

Info Sheet: Maintaining Your Affiliation

Your club is required to work with Arc to maintain your affiliation during a designated, annual “reaffiliation period.” Failure to complete all required tasks during this period may result in your club losing your affiliation with Arc.

This info sheet goes over all the important details related to maintaining your affiliation with Arc.

► This info sheet works in tandem with **Info Sheet: Meetings, Elections & Constitutions**, which provides a detailed outline of how to prepare for and run your AGM.

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1. Understanding Reaffiliation

All affiliated Clubs are required to reaffiliate with Arc annually. Doing so allows your Club to continue to access Arc funding, resources, and support. In its most basic terms, reaffiliating with Arc requires your current Executive to do the following:

1. Hold an Annual General Meeting;
2. Hold elections in that meeting for all executive positions outlined in your Club's Constitution;
3. Provide those documents, and relevant financial documents to the Arc Clubs team via Rubric

In reaffiliating with Arc, there may be times where Arc will stipulate new procedures and requirements that must be maintained to continue your affiliation. These stipulations are often communicated via the Arc Clubs Newsletter ahead of the reaffiliation period.

Arc offers in-person training, and resources to Clubs to support them during their reaffiliation. If at any point your Club Executives are struggling with meeting the reaffiliation requirements, reach out to Arc Clubs for assistance.

Reaffiliation Timeline

The "reaffiliation period" is outlined below:

Dates	Requirements
Term 3: Week 0 – Week 4	Mandatory Annual General Meeting period and upload reaffiliation documents on Rubric.

	See Info Sheet: Meetings, Elections & Constitutions for more details on running your AGM.
Term 3: Week 7/8 - dates announced closer to date	Mandatory in-person on-boarding training. See info Sheet: Training & Policy for more details on Executive training requirements.

2. Reaffiliation Documents

Following your Annual General Meeting, your Club executives (the outgoing team) must upload the reaffiliation documents on the Club's Rubric account within 7 days from the date of the AGM, or by Week 4 Sunday, whichever is closer. All documents must follow the Arc Clubs templates provided below.

AGM Notice

Ahead of your AGM, all current Club members must be given a minimum of 14 days' notice of your meeting. This notice must outline the following information:

- Where and when the AGM will take place
- Any proposed constitutional changes
- All executive positions available
- Upcoming executive training dates

Clubs must provide this notice through communication channels that will ensure the majority of members are likely to see it. We recommend providing notice across multiple channels, such as email, newsletter, social media, group chats, or the [SMS & Email function on Rubric](#).

Clubs must also provide this AGM notice to the Arc Clubs team through the Reaffiliation email: reaffiliation@arc.unsw.edu.au

[Access the AGM Notice Template here!](#)

In your Reaffiliation application form on Rubric, you are required to include a copy of this announcement, clearly outlining the contents of the announcement, and the date. This is so Arc Clubs staff can confirm a minimum of 14 days' notice was given to all members.

Incomplete AGM Notice

If your Club holds an AGM without giving 14 days notice, or the AGM notice is considered unsubstantial by the Clubs team, your initial AGM, including any voting and elections which took place in it, will be considered invalid, and you will need to hold another AGM.

This may result in a delayed reaffiliation, or loss of affiliation with Arc until it is resolved.

AGM Minutes

During every general meeting, minutes must be taken to keep track of what was discussed, and so that the outcome of elections is recorded. Your AGM minutes must include:

- That quorum was met prior to the start of the meeting – refer to your constitution to determine quorum.
- An agenda of what will be discussed.
- Details of the President and Treasurer's Report (2-3 points about the club throughout the year)
- Outline of any proposed Constitutional changes and the outcome of voting on those changes
- Outline of available executive positions, all executive nominations and the outcome of executive elections.
- Outline outgoing executive team and incoming executive team
- Identify the 3 bank signatories, their position and full legal name (as printed on their ID)
- Optional: AGM slideshow – if provided it will be used for Training purposes by Arc Clubs

[Access the AGM Minutes Template here!](#)

Incomplete AGM Minutes

If any of the aforementioned details are missing or not appropriately expanded on, your AGM minutes may be considered invalid.

For example, your AGM minutes would be considered incomplete if details weren't provided regarding what the President/Treasurer said in their report. In this circumstance, you will be informed that your documents do not meet Arc's standards, and they will need to be re-submitted. This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

If your AGM minutes indicate that constitutional changes were not correctly voted on, or elections were not held democratically, your AGM may also be considered invalid, and you will need to hold another AGM.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

AGM Attendance

During every general meeting, attendance must be taken. This attendance list ensures your Executive know when quorum (minimum amount of Club members present to start the meeting) has been met. Quorum is determined based on the active Arc membership for your society and outlined in your constitution, so it's important the Executives running your AGM are aware of quorum, and when they have met it.

