

AFFILIATION INFORMATION

Why become affiliated with Arc?

To get all the benefits Arc has to offer. This includes:

- Clubs Resource Room
Student Development Office
Level 1, Roundhouse
- Funding grants
- Secretarial Allowance
- General and Product Liability Insurance
- Club Executive Training program
- Club of the Year Awards
- Promotion of Club activities in Arc publications
- Participation in Arc events
- Arc space hire
- Equipment use
- Approval for UNSW space hire

Responsibilities of affiliated Clubs

The responsibilities of affiliated Clubs are:

- To adhere to Arc's membership requirements
- To have a Constitution that complies with Arc's minimum requirements
- Attends all Clubs General Meetings
- Display the Arc logo on all Club publicity material and publications including the Club website (if the Club has a website)
- Updates the Arc on any changes to the Club executive or office bearers
- To not cover or remove official in-date Arc promotional or information material
- Allows Arc access as an observer to all AGM's and EGM's of the Club.
- Keep financial accounts up-to-date and open for inspection by Arc for spot audits (2 weeks notice will be given)
- Abide by any requests by the Arc related to a complaint regarding the Club
- Allows the Arc the right to monitor any Club activity for insurance purposes

How to affiliate

To become affiliated, please complete the following:

1. Advertise the Annual General Meeting (AGM) to all Club members and provide Arc with a copy of this advertisement 7 days prior to the meeting.
2. Hold the AGM and:
 - a. Fill out an Attendance List, with a minimum of 15 members (or 3 members for small clubs)
 - b. Record meeting Minutes
 - c. The President and Treasurer both give an annual report
 - d. Election of all of the Executive positions takes place
 - e. Members accept any Constitution amendments required by the Arc
 - f. If you haven't done any of the above, you need to hold an Extraordinary General Meeting.

3. Complete and sign the Affiliation Form, and attach:
 - a. Membership list that includes full name, e-mail, contact number, student and/or Arc number
 - b. For Constituent Clubs: a letter from the head of School detailing the number of students enrolled in that degree program (sample letter Appendix C)
 - c. Financial Reports (Income & Expenditure statement)
 - d. Bank Statement
 - e. AGM Minutes
 - f. AGM Attendance list that includes full name, signature, student and/or Arc number
 - g. Club's Constitution

Where to get help?

- Clubs Resource Room located level 1 the Roundhouse
 - Student Development Administrator, Frances Karadjian
 - Clubs and Courses Coordinator, Sophie Harrington
 - Student Development Committee Convenor, Kate Tanswell
- clubs@arc.unsw.edu.au
f.karadjian@arc.unsw.edu.au
s.harrington@arc.unsw.edu.au
k.tanswell@arc.unsw.edu.au

Sample Documents

- The following sample documents are to assist the Club in affiliating. The sample documents are:
 - Income and Expenditure Report
 - Agenda
 - Minutes
 - Constituent Clubs: Letter From Head of School Template

Sample Agenda

Agenda Annual General Meeting of Nanomosoc

1:00pm
Tuesday 7th August 2007
Wurth Room, Roundhouse

1. Apologies
2. President's Report
3. Treasurer's Report
4. Election of Executive
5. Constitution Amendments
6. General Business
Ideas for New Events
7. Business Without Notice

Sample Income & Expenditure Report

Date	Description	Income	Expenditure	Bank Balance
1/7/08	Account Opening Balance			\$2101.05
21/7/08	Membership Fees	\$400.12		\$2 501.17
20/8/08	Event	\$201.10	\$1 019.05	\$1 683.22
29/8/08	Arc Activity Grant	\$60.33		\$1 743.55
30/6/07	Account Closing Balance			\$1 393.20

Sample AGM Minutes

Minutes Annual General Meeting of Nanomosoc

1:00pm
Tuesday 7th August 2007
Wurth Room, Roundhouse

The meeting opened at 1:02pm.

1. Apologies

Apologies were received from Dan Brown and Jill Hill.
RESOLVED: THAT the apologies be accepted.

2. President's Report

Sam Small, the outgoing President, addressed the meeting. He noted that this year Nanomosoc had made several achievements, including a new website, running education forums, and a successful first year camp.

In response to a question, Sam Small informed the members that the School was intending to run a postgraduate program next year, and student enrolled in this would become Nanomosoc members.

RESOLVED: THAT the President's Report be accepted.

3. Treasurer's Report

Jane Jackson, the outgoing Treasurer, addressed the meeting. She tabled a financial report detailing all the incomes and expenditures of the year. She noted that there was an overall loss for the year of \$707.85, and that the new executive would need to find new sources of income.

RESOLVED: THAT the Treasurer's Report be accepted.

4. Election of Executive for 2007/2008

Nominations were received for:

President: Tom Tall and Amanda Alto

Treasurer: Kim Kastle and Rob Ruff

Secretary: Doug Drunn

Arc Delegate: Max Smart

Elections were held, and the following results occurred:

President: Amanda Alto

Treasurer: Rob Ruff
Secretary: Doug Dunn
Arc Delegate: Max Smart

5. Constitutional Changes

Sam Small, the outgoing President, addressed the meeting, explaining that the Arc now required certain items to be in our constitution, for us to affiliate. As a result, we needed to modify our constitution to include these items. After a general discussion, a vote was held.

RESOLVED: THAT the Arc Model Constitution be adopted as the constitution of Nanomosoc, with the aims/objectives to read: 1. To provide a social environment for nanomicrology students; 2. To help nanomicrology students with their studies through seminars and forums.

6. General Business

6.1. Ideas for New Events

Sam Small asked members if they had any new ideas for events that Nanomosoc could hold. Events suggested were lawn bowls, a speed reading seminar and a 'Meet the Head of the School' session.

7. Business Without Notice

There was no business without notice.

The meeting closed at 1:56pm.

Arc Constituent Clubs: Letter From Head of School Template

To the Arc Clubs and Activities Convenor,

My name is <<Head of School's name>> and I am the Head of the School of <<School name>>.

I am writing to you to confirm that there are <<number of enrolled students>> students enrolled in a degree program studying <<subject/degree program>>, and that all these students are automatically members of <<society name>>.

Should you have any further inquiries, please contact me on <<phone number>> or <<email address>>.

Regards,

<<Head of School's signature>>

<<Head of School's name and position>>