

3. Starting a Club

Awesome. You have decided to start a Club, the next few pages will take you through what you need to do in order to affiliate with Arc. It can get a little confusing but essentially if you set it up right at the beginning it will make it so much easier for you in the long run. We are happy to run through it with you if you are confused or have questions.

The first steps

Applying for affiliation has several steps. When you are completing an Affiliation Application it is important to meet each requirement, otherwise your application may take longer to be assessed, or you may be asked to repeat parts of the affiliation process in order for approval to be granted.

Your first steps in creating a Club should be:

1. Think of an idea for a Club. This should be something that you are passionate about and are ready to commit to. It should be rewarding, helpful, entertaining, or intellectually stimulating and be something that many UNSW students would be interested in joining! You should also have an overall plan of your Club's aims and objectives, and a vision for future growth for members and activities.
2. Check that a Club with very similar aims and objectives does not already exist (see the list on the Clubs Website). Determine what type of Club you will be (all the info is below)
3. Check out the affiliation intake timelines. There are specific intake periods for affiliation applications that you must adhere to.
4. Read through the model constitution and have a think about what the Aims & Objectives of the Clubs should be. If you would like to make some changes to the model constitution make sure to talk to the Clubs staff and check what changes can be made.
5. Think about how your Club would contribute the UNSW Student Community.
6. Decide on a membership fee (this can be \$0 - see Section 8 for requirements)
7. Plan the IGM (see details later in this section).

When can I affiliate?

Arc only accepts new Club applications during specific periods:

- Club Mandatory IGM Period: **EITHER** Semester 1 W1-12; **OR** Semester 2 W8-11
- Club Affiliation Application Submission Period: **EITHER**
 - **Semester 1:** Round 1 Friday W4, Round 2 Friday W8, Round 3 Friday W12; **OR**
 - **Semester 2:** W8 – W13 (due by 5pm, Friday)

Your application results will be provided to you in rounds:

- **Semester 1:** 2 Weeks after the close of the Round. Any circumstances which require more time for the application to be approved will be communicated to the Club Executives and we will ensure that the result is announced in a timely manner.
- **Semester 2:** Affiliation Reset Date (**Friday 1 December, 2017**).

What type of Club will we be?

Clubs are divided into two categories: **Constituent or Regular**.

- **Constituent Clubs:** Are a Club that is associated with a particular Program, School, Faculty or Residence, and has been given the approval of the appropriate authority (e.g. School or Residence management). All UNSW students enrolled in the relevant program, school, faculty or Residence are automatically *eligible* to be full members to these associated Clubs.
- **Regular Clubs:** A Club comprised of at least five (5) UNSW students, and not linked to any particular Program, School, Faculty or Residence.

Guidelines for Constituent Clubs

- Constituent Clubs must have at least 15 members. All UNSW students enrolled in the nominated degree program(s), School or Faculty or Residence of UNSW are automatically eligible to join
- All of the Executive members within a Constituent Club must be current Arc members
- There are four categories of constituent Clubs

- A Program Club is linked to a major or degree program within a School or a Faculty. Arc recognises a maximum of one Program Club per major or degree program
- A School Club is linked to a School in a Faculty of UNSW. Arc recognises a maximum of one undergraduate, one postgraduate (research) and one postgraduate (coursework) School Club per School
- A Faculty Club is linked to a Faculty of UNSW. Arc recognises a maximum of one undergraduate and one postgraduate (research) and one postgraduate (coursework) Faculty Club per Faculty
- A Residence Club is linked to a Residence of UNSW. Arc recognises a maximum of one Residence Club per Residence.

Guidelines for Regular Clubs

- All Club members are UNSW students who have completed a membership form and paid a membership fee set by the Club;
- Club Associate Members are persons who are not UNSW students, who have completed a membership form and paid a membership fee set by the Club
- The minimum membership fee is \$0 (see Clubs Handbook Section 8 for requirements)
- Regular Clubs must have at least 5 members
- Regular Clubs must have all of the Executive members be current Arc members
- Decisions about the activities and finances of the Club are made by the Executive

Submitting your Application

New Clubs will need to submit the Affiliation application on Orgsync with the following documents and information attached:

- Basic details of the Club, including a description and contact information
- Membership Fee structure (See Clubs Handbook Section 8)
- Statement of Clubs Contribution to the UNSW Community
- Intended Club Activities
- IGM Minutes
- IGM [Attendance Form](#) (scanned)
- All Executives' details (full name, student number, position, contact details)

- Details of 3 Executives that will be the bank signatories (full names as appears on Passport/Driver's Licence)
- Club Constitution
- Arc Clubs Affiliation Agreement (must be signed by **all** Executive Club members)
- [Letter from School/Faculty/Residence Office](#) (*Constituent Societies only*)

You can access the affiliation form by visiting [My Memberships](#) on Orgsync and clicking **Register New Organisation** (green button on the top right).

