

4. Existing Clubs Applying for Reaffiliation

Why do we need to reaffiliate?

All Affiliated Clubs are required to reaffiliate with Arc every year to continue to have access to Arc's funding, resources and support.

When do we need to reaffiliate by?

The relevant dates for **2017** are as follows:

- Mandatory AGM period is Week 8 – 11, Semester 2
- The submission period for reaffiliation applications is in Week 8 -12, Semester 2
- The deadline for Club Reaffiliation applications is 5pm Friday 20 October, 2017 (Week 12 Semester 2). See details below regarding the consequences if applications are not submitted on time
- **Clubs will be advised of your application outcome on the Affiliation Reset Date (Friday 1 December, 2017)**

Arc will run workshop and provide other support to Clubs ahead of the Affiliation Period to assist Club Executives in preparing complete applications for submission.

If your documents are submitted on time and complete, your Club will be considered to be Provisionally Reaffiliated until the Affiliation Reset Date. At the discretion of Arc Clubs staff, you will continue to have access to Clubs resources (even whilst your application is processing) unless your affiliation is rejected, at which time your access to resources will be suspended. Provisionally Reaffiliated Clubs will generally not receive cash payments (other than refunds) from Arc until affiliation is finalised (this includes grant payments).

What happens if we don't submit our reaffiliation?

If your application is not submitted within this timeframe or has been submitted but is incomplete, your Club's affiliation with Arc will expire. This will result in the suspension of your Club's access to

all Arc Clubs resources. Once your Club's affiliation with Arc has expired, access to resources will not be reinstated until your reaffiliation has been approved.

If you submit your application late, then your Club may also be ineligible to have an O-Week Stall for the following year. Late applications will be processed once all timely submissions have been finalised, which will also be a significant delay for your Club's plans, so get prepared early!

What do I need to do to reaffiliate?

For your Club to reaffiliate with Arc, you will need to complete the following steps:

1. Plan your Annual General Meeting. (AGM) Make sure you book a room for your meeting.
2. Give notice to Arc and all of your members **at least seven (7) days** prior to the meeting. Email all your Club members and forward a copy of this email notice to the Arc Clubs team (clubs@arc.unsw.edu.au).
3. Hold your AGM! Make sure you know what you need to do and that you follow the correct procedure as per your constitution and Arc's requirements. The main things to keep in mind are:
 - a. Make sure that everyone signs the Attendance Form and you make quorum (the minimum attendance requirement) for the meeting. This is 15 members or half of the Club's membership.
 - b. Take detailed minutes of all decisions made at the meeting.
 - c. Democratically vote on any proposed changes to your Clubs Constitution.
 - d. Democratically elect your Executive members. Remember, all Executive members must be Arc members. They can become members after being elected, but make sure they sign up (for free) before you submit your Reaffiliation Application. See Clubs Handbook Section 9 for further details on holding a General Meeting.
 - e. Make sure all Executive members sign the Arc Clubs Affiliation Agreement.

4. Complete the [Reaffiliation Application form](#) on Orgsync. Make sure that everything is complete and all documents are uploaded. Remember, documents you will need to upload include:
- AGM Notice
 - AGM Minutes
 - AGM [Attendance list](#) (scanned)
 - All Executives' details (full name, student number, position, contact details)
 - Arc Clubs Affiliation Agreement (must be signed by **all** Executive Club members)
 - Details of new signatories (full names as appears on Passport/Driver's License)
 - Club's Constitution
 - [Income & Expenditure Report](#)
 - General Ledger (*ledger of ALL financial transactions of the Club for the year*)
 - *Recent Club Account Bank Statements (within the last 3 months)*
 - Updated [Letter from School/Faculty/Residence Office](#) (*Constituent Societies only*)

Once your application is approved on the **Affiliation Reset Date**, you will be issued with a Bank Letter and details about your Secretarial Allowance (see Clubs Handbook Section 24) and how you can access other benefits from Arc.

Your Club's affiliation is then valid until the next Annual Affiliation Reset Date (unless there is a breach that leads to the Club's Suspension). During this time, you can access Arc resources and funding to help you run your Club and organise activities.

Note: if there are issues with your Club's application, whether your Club will retain access to resources will depend on the specific issues to be addressed. In some instances, (particularly where there are issues with the AGM), a reaffiliation application may be denied, and you may need to resubmit the application. All the relevant information about resources access and deadlines to address issues will be included in the notification email.

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.

How long will it take to find out the outcome of our Club's reaffiliation application?

Clubs will be contact by end of the Affiliation Reset date. In 2017, this date is Friday 1 December, 2017.

Where can I find out more information?

Orgsync – Finding the Reaffiliation Application

<https://help.orgsync.com/hc/en-us/articles/203701546-Renew-Your-Organization>

(note: Orgsync calls this Renewing Your Organisation)

Related Documents

Clubs Handbook Section 9 - Holding a General Meeting of Your Club

Attendance Form

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

Arc Club Financial Templates

<https://orgsync.com/78400/files/777461>

AGM Guide

https://orgsync.com/78400/custom_pages/12828

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