

2026 LEXSA AFFILIATED CLUBS PACKAGE

Policy and procedure document for forming and operating a LEXSA Affiliated Student Club under LEXSA, Lismore Student Association based at Southern Cross University Lismore and online

www.lexsa.com.au



LEXSA CLUBS AND SOCIETIES AFFILIATION POLICIES AND PROCEDURES

RESPONSIBILITIES

It is the responsibility of LEXSA (Lismore & External Association) Clubs & Societies to follow the outlined procedures in this policy along with:

1. LEXSA policies and procedures
2. SSAF Agreement requirements
3. Comply with the Policies and Procedures as stated in the Southern Cross University Student Rules, Policies, Procedures, and Guidelines
<http://scu.edu.au/policy/>

LEXSA Clubs & Societies shall be responsible to obtain and complete the following annually:

1. Sign-up a minimum of 10 Southern Cross University students and maintain the membership register ensuring all students are members of LEXSA
2. Conduct a meeting
3. Elect Club Chairperson and any other committee positions as required
4. Write your Clubs Aims & Objectives
5. Organise an Annual Planning Sheet
6. Decide on an amount for membership for your club (only if applicable)
7. Complete Club By-Laws
8. Submit all abovementioned details to a LEXSA (Lismore & External Students Association) at our office 11b Goodman Plaza, SCU Lismore Campus by email anita.middleton@lexsa.com.au for approval
9. Advise LEXSA of any changes to the abovementioned

PROCEDURES

Approval

Once all the responsibilities have been submitted your application to become an Affiliated Club will be considered at the first upcoming LEXSA committee meeting. You will be notified immediately after the meeting whether you have been approved or whether further information is required. Any appeal to the decision made can be submitted to the Secretary for further consideration.

All LEXSA Clubs must submit club paperwork annually before any funding can be allocated.

Membership

Membership of the Club is open to: Southern Cross students who are members of LEXSA Student Association. Due to SSAF legislation, funds must be spent on students. As such, club events & activities should focus on student engagement rather than being community focused.

Recruitment of members shall also consider LEXSA's commitment to cultural diversity under its Access and Equity Policy.

Each club is free to determine their own membership fee if applicable.

Clubs must keep your membership list updated and it is expected that each club keep an electronic spreadsheet of membership details including name, student number and student email address that can be forwarded to LEXSA (Lismore & External Student Association) anita.middleton@lexsa.com.au each session.

Clubs may incorporate other rules in relation to membership if they are consistent with the abovementioned requirements and associated procedural responsibilities.

Induction

All members shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions. If Club members are unsure of any information relating to governance or operations, they should seek guidance from LEXSA staff or committee.

Behaviour

Clubs and their members are to act within the policies implemented by LEXSA and Southern Cross University with regards to respectful and non-harassment of other students and staff. Please also be considerate that while LEXSA staff and committee are available to assist with the operations of your Club it is important that these Clubs are student led and operated. Where possible please make appointments to see LEXSA staff and understand that due to other work obligations some decisions or requests cannot be completed immediately.

Funding

In November, the SSAF Committee makes a decision on funding for the following year. If approved by the SSAF committee, the monies will be made available from the start of Term 1 of the upcoming year.

Finances

All Club finances are to be managed by LEXSA (Lismore & External Students Association). Clubs are required to use a receipt book when taking monies on behalf of the club and then these funds will be banked by LEXSA into the LEXSA bank account.

Any expenses can be paid by LEXSA with prior notice and approval of the Club committee. Club spending must align with prior approved SSAF bid, LEXSA approval can be requested for expenses outside previous mandate but LEXSA reserves the right to decline.

Club members shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in LEXSA (Lismore & External Students Association) LEXSA Clubs and Societies Financial Accounting Policies and Procedures (Appendix B).

LEXSA Affiliated Clubs and Societies are to send in all Meeting Minutes, these will be kept as Club records and as proof of approved expenditure for the Club or Society.

LEXSA Clubs are NOT permitted to hold funds relating to the operation of their Club in separate bank accounts. Any Clubs found to be holding funds in separate Bank accounts will not be eligible to receive SSAF funding. It is at the discretion of the LEXSA committee to investigate and request statements of any said monies. This is to ensure the accountability and transparency of SSAF funds by the University and to ensure smooth transitions with committee changes.