You must complete the Affiliation Application, including all the necessary documents, and submit it online via Orgsync within two (2) weeks of your IGM. Make sure that everything is complete and all documents are included, as incomplete applications cannot be approved.

Application Outcomes

Once a complete application is submitted, it will be assessed by Arc Clubs Staff. **The Club will be contacted regarding the outcome of the application within 2 weeks after the close of application round (dates outlined above).**

For example, an application is submitted in Week 2 Semester 1 and the round closes in Week 4, the Club will be contacted by Friday Week 6.

Outcomes of your application

- Further Information - Arc will request further information from the applicant or Arc will notify the applicant that other stakeholders are being consulted about the application.
- Declined - If your affiliation application is declined, you will be given details of the issues that prevented your affiliation (and how they can be addressed), as well as information on appealing the decision, if relevant.
- Approved - If your application is approved, you will be given information on the next steps and the Executive Training modules.

My application is approved what's next?

If your affiliation is approved, you will be issued with a Bank Letter to set up a fee-free Club account at any bank approved by Arc (including all banks on campus). You will also be issued with details about your Secretarial Allowance and how you can access other benefits from Arc.

You will be also sent information on the Executive Training program, which the President, Secretary, Treasurer and Arc Delegate must complete

FAQs

What if it has been a couple of years since my Club was last affiliated with Arc?

A Club that was previously affiliated with Arc and wanted to become affiliated again, but whose affiliation has not been active for more than 24 months must apply as a New Club. See Clubs Handbook Section 3 for information on this process.

What is the difference between a Constituent club and a Regular club?

Constituent Clubs are officially recognised as being representative of a program, school, faculty or residence at UNSW all the other Clubs are Regular Clubs.

How many members must we have to begin our club?

For Regular Clubs, there must be at least 5 current UNSW students as members of the Club. For Constituent Clubs, there must be at least 15 current UNSW students that are part of the relevant program school, faculty or residence at UNSW as members of the Club.

What if my Club is similar to an existing Club, Program, Initiative or Collective within Arc?

The best way to avoid any issues is to have a chat with Arc Clubs staff before you start forming your Club, so we can provide you with advice on what existing Clubs, Programs, Initiatives or Collectives you might be similar to, and what aspects you might be able to change to differentiate yourself. While the issues can be addressed later on, it will usually require more time and work for you (e.g. holding an Extraordinary General Meeting of the Club to change its aims & objectives or name).

The outcome will depend on the degree of similarity to the existing Club, Program, Initiative or Collective. We may contact your Club and other stakeholders to assess the similarities and

differences. If the Arc Clubs team agrees your Club is sufficiently different, then your Club will be approved for affiliation.

If your Club appears to be too similar, your Club will not be approved for affiliation. The Arc Clubs team will get in touch with you and let you know which Club, Program, Initiative or Collective we think you are similar to. Your options from there are to either work with us and see if you can make changes to your Club to differentiate itself, or you can appeal the decision in writing.

How long will it take to know if our affiliation has been approved?

Applications submitted in Semester 1 will receive an update 2 weeks after the end of the relevant application round. Applications submitted in Semester 2 by the application deadline receive an update 2 weeks after the deadline. Applications submitted after the Semester 2 deadline will likely experience a significant delay, as we are processing reaffiliation applications for all Clubs during this period. The update will either specify that further information is being sought from your Club and/or other stakeholders, that the Club's application has been denied or that the Club's application has been approved. Refer to Application Outcomes above for more information.

What happens if our application is denied?

For any applications that are denied, you will be given details of the issues that prevented your affiliation (and how they can be addressed), as well as information on appealing the decision, if relevant.

Can we re-submit if our application is denied? How long will re-submission take?

If your application has been denied because it is substantially similar to an existing Club, Program, Initiative or Collective and appeals have been denied, you can apply again in the next New Club application round as long as there has been a significant change in the aims, objectives or activities of the Club, or any other issues raised by the Arc Clubs team have been addressed. If neither of these are true, Arc will not accept another application from the Club for 24 months.

Related Documents

Clubs Handbook Section 8 –

Club Membership

Clubs Handbook Section 18 – Club Financial Management

Clubs Handbook Section 23 – Location and Equipment Bookings

Arc Clubs List

https://orgsync.com/browse_orgs/693

Attendance Form

<https://orgsync.com/78400/files/493974/show>

Executive Spreadsheet – Template for Affiliation Application

<https://orgsync.com/78400/files/1267075/show>

Affiliation Agreement

<https://orgsync.com/78400/files/509380/show>

Help!

Visit Us

Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us

Call us at 9385 9840 during office hours

Email Us

clubs@arc.unsw.edu.au