

AGM and Re-Affiliation Checklist

Before the AGM

- Read the sections of the Clubs' Handbook about [Annual General Meetings](#), [Elections](#) and [Re-Affiliation](#).
- Read your Club's constitution, checking for relevant requirements of AGMs and elections.
- Detail any proposed Constitutional changes.
- Agree on a date, time and location.
- Make bookings, if relevant, and send booking confirmations to an Executive that will be at the AGM.
- Allocate tasks for Executives at the AGM, including:
 - Chairing the meeting (usually the President)
 - Taking minutes (usually the Secretary)
 - Checking in members
 - Counting votes (this can be done by a Returning Officer)
- Send AGM Notice via email to all the Club members with the following information:
 - Date, Time and Location
 - Agenda
 - Any relevant information on who can attend and vote at the AGM
 - Information on any proposed Constitutional changes
 - Compulsory change: Adding in the Grievance Officer Position (Position Description & Guidelines will be made available soon)
 - It is recommended that Clubs attach the current constitution and proposed constitution to the meeting notice for members to have a clearer idea of changes
 - Information on the election procedure
 - Note that executive elections must be democratic and meet the requirements of Club's constitution.
 - Information on the nomination procedure

- Note that any Full Member (current student) of the Club should be eligible to vote in the election.
- Anyone wishing to be eligible to be nominated to an Executive position must be a current student and Arc member.
- Note that the constitution should generally not place any qualifications on nomination, bar membership requirements, unless approved by Arc Clubs.
- Information on proxy and online voting, if relevant
 - Note that Arc requires that any Clubs holding a General Meeting on a non-academic day must allow proxy votes at that meeting
- Forward the AGM Notice and any other notifications about the AGM to clubs@arc.unsw.edu.au
- Prepare reports that are being presented at the AGM (at least a President's and Treasurer's Report)
- Prepare the attendance form
- Prepare election materials and process, if required
- Consider how to meet quorum, as Arc Clubs is unable to process any AGMs that do not meet quorum. Quorum is 15 members or half your current membership, whichever is LESS.

At the AGM

- Setup prior to the event
- Check attendees in
 - Check eligibility to attend/vote
 - Complete and sign attendance list
 - Explain the voting procedure
 - Distribute voting slips, if relevant
 - Link to an online voting form, if relevant
- Once you have quorum and scheduled start time has been reached, start the meeting

- Pause/stop the meeting if you no longer have quorum
- If you don't meet quorum at all, you will need to reschedule the meeting
- Conduct the meeting:
 - Open the meeting
 - Apologies (if any)
 - Constitutional Amendments (Compulsory + any others)
 - Elections (unless otherwise specified in your Constitution)
 - Nominations
 - Short speeches
 - Question time (limit the duration)
 - Voting
 - Announce results
 - Decide the three Bank Signatories from the incoming Executive team, one of whom must be the Treasurer
 - General Business
 - President's Annual Report
 - Treasurer's Annual Report
 - Any other General Business
 - Business Without Notice
 - Close the meeting
- Pack up the event

After the AGM

Outgoing Executive – Apply for Re-Affiliation with Arc

Submit your Club's Re-Affiliation Application on SpArc by going to My Clubs, select your Club which will navigate you to the Club Profile and then click "Re-Affiliate".

If your Club does not submit a reaffiliation application by the end of the Reaffiliation application period or do not reply to follow up emails sent by the Clubs Team, we will assume the club has become inactive. This may impact your ability to receive an O-Week stall and access Club resources. We strongly advise regularly checking your emails during the break period while we are processing the reaffiliations.

You will need:

- Names of Bank Signatories (FULL name that appears on legal ID such as passport)
- Details of the Club Executives – name, position, student number, email, phone number
- The following documents will need to be uploaded:
 - AGM Minutes
 - AGM Attendance Form
 - Clubs Constitution (updated with all changes made at the AGM)
 - Signed Arc Clubs Affiliation Agreement (signed by all incoming Club Executives)
- Recent Bank Statement (within the last 3 months)
- Income & Expenditure Report
- General Ledger
- Updated Letter from School/Faculty (Constituent Societies only)

You can also update:

- Club Email, Facebook page and Website (these details will be publicly available)
- Bank Account Details
- Club Logo

Outgoing Executive – handover roles to New Executives

- Write handover documents for the whole team and for individual roles (refer to the Clubs' Handbook for advice)
- Ideally, do a team handover meeting and individual handover meeting for each role
- Give the new Executive access to SpArc and all other necessary accounts (email, shared files, websites etc.)
 - New Executives should change passwords if the logins are the same year to year

All New Executives – Complete Compulsory Club Executive Training

- Complete Online Training (directly emailed to each executive)
- Attend the New Executive Training Session (registration link directly emailed to all new executives)

Some Helpful Links

- Template documents
 - <https://www.arc.unsw.edu.au/clubs/club-admin/club-forms>
- Attendance Form
 - <https://www.arc.unsw.edu.au/uploads/Arc%20Attendance%20Form.pdf>
- AGM Notice Template
 - <https://www.arc.unsw.edu.au/uploads/1.%20AGM%20Notice.docx>
- Financial Templates
 - Weekly Finances:
 - <https://www.arc.unsw.edu.au/uploads/Club%20Financial%20Documents%20-%20By%20Week.xlsx>
 - Categorised Finances:
 - <https://www.arc.unsw.edu.au/uploads/Club%20Financial%20Documents%20-%20By%20Category.xlsx>
- AGM Minutes Template
 - <https://www.arc.unsw.edu.au/uploads/2.%20AGM%20Minutes%20Template.docx>
- Executive Details Template
 - <https://www.arc.unsw.edu.au/uploads/4.%20Executives'%20Detail%20Template.xlsx>
- Affiliation Agreement Form
 - <https://www.arc.unsw.edu.au/uploads/Arc%20Clubs%20Affiliation%20Agreement%20v1%204-8-17.pdf>
- Example Proxy Form
 - <https://www.arc.unsw.edu.au/uploads/Arc%20Clubs%20Example%20Proxy%20Form.docx>

Further Questions?

Feel free to contact the Arc Clubs Office via email if you need additional assistance or clarification

- clubs@arc.unsw.edu.au