

Arc Clubs AGM Affiliation Checklist 2009

**To become affiliated, you must do the following:
Please tick the boxes, as you comply with them**

Hold an AGM where the following happens:

- Give Notice of the AGM to Club members and Arc Student development via e-mail, at least 7 days in advance. Arc will publish the notice on the Arc website or a designated notice board on Kensington or COFA campus.
- Fill out an Attendance Form, with a minimum of 15 members for Regular Clubs and 3 for Small Clubs
- The President and Treasurer both give an annual report
- Election of all of the Executive positions takes place
- Members accept the modifications to your constitution that are required by the Arc

If you haven't done any of the above, you need to hold an Extraordinary General Meeting (EGM) and do what you haven't done.

Before applications will be processed you must hand in the following:

- Completed affiliation form
- AGM Notice
- AGM Minutes
- AGM Attendance List
- Club's Constitution

Membership List:

- For Regular and Small Clubs: a full membership list (names, Arc membership number, student number, email)
- For Constituent Clubs: a letter from the head of School detailing the number of students enrolled in that degree program

Financial Reports:

- Income & Expenditure statements
- Bank Statement

Please hand in all documents to the Student Development Office, Level 1, the Roundhouse or e-mail to clubs@arc.unsw.edu.au

**Renewals of Affiliations will take up to 5 working days to be approved.
New affiliations will receive a provisional affiliation within 5 working days and will receive final approval at the next SDC meeting held once a month.
Arc delegates will be notified via e-mail regarding the status of their application within this timeframe.**