



Arc Clubs Affiliation Agreement 2027

1. About this Agreement

- 1.1 Affiliation is the process of becoming officially associated with Arc. This Agreement sets out the requirements that a General Club must meet and continue to meet as a condition of affiliation with Arc.
- 1.2 Arc stipulates a minimum standard that Clubs must meet, including that:
 - (a) the Club is run in a democratic fashion;
 - (b) all Club finances are used solely for the benefit of Club members; and
 - (c) the aims, objectives and activities of the Club contribute to UNSW student life.

2. Application and Agreement Period

- 2.1 This Agreement applies to General Clubs affiliated through Arc Clubs.
- 2.2 Arc is a not-for-profit organisation affiliated with The University of New South Wales (UNSW), given responsibility by UNSW for providing student services to UNSW students.
- 2.3 To affiliate with Arc, the Club must have at least five (5) Members.
- 2.4 This Agreement applies to the Club for its annual affiliation period, beginning when Arc approves the Club's affiliation or reaffiliation and ending at the end of the next Reaffiliation Period, unless the Club's affiliation is suspended or discontinued, or the Club withdraws from affiliation in writing.
- 2.5 The Executive member declaration at the end of this Agreement applies for the separate period stated in that declaration, while the Club remains affiliated.

3. Interpretation and Related Documents

- 3.1 Defined terms used in this Agreement have the same meaning as in the Arc Clubs Policy and the Arc Clubs Affiliation and Operations Procedure.
- 3.2 The Arc Clubs Governance Framework includes the Arc Clubs Policy, Arc Clubs Affiliation and Operations Procedure, Arc Clubs Conduct, Complaints and Compliance Procedure, this Agreement, and any other document expressly identified by Arc as forming part of the framework.
- 3.3 Arc will review this Agreement annually and as required. Where practicable, material changes affecting affiliation requirements will be communicated before the relevant Reaffiliation Period.
- 3.4 The Club agrees to comply with the requirements of Arc set out in this Agreement.

4. Governance and Compliance with Arc and UNSW Policies

- 4.1 The Club must comply with the Arc Clubs Governance Framework, including the Arc Clubs Policy, Arc Clubs Affiliation and Operations Procedure, Arc Clubs Conduct, Complaints and Compliance Procedure and this Agreement, together with Arc's Membership Terms and Conditions where applicable.
- 4.2 The Club must maintain a Constitution that complies with Arc's minimum requirements.
- 4.3 The Club remains independently governed under its Constitution. Affiliation does not make Arc responsible for managing the Club's internal affairs.
- 4.4 The Club must attend all Clubs Briefings required by Arc and monitor and read official Arc communications.
- 4.5 The Club must allow Arc representatives to attend AGMs and EGMs as observers.
- 4.6 The Club must cooperate with Arc's monitoring of the Club's compliance with affiliation requirements, including attendance at or observation of Club activities.
- 4.7 The Club must comply with reasonable requirements or directions issued by Arc under the Arc Clubs Governance Framework, and reasonably cooperate with recommendations made by Arc relating to complaints, governance or compliance.
- 4.8 The Club must notify Arc of any current or proposed formal affiliation, registration or other ongoing relationship with an external organisation where that relationship is relevant to the Club's activities, governance or affiliation. Any such relationship does not replace or reduce the Club's obligations under the Arc Clubs Governance Framework. If a requirement arising from such a relationship is inconsistent with a requirement of the Arc Clubs Governance Framework, the Club must notify Arc as soon as practicable and work with Arc to determine how the inconsistency is to be addressed.

