
- d) Where a Club has been inactive for over 12 months, interested students can work with their campus-based Student Association to reaffiliate the Club. Reaffiliation is contingent on complying with Student Association and University policies, procedures, and this agreement.

Where a Club is found to have acted against the above agreement, the Club may lose some or all club privileges. The extent to which penalties are applied is at the discretion of the Student Life Office. Serious instances of misconduct that breach the *Code of Conduct: Students* may result in disaffiliation and the University initiating disciplinary action against those involved.

Resources

[The Student Events Hub](#)

[NDSA website](#)

[Student Representative Handbook](#)

[SAUNDA website](#)

Relevant University Policies, Procedures, and Guidelines

All student club and society leaders must familiarise themselves with relevant policies, procedures, and guidelines including:

- [Code of Conduct: Students](#)
- [Policy: Affiliation of Student Clubs](#)
- [Procedure: Affiliation of Student Clubs](#)
- [Policy: Use of Alcohol by students](#)
- [Policy: Drugs](#)
- [Policy: Sexual Assault & Sexual Harassment](#)
- [Procedure: Disclosing Sexual Assault & Sexual Harassment](#)
- [Policy: External Sponsorship of Student Associations](#)
- Guideline: SSAF Funding for Student Clubs (coming soon)

All University policies, procedures, and guidelines can be found on the University website [here](#).