Equipment

Any asset purchased by a Club or group with SSAF funds should be returned to LEXSA (Lismore & External Student Association) should the group or club cease to exist or go defunct in any way.

Assets should be kept on the University premises unless permission has been given by LEXSA Committee for it to be stored elsewhere.

A Club stock take should be taken at the end of each academic year and all capital items of equipment should be accounted for.

Photocopying and printing

LEXSA will supply printing free of charge for Club related marketing and administration used at Orientation, all other Club printing will be paid for out of Club SSAF funding.

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in LEXSA (Lismore & External Student Association) Reimbursement of Expenses Policy.

Marketing

Clubs are encouraged to have printable and digital promotional items flyers for promotion and branding purposes. The LEXSA Marketing Coordinator is available to assist with any marketing requirements depending on availability.

All Club flyers must have the LEXSA Student Association logo on them and approval from LEXSA is required before any distribution.

It is a requirement of SSAF that your marketing materials include "This student service has been paid for by your Student Services and Amenities Fee".

Any use of SCU name or logo must get approval from the SCU Marketing department. LEXSA can assist with this process if required.

Students Clubs can request for their club to be advertised on the LEXSA Website and included in LEXSA What's On Newsletter, which is emailed electronically every Monday during term so please email LEXSA at least 5 days prior with the information, benefits and any upcoming events you wish to be advertised.

Social Media

Clubs are encouraged to have a method for members to connect with other members online, whether it be on Facebook, Discord, WhatsApp etc. It should have at least two admin members. LEXSA's Marketing Coordinator should also be made an account admin to alleviate any issues potentially created when Club committee members change.

Please advise LEXSA if you wish for any of your social media posts to be shared on the LEXSA social media pages (Facebook page, Instagram etc)

We encourage you to create your events as Facebook events so we can add it to our Facebook page by adding LEXSA as a co-host.

Events

When organizing a club event, approval must be sought with notice;

Minor event- 5 working days,

Medium event – 15 working days,

Major event - 25 working days' notice from LEXSA & Southern Cross University before any booking or promotion beings.

Clubs are required to submit their event to LEXSA via this online registration form: <https://www.lexsa.com.au/club-admin> A risk assessment may also be required, you will be notified by LEXSA if this is the case.

The preferred venue for club's and societies events is on campus. Online events are encouraged. LEXSA also welcomes clubs to co-host events at their Wellness Wednesday events.

Please refer to LEXSA's event policy for information on holding a SSAF funded event (email debra.johnston@lexsa.com.au for a copy of our event policy)

RELATED DOCUMENTS

Staff Recruitment Policy

Access & Equity Policy

LEXSA Financial Policy and Procedures

LEXSA Marketing and Publications Policy

LEXSA Event Policy

APPENDIX A

CHECKLIST FOR CLUBS & SOCIETIES

All the below items must be checked off and approved.

Item	✓ Provided / Completed
✓ Sign up 10 current student members	
✓ Conduct a meeting: AGM and elect executives	
✓ Club Aims and Objectives	
✓ Club Planning Sheet	
✓ Membership Register	
✓ Club By-Laws	
✓ Submit paperwork to LEXSA (Lismore & External Student Association)	

I believe all the information supplied within this application to be true and correct and an accurate plan of the Club activities.

Relevant Club Officer: _____

Signature: _____

Date: / /

CLUB AIM & OBJECTIVES

Club Name: _____

Please list what your Club will be striving to achieve, desired activities and potential services provided to student members, the campus and the community. Clubs are encouraged to co-host with LEXSA Events.

1. _____

2. _____

3. _____

4. _____

5. _____

EXECUTIVE COMMITTEE MEMBERS CONTACT DETAILS

Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:
Name:	Position:	Telephone:
Student Email:		Student no:

PLANNING SHEET

Calendar of Social Events and or Activities, Functions, Events for your Club

Period / Month	Brief: Social Events, Activities, Functions
Term 1 O'Week	
March	
April Term 2 Online Orientation	
May	
June Term 3 O'Week	
July	

Period / Month	Brief: Social Events, Activities, Functions
August Term 4 Online Orientation	
September	
October Term 5 Online Orientation	
November	
December	
Other Events	

MEMBERSHIP REGISTER

LEXSA Club / Society Name: _____

Full Name	Student Number	Student Email Address	Course you are studying	Undergrad or Postgrad Student?	Location you are studying at (eg: Lismore, Gold Coast, Online etc)	LEXSA Student Association Membership Y or N