- 4.9 The Club must comply with all applicable UNSW policies, including but not limited to:
- (a) any UNSW or Arc policy relating to the prevention and management of gender-based violence;
 - (b) UNSW Campus Policy;
 - (c) Code of Conduct and Values;
 - (d) Anti-Racism and Anti-Religious Vilification Policy;
 - (e) Equity, Diversity and Inclusion Policy;
 - (f) Modern Slavery Prevention Policy;
 - (g) Health and Safety Policy;
 - (h) Smoke-Free Environment Policy;
 - (i) Child Protection Policy;
 - (j) Cyber Security Policy; and
 - (k) Information Governance Policy.
- 4.10 The Club must follow and comply with applicable requirements of the UNSW Campus Policy, including:
- (a) work health and safety requirements, including section 8 of this Agreement;
 - (b) advertising and promotional rules applying on UNSW campuses;
 - (c) terms and conditions applying to indoor and outdoor bookings, including requirements relating to external speakers; and
 - (d) notification to Arc Clubs and UNSW Security of planned demonstrations or protests at least forty-eight (48) hours in advance.
- 4.11 The Club must provide satisfactory evidence of compliance with applicable UNSW policies annually as part of the reaffiliation process, or at another time upon reasonable request by Arc or UNSW.
- 4.12 The Club must ensure that its Executive members and other members are aware of the requirements in this Agreement and understand their individual obligations, including reporting mechanisms, behavioural expectations and applicable grievance and conduct processes.

5. Maintaining Records and Compliance Monitoring

- 5.1 The Club must maintain accurate membership records in accordance with the Arc Clubs Affiliation and Operations Procedure and provide relevant records to Arc or UNSW on request where reasonably required and authorised for affiliation, audit, governance, safety, insurance or compliance purposes.
- 5.2 The Club must keep financial accounts up to date, maintain them in a form required by Arc, and make them available for audit on two weeks' notice.
- 5.3 The Club must maintain accurate records of completed mandatory training and any Working With Children Check or equivalent screening required for Club roles or activities, and provide relevant records to Arc or UNSW on request where reasonably required for affiliation, safeguarding, audit or compliance purposes.
- 5.4 Membership and other personal information must be handled lawfully and securely in accordance with the Arc Clubs Governance Framework. Relevant information may be shared with Arc or UNSW where lawful and reasonably necessary, including for affiliation, insurance, safeguarding, audit or compliance purposes.
- 5.5 The Club must provide members with an appropriate collection notice and obtain any consent required by applicable privacy requirements when collecting personal information required by this section.
- 5.6 The Club must not disclose membership lists or other member personal information to a governing body, sponsor, partner or other third party other than Arc or UNSW without the express written consent of the individual member, unless the disclosure is required or authorised by law. A relationship with an external organisation does not of itself authorise disclosure. Membership information must not be sold.
- 5.7 Where disclosure to an external organisation is permitted under section 5.6, the Club must, before making the disclosure, apply data-sharing safeguards consistent with the Australian Privacy Principles. The Club must ensure that personal information collected about members is kept confidential, used only for legitimate Club purposes, handled responsibly and securely, and shared or disclosed only to the extent permitted under section 5.6.
- 5.8 The Club must provide any documents or information reasonably requested by Arc for affiliation, audit or compliance monitoring purposes.
- 5.9 Any information supplied by the Club must be current, accurate and not misleading. Genuine errors may be corrected when identified. Knowingly or materially false or misleading information may result in rejection of an affiliation or reaffiliation application or action under section 12.

6. Executive Committee Requirements

- 6.1 All Executive members must be over the age of 18 and must become and remain Arc members within the timeframes specified in the Arc Clubs Affiliation and Operations Procedure.
- 6.2 The Club must hold an AGM each year and elect at that AGM the Executive positions required by the Arc Clubs Affiliation and Operations Procedure.
- 6.3 The Club must maintain the minimum Executive functions required by the Arc Clubs Affiliation and Operations Procedure.
- 6.4 The Club must promptly notify Arc of any election, appointment, resignation, removal or other change to an Executive member and provide any updated details or evidence reasonably required by Arc.
- 6.5 An Executive member must notify the Club Executive by email if they resign from their position.

