

Change of Club Office Bearers / Election Pack

Introduction

Congratulations on your election as a Club Office Bearer. The commitment that you are making to the club's community is appreciated and the team at C&S hopes that your experience will be rewarding.

C&S must be informed of your clubs 'Top Four' **at all times**. This includes the positions of President, Vice-President, Treasurer and Secretary. If your club holds a by-election for any for the 'Top Four' positions between AGM's, your club must re-submit the **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 Office Bearers / Election Pack thoroughly and complete the requested tasks below in a timely manner.

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 meeting, quorum will be 10 Ordinary members or 10% of Ordinary members (capped at 50), whichever is greater. The Secretary will be able to calculate quorum by utilising the General Meeting Attendance Template (available via the C&S website) 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 Driver's 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.
- To ensure a smooth transition following any general meeting that involves an election, there are a number of tasks that should be undertaken by the outgoing committee member/s as well as the newly elected committee. These tasks should be completed within four weeks of the new committee being elected. A checklist to help with this process can be found here: <https://www.monashclubs.org/About/GM-Change-of-Office-Bearers>
- **Workshops and Training** 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. To book into a future workshop, visit the C&S website, <http://www.monashclubs.org/Events/Workshops>.

Timeline and Process

Collate Information Following General Meeting

The club Secretary will need to gather the following documents:
(Unconfirmed) General Meeting Minutes, completed General Meeting Attendance Template, completed Club Office Bearer List & Change of Bank Signatories Form.



Submit Change of Office Bearer Pack

The Club Office Bearer List & Change of Bank Signatories Form, (Unconfirmed) General Meeting Minutes and completed Attendance Template should be submitted by the club Secretary within 2 weeks of the election of your club office bearers (Top Four).

Submissions should be made via this Google Form - [Change of Office Bearer Submissions](#).



Submission Reviewed and Processed by C&S

A C&S staff member will review the general meeting and election information and process the results. An email will be sent to <clubs>@monashclubs.org and further advice regarding the process for changing bank signatories including the steps required to sign and collect the **C&S Bank Letter** will be provided at this time. C&S will also provide information in relation to amending ACNC details (if applicable).



Schedule Appointment with Bank and C&S Staff

Following advice from C&S (but not before), a mutually convenient appointment time should be made with the club's applicable bank (Westpac or Commonwealth), **Monash Clayton (suburb) branch** to update the signatories to the club bank account. It should be confirmed 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 the bank appointment has been made, a time can then be booked with a C&S staff member to collect the C&S Bank Letter. It is our recommendation that this appointment is made approximately 45 minutes prior to attending the bank.



Collect Bank Letter

All assigned signatories, as per the General Meeting Minutes, 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 signatories and a C&S staff member.



Visit Bank

The fully signed **C&S Bank Letter** should then be taken to the club's applicable bank (Westpac or Commonwealth) for processing.



ACNC Information Update (if club is ACNC registered)

The club needs to update the list of Responsible People via the ACNC Portal. This includes updating the details of every club committee member, not just the Top Four positions. The assistance of the outgoing committee will be required and further information can be found here - <https://www.acnc.gov.au/for-charities/manage-your-charity/checklist-for-new-responsible-or-authorised-people>.



Club Office Bearer List and Change of Bank Signatories Form

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: _____

Date of General Meeting where Office Bearers were Elected: _____

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, which once provided is the used to update the signatories for your club's bank account. It is vital that all submissions should be made by completing this Google Form – [Change of Office Bearer Submissions](#) and that the below items are included:

- A link to the General Meeting Attendance Template (Google Sheet) indicating the attendance and eligibility of those present.
- A completed copy of this form 'Club Office Bearer List and Change of Bank Signatories Form'.
- Minutes from your quorate Annual General Meeting (or General Meeting where by-elections have occurred for a President/Vice-President/Treasurer/Secretary role). All elections should have been held in accordance with your club's Constitution and requirements outlined by C&S and the following motions should have been included:

A motion authorising the new signatories (President/Treasurer/Secretary or President/Vice-President/Treasurer) of the club bank account (see example 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 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 would like to discuss 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

A Note about Confidentiality

A club's Office Bearer details will be available only to C&S staff and members of the C&S Executive unless the 'OPTIONAL AUTHORISATION – CLUB CONTACT PERSON/S' section below is completed. If an authorisation which allows C&S to provide number/s as indicated, the number will be given to anyone enquiring about the 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

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

Name – Contact 1 Phone Signature – Contact 1 Date (DD/MM/YY)

Name – Contact 2 Phone Signature – Contact 2 Date (DD/MM/YY)

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, Home Address must be provided)	Suburb	Postcode
_____	_____	_____
Home Address (can be an International Address)	Suburb/State/County	Postcode
_____	_____	_____
Mobile Number / Home Number	Email	@student.monash.edu
<input type="checkbox"/> This person is an approved signatory to the club bank account, as resolved at the General Meeting.		

VICE-PRESIDENT

_____	_____	_____
Full Name (Given and Family Name)	Preferred Name (if applicable)	Monash Clayton ID Number
_____	_____	_____
Semester Address (if MRS, Home Address must be provided)	Suburb	Postcode
_____	_____	_____
Home Address (can be an International Address)	Suburb/State/County	Postcode
_____	_____	_____
Mobile Number / Home Number	Email	@student.monash.edu
<input type="checkbox"/> This person is an approved signatory to the club bank account, as resolved at the General Meeting.		

TREASURER – Must be a Signatory

_____	_____	_____
Full Name (Given and Family Name)	Preferred Name (if applicable)	Monash Clayton ID Number
_____	_____	_____
Semester Address (if MRS, Home Address must be provided)	Suburb	Postcode
_____	_____	_____
Home Address (can be an International Address)	Suburb/State/County	Postcode
_____	_____	_____
Mobile Number / Home Number	Email	@student.monash.edu
<input type="checkbox"/> This person is an approved signatory to the club bank account, as resolved at the General Meeting.		

SECRETARY

_____	_____	_____
Full Name (Given and Family Name)	Preferred Name (if applicable)	Monash Clayton ID Number
_____	_____	_____
Semester Address (if MRS, Home Address must be provided)	Suburb	Postcode
_____	_____	_____
Home Address (can be an International Address)	Suburb/State/County	Postcode
_____	_____	_____
Mobile Number / Home Number	Email	@student.monash.edu
<input type="checkbox"/> This person is an approved signatory to the club bank account, as resolved at the General Meeting.		