Note:

This template can be used for initial signing-on of members, however it is expected that each Club keep an electronic spreadsheet of membership details that can be emailed to LEXSA (Lismore & External Student Association) Staff each year or upon request. This digital copy can also be created in Google Docs and shared with info@lexsa.com.au

MODEL BY-LAWS

Please note as Affiliated Clubs are not registered organisations. These By-Laws are for best practice, (excluding Section 2), these By-Laws cannot be altered, you must also adhere to other LEXSA or SCU requirements noted in the policy and Procedures.

1. Name

1.2 A Club must not use the word “LEXSA (Lismore & External Students Association)” within its title unless submitted to LEXSA (Lismore & External Student Association) in writing and approved in writing by LEXSA (Lismore & External Student Association).

1.3 A Club must obtain approval for the use of the prefix “**Southern Cross**” within its title from Southern Cross University. LEXSA Student Association does not provide approval for the use of this name.

2. Objectives

The objectives of the Club shall be to

_____ within the University.

3. Membership

3.1 All Southern Cross currently enrolled students are entitled to become registered members under such terms as the Club Executive Committee may decide.

3.2 Membership of the Club is open to: Southern Cross students who are members of LEXSA Student Association and others who are approved by LEXSA Student Association. All committee and sub-committee members must be current students of Southern Cross University unless otherwise approved.

4. Affiliations

4.1 The Club is an affiliated Club under the relevant clauses and sections of the regulations, policies and procedures as set by Southern Cross University and any relevant LEXSA (Lismore & External Student Association) regulations or by-laws. Any fact of the Club or its Office Bearers which is inconsistent with the said regulations or any amendment thereto or special rule there under shall be null and void insofar as it is inconsistent.

5. General Meetings

- 5.1 A quorum shall be **(5)** financial members.
- Only financial members shall be entitled to vote.
 - The President shall be the Chairperson unless absent in which case the members shall elect a Chairperson from the executive.
 - The Chairperson shall have a casting vote in addition to a deliberative vote.
- 5.2 The Annual General Meeting of the Club shall be held by 15th April in each year. At least seven (7) days notice of the meeting must be given. The LEXSA Student Association Staff Member must be notified of the date and time.
- 5.3 The business of the Annual General Meeting shall be:
- The Annual Report.
 - The Financial Statements.
 - The Election of Office Bearers and committee.
 - Any other business mentioned in the notice paper convening the meeting.
- 5.4 An Extraordinary General Meeting shall be called at the request of the President or 75% financial members. Such a meeting shall be held within twenty-one (21) days of such a request and at least seven (7) days' notice of such a meeting must be given.

6. Administration

- 6.1 The business and affairs of the Club shall be under the management and control of the Executive Committee, provided however, that except in the case of extreme urgency the Executive Committee shall not take any action contrary to decisions made at a General Meeting.
- 6.2 Executive Committee shall consist of:
- President;
 - Secretary;
 - Treasurer;
 - Promotions and Publicity Officer.
- 6.3 The Executive Committee may declare vacant the seat of any member who has been absent without valid reason from two consecutive Executive Committee meetings.
- 6.4 Should any vacancy occur in the Executive Committee or Office Bearers of the Club; the Executive Committee shall fill such vacancy from the financial members of the Club and the member duly elected shall hold the office for the unexpired portion of his/her predecessor's term.

6.5 The President shall normally be Chairperson at Executive Committee meetings and shall have a casting vote in addition to a deliberative vote.

6.6 Quorum for an Executive Committee meeting shall be **(3)**.

7. Elections

7.1 Nominations for each candidate for election as Office Bearer or Executive Committee member shall be proposed and seconded respectively by the financial members at the Annual General Meeting.

7.2 No person shall be eligible for election unless they is a member of the Club.

7.3 The election for the Office Bearers and Executive Committee members shall be by ballot of members present and voting therein held at the Annual General Meeting.

8. Duties

8.1 The Secretary shall carry out their duties under the direction of the Executive Committee and keep a true record of all minutes of all meetings, attend to correspondence, issue notices for meetings, keep records and carry out such duties as the Executive Committee may from time to time direct. Within seven (7) days of any change in Office bearers, they shall notify in writing the LEXSA (Lismore & External Student Association) Staff.