- 6.6 Each Executive member must, where relevant, declare to Arc if they have previously been investigated by UNSW or Arc in relation to gender-based violence. The fact that an investigation has occurred does not of itself establish misconduct or make the Executive member ineligible to hold office. Arc may consider the nature, outcome, recency and relevance of the matter when assessing the Executive member's suitability, and the Executive member must be given a reasonable opportunity to provide relevant context before any adverse decision is made.
- 6.7 All Executive members must complete mandatory training required by Arc, including any gender-based violence training required by Arc or UNSW.
- 6.8 The Club must ensure that non-Executive members or participants complete any mandatory training required by Arc where Arc determines this is necessary having regard to their role, activity or associated risk, and before undertaking the relevant role or activity.
- 6.9 The Club must provide any evidence reasonably requested by Arc as part of an investigation into an incident or grievance.
- 6.10 The Club acknowledges that Arc may disclose to the Executive any formal adverse findings that affect an individual's suitability for leadership and/or holding an Executive position.

7. Safety, Respect and Conduct

- 7.1 The Club must promote respect and safety in all Club activities and comply with the behavioural, grievance and alcohol-management requirements in the Arc Clubs Conduct, Complaints and Compliance Procedure and applicable Arc and UNSW requirements.
- 7.2 The Club must comply with applicable UNSW and Arc requirements relating to the prevention and response to gender-based violence, including using the reporting and support pathways in section 9 and the Arc Clubs Conduct, Complaints and Compliance Procedure where applicable, and maintaining privacy and confidentiality in accordance with applicable requirements.
- 7.3 The Club must ensure that Club activities, decisions and practices are free from bullying, harassment, discrimination, racism, religious vilification, intimidation, victimisation, hazing and gender-based violence, and take reasonable steps to identify, eliminate or minimise psychosocial hazards and other harms to wellbeing.
- 7.4 These conduct expectations apply to official Club platforms, accounts and communications, and to online conduct that is sufficiently connected with Club governance, activities or representation.
- 7.5 The Club must ensure that any person who is engaged in child-related work, who is otherwise required by the law applying to the role or activity to hold a Working With Children Check or equivalent screening, or for whom Arc requires screening as a condition of the role or activity, holds a valid clearance before commencing that role or activity.
- 7.6 A General Club Executive member does not automatically require a Working With Children Check merely because they hold an Executive position. A Working With Children Check or equivalent screening is required where the Executive member undertakes child-related or otherwise regulated work, or where Arc requires screening because of the Club's activities or the nature or risk of the role.
- 7.7 The Club must verify any required screening before a person commences the relevant role or activity, maintain accurate records of required clearances, and respond appropriately if a required clearance is refused, suspended, barred or lapses.

8. WorkHealth and SafetyRequirements

- 8.1 Clubs must conduct all events and activities in compliance with relevant work health and safety legislation and applicable Arc and UNSW requirements.
- 8.2 Executive members must:
 - (a) take reasonable care for their own health and safety and that of others, including engaging in safe work practices and managing psychosocial risks;
 - (b) complete or operate under a current risk assessment or other approved risk-management framework appropriate to the activity, including applicable risk controls contained in relevant booking terms and conditions;
 - (c) implement and adhere to the controls identified in the applicable risk assessment or risk-management framework during the activity;
 - (d) obtain any event or activity approval required by Arc or UNSW;
 - (e) participate in consultations on work health and safety risk management; and
 - (f) cooperate with Arc and/or UNSW work health and safety policies and procedures, especially when using their facilities, including relevant emergency procedures.

9. Incident Reporting Obligations

- 9.1 The Club must take immediate action where required to protect the safety of any person, including contacting emergency services or UNSW Security where appropriate.
- 9.2 The Club must report any serious incident, including serious criminal conduct, a death connected with Club activities, or another matter requiring urgent escalation, to Arc as soon as reasonably practicable.
- 9.3 All Notifiable Incidents, including serious incidents, must also be reported to Arc within seventy-two (72) hours using the Arc Club Incident Report Form, including where an Executive member did not directly witness the incident but was informed of it.
- 9.4 Where a matter involves gender-based violence, the Club must manage the matter in accordance with the Arc Clubs Conduct, Complaints and Compliance Procedure and ensure the affected person is informed, where appropriate, of available reporting and support pathways, which may include Arc, the UNSW Gendered Violence Portal, Police and relevant support services. The affected person's wishes and safety should be considered subject to any legal or mandatory reporting obligation.
- 9.5 Reporting obligations apply whether the activity or incident occurs on campus, off campus or online, and whether or not the matter has been resolved internally by the Club.

