# **IGM, Affiliation & Getting Started Checklists**

# Before the IGM

* Read the sections of the Clubs Handbook about Starting a Club (Section 3), Club Constitutions (Section 7), IGMs (Section 3.1) and Elections (Section 10).
* Prepare your Club’s constitution, checking for relevant requirements for General Meetings and elections
* Agree on a date, time & location
* Contact Arc Clubs to make a location booking (if needed) and send the booking confirmation to an Executive that will be at the IGM
* Allocate tasks for Organisers at the IGM, including:
  + Chairing the meeting
  + Taking minutes
  + Checking in members
  + Counting votes
* Send IGM Notice via email at least 7 days prior. Include:
  + Date, Time & Location
  + Agenda
  + Any relevant information on who can attend and vote at the IGM
  + Information on any elections, including position descriptions and how to nominate
  + Information on proxy voting, if relevant
* Forward the IGM Notice and any other notifications about the IGM to [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)
* Prepare the attendance form
* Prepare election materials & processes, if required

# At the IGM

* Setup before the event
* Check attendees in
  + Check eligibility to attend/vote
  + Complete & sign attendance list
  + Distribute voting slips, if relevant
* Start the meeting once you have the minimum number of people and scheduled start time has been reached
  + Pause/stop the meeting if you no longer have the required number of people
  + If you don’t get the minimum number at all, you will need to reschedule the meeting.
* Conduct the meeting:
  + Open the meeting
  + Apologies (if any)
  + Acceptance of
    - Official Club name
    - Club aims and objectives
    - Club Constitution
  + 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, including the Treasurer
  + General Business
  + Business without notice
  + Close the meeting
* Pack up the event

# After the IGM

### Incoming Executive - Apply for Affiliation with Arc

Submit your Club’s Affiliation Application on SpArc

You will need:

* IGM Attendance Sheet
* IGM Minutes
* Details of the Club Executives – name, position, student number, email, phone number
* Clubs Constitution
* Signed Arc Clubs Affiliation Agreement (signed by all the incoming Club Executives)
* Names of Bank Signatories (FULL name as per official government-issued ID e.g. birth certificate, passport)
* Updated Letter from School/ Faculty (Constituent Clubs Only)
* Club Email, Facebook page and Website (these details will be publicly available)
* Club Logo (150x150px, max file size 200kB)

### All New Executives - Complete Club Executive Training

* Complete Arc Club Executive Training
  + Complete Online Training at your own pace, within 2 weeks of training being made available
  + Attend in-person training (max 1 hour), within 1 month of your EGM being approved (contact the Arc Clubs team to arrange a time).