8.2 The Treasurer shall receive all monies payable to the Club and give receipts for same. All monies so received shall be paid into the Club's banking account at the LEXSA Student Association. The Treasurer shall present at the Annual General Meeting a balance of the finances of the Club and shall perform all such duties as are directed by the Executive Committee from time to time. The Treasurer shall maintain a record of financial members of the Club.

9. Finance

9.1 The Club is a non-profit organisation.

9.2 All membership, fundraising and grant monies of the Club shall be paid into a Club account held by LEXSA (Lismore & External Students Association) Incorporated.

9.3 The Club shall be accountable for all financial matters. Club financial duties should be complied with in accordance with relevant SSAF legislation and the expectations of LEXSA Student Association.

9.4 The Committee shall forward to the LEXSA Student Association applications for financial assistance. Such applications must be submitted according to the format laid down by LEXSA (Lismore & External Student Association).

10. Equipment

10.1 Any asset purchased by a Club or group with SSAF funds should be returned to LEXSA (Lismore & External Student Association) should the group or club cease to exist or go defunct in any way.

10.2 Equipment purchased by a Club's own fundraising activities remains the property of LEXSA and can be disbursed by the Club on application to LEXSA.

10.3 If necessary, a Club stock take should be taken at the end of each academic year and all capital items of equipment must be accounted for. A copy of this stock take, as well as the state of ownership of each item of property or equipment should be forwarded to LEXSA (Lismore & External Student Association) so that LEXSA (Lismore & External Student Association) may also have a record of inventory.

Appendix B

LEXSA Clubs & Societies Financial Accounting Policies and Procedures:

- SSAF Fund spending should closely follow the budget you create at the start of the year. This budget should be created and submitted to Deb before any funding is spent.
- LEXSA will hold onto your funds, assisting you by paying Invoices and reimbursements on authorised Club expenditure and petty cash (Please note: receipts are required for all Petty Cash once funds are spent).
- Club & Societies' nominated President / Treasurer, should keep a detailed list of their expenditures for reference and end of year reporting (Evaluation Report) obligations to the SRC-Student Representative Council and SSAF Committee (if you need assistance setting this up please contact Deb in the LEXSA Office)
- To make sure your requests for any payments required are fulfilled, please notify Deb by email; debra.johnston@lexsa.com.au **seven working days prior.**
- Receipts and Invoices can be reimbursed through the LEXSA Office Monday to Thursday 9 am to 3 pm. If you require payment of an invoice, online ordering or phone ordering, please email Deb beforehand to organise a suitable appointment, you can forward the Invoices to debra.johnston@lexsa.com.au for payment, all invoices and receipts must be sent to debra.johnston@lexsa.com.au as soon as possible, for purchases after 20th of the month, all invoices and receipts to be forwarded to LEXSA by end of each month for accounting purposes.
- LEXSA weekly payments are processed each Monday around 12pm.
- To obtain reimbursements on monies spent on Club activities/ supplies, email detailing expense and minutes stating approval of expense, bookings can be made during LEXSA Office hours Mon to Thurs 9 am to 3 pm, receipts are required for all reimbursements, if the nominated Club representative is not available to attend the office, an email outlining the expenditure and approval for the person to obtain the refund on their behalf, for club expenses will be required.

- Deb Johnston is the LEXSA Operations Manager is your contact for all financial questions, governance, facilitation or help regarding your SSAF Funding expenditure debra.johnston@lexsa.com.au

- Anita Middleton, the LEXSA Marketing and Engagement Coordinator, is your contact for all marketing and event assistance and information.

- Club assets purchased with any Clubs Funding remain the property of LEXSA (Lismore & External Students Association), any Club assets not held at LEXSA must be entered in the Clubs Assets out of office register and signed out for the period required by the Clubs President, for LEXSA to fulfil its requirement to the SRC all Clubs Assets are to be **returned to LEXSA at the end of each year.**

Please contact the LEXSA Office for any further assistance:

General:

Email: info@lexsa.com.au

LEXSA Office: 02 6626 9527

Operations Manager - Deb Johnston

Email: debra.johnston@lexsa.com.au

Mob: 0408 867 630

Marketing and Engagement Coordinator – Anita Middleton

Email: anita.middleton@lexsa.com.au

Mob: 0423 874 345