10. Insurance and Legal Liability

- 10.1 The Executive must proactively manage risks associated with Club-run events and activities. Arc does not provide personal accident, property or indemnity insurance for Club members merely because the Club is affiliated.
- 10.2 Limited public liability insurance may be available for eligible Club activities. Any approved cover or certificate may only be used for the activity for which it was issued.
- 10.3 The Club must provide information reasonably required by Arc for insurance assessment.
- 10.4 Where Arc has approved public liability insurance cover, the Club must notify Arc of any matter that may give rise to a claim within the timeframe required by the applicable insurance policy or insurer, in addition to any reporting required under section 9. Failure to notify within the required timeframe may affect insurance cover.
- 10.5 Clubs are encouraged to use risk waivers and Event Terms and Conditions where appropriate.
- 10.6 The Executive is responsible for understanding and managing commercial contracts and sponsorship agreements entered into on behalf of the Club. Arc approval or affiliation does not make Arc a party to, or guarantor of, those arrangements.
- 10.7 Executive members of unincorporated Clubs should be aware that individuals entering contracts on behalf of an unincorporated Club may incur personal liability depending on the circumstances. Clubs should refer to the Arc Clubs Handbook for guidance and obtain independent advice where appropriate for significant arrangements.

11. Publicity

- 11.1 The Club must display the Arc Clubs logo on publicity material, publications, websites and at Club events as required by Arc.
- 11.2 The Club must not remove or cover official in-date Arc promotional materials.
- 11.3 The Club must allow Arc to use Club images, including photos from events, social media and grant applications, for its marketing and promotional purposes.

12. Consequences of Non-Compliance

- 12.1 Failure to comply with any requirement of this Agreement constitutes a breach.
- 12.2 Non-compliance may result in proportionate action under the applicable procedure in the Arc Clubs Governance Framework, including corrective requirements, restrictions, suspension, refusal of reaffiliation or disaffiliation.
- 12.3 Individual conduct or disciplinary matters may be managed under the Arc Clubs Conduct, Complaints and Compliance Procedure. Any removal of an individual from a Club must occur in accordance with the Club's Constitution and the Arc Clubs Conduct, Complaints and Compliance Procedure.
- 12.4 A breach of Arc or UNSW requirements may also result in referral to the UNSW Conduct and Integrity Office or another relevant authority where appropriate.
- 12.5 Before a final adverse decision is made, the applicable procedure in the Arc Clubs Governance Framework must be followed, including requirements relating to procedural fairness, proportionality and any available appeal or review pathway.
- 12.6 If the Club decides to dissolve, it must follow the dissolution requirements in its Constitution and notify Arc in writing. Dissolution is distinct from the cessation of the Club's affiliation with Arc. Any disaffiliation, refusal of reaffiliation or discontinuation of affiliation must be managed under the applicable procedure in the Arc Clubs Governance Framework.

13. Club and Executive Acknowledgement

- 13.1 By signing below, the Executive members confirm that the Club has read and understood the Arc Clubs Affiliation Agreement and agrees to comply with its requirements for the Club's annual affiliation period.
- 13.2 Each Executive member must sign this Agreement and, by doing so, confirms that they have read and understood this Agreement and agree to comply with the requirements that apply to them as an Executive member.
- 13.3 An Executive member's acknowledgement takes effect from the date they sign this Agreement or the start of their term on the Executive, whichever is later, and remains in effect until the next AGM or until new Executive members officially take office. It applies for any period in which they hold an Executive position within the Club, including where they change positions or hold more than one Executive position. It does not apply during any period in which they do not hold an Executive position.

Club name: _____
Executive members

Name	Executive Position	zID	Phone Number	Signature	Date

Definitions and Acronyms	
AGM	Annual General Meeting.
Arc	Arc@UNSW Limited (ACN 121 239 674).
EGM	Extraordinary General Meeting.
UNSW	The University of New South Wales.
Defined terms	Defined terms used in this Agreement have the same meaning as in the Arc Clubs Policy and the Arc Clubs Affiliation and Operations Procedure.
WWCC	Working With Children Check