Your AGM attendance must include:

- Individual's full name
- Contact information (phone number and/or email)
- ZID
- Arc membership status

[Access the AGM Attendance Form Template here!](#)

Incomplete AGM Attendance

If any of the aforementioned details are missing, you will be informed that your documents do not meet Arc's standards, and they will need to be re-submitted. If it is evident your AGM began before quorum was met, your AGM will be considered invalid. If quorum is not

met, any voting and elections that took place will be considered invalid, and you will be required to hold another AGM.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

Upload Executive Details

Upload your incoming and outgoing executive details to ensure all current executive members can access the Club's Rubric account.

Only Club Executive's whose position has been outlined in your Club's Constitution can have access to your Club's Rubric account. Any individuals who hold positions not specified in your Club's Constitution (like director or sub-committee) are not eligible to have Rubric account access. If uploaded, those individuals will be removed by the Arc Clubs team.

To ensure your ingoing and outgoing executive team are able to access your Club's account, and support the processing of reaffiliation, upload the following executive details:

Type of Executive	Information Required
Incoming executive	Upload all incoming executive members details, including: 1. Executive position: Ensure the position matches their position as outlined in the Club's constitution. 2. Full name: Ensure this matches the information provided in your AGM minutes, and the individual's Rubric account details 3. ZID 4. Email: Ensure this email matches their personal Rubric account email. If not, they will not be able to access your Club's Rubric account.
Outgoing executive	Upload all outgoing executive members details, including: 1. Create an "outgoing executive" role on Rubric and assign this role to all outgoing executives. 2. Full name: Ensure this matches the information provided in your AGM minutes, and the individual's Rubric account details

	3. ZID 4. Email: Ensure this email matches their personal Rubric account email. If not, they will not be able to access your Club's Rubric account.
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[Access the Executive Details Template here!](#)

Incomplete Executive Details

If executive details uploaded do not match the names and positions outlined in your AGM minutes, you will be informed that your documents do not meet Arc's standards, and they will need to be re-submitted.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

Affiliation Agreement

Arc's Affiliation Agreement is evidence that your Club Executives have read and agreed to run their society in accordance with Arc's policies and procedures. If your position in the Club is outlined in the Club's Constitution, you are required to sign the affiliation agreement. The agreement stipulates you must sign with the following details:

- Full name (ensure it matches your Rubric account details)
- Written signature (typed initials will not be accepted)
- ZID
- Phone number
- Date of signature – must be day of your AGM.

These details are required so that the Arc Clubs team can ensure all details across each affiliation document are correct and match your Rubric account details.

[Access the Affiliation Agreement Form here!](#)

Incomplete Affiliation Agreement

If any individuals elected to an executive role do not wish to sign this affiliation agreement, they are indicating they cannot agree to follow Arc's policies and procedures. In that

instance, they must forfeit their position in writing, and a new general meeting will need to be held.

- If the individual holding the President position steps down, your AGM will be considered invalid, and you will be required to hold another AGM to complete your reaffiliation with Arc.
- If the individual is holding another position in the Club, you will need to hold an EGM to replace this executive as soon as possible, following the 14-day notice period that must be given prior to an EGM.

If an individual's details in the affiliation agreement do not match their details in the AGM minutes or on Rubric, you will be informed that your documents do not meet Arc's standards, and they will need to be re-submitted.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

Clubs Constitution

An updated copy of your Club's Constitution. This document must clearly outline any changes made during your AGM. If no changes were made, provide your most recent Constitution. This document will be compared to the most recent version of your constitution available on Rubric, from your previous AGM/EGM.

Incomplete Clubs Constitution

If your constitution shows changes that were not included in your AGM minutes, you will need to provide additional detail to confirm the status of constitutional changes during your AGM. Any changes not proposed in your AGM, and/or not voted on by your Club members is invalid and will not be approved in your reaffiliation.

Any constitutional changes proposed that are considered unconstitutional by Arc and do not meet our policies will also be considered invalid. You will need to provide additional details regarding these changes, and Arc Clubs will determine if your Club will still be eligible to proceed with your reaffiliation.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

Bank Account Statements

Clubs are only permitted to have one bank account – the account specified in your Club’s Rubric account. Arc reviews all affiliated Club’s bank statements annually to ensure Club funds are being used in accordance with Arc’s policies and procedures.

These statements must cover the period of the last 12 months, from the month of your previous Club’s AGM to the date of your AGM attached to this reaffiliation period. Each bank statement provided must be issued to your Club by your banking institution, not a copy. These statements must include:

- Your Club’s banking institution
- Your Club’s bank account details (BSB & Account number)
- Every treasury transaction clearly outlined in the last 12 months, including date and description

Incomplete Bank Account Statements

If any statements are missing, incomplete, or do not reflect the treasury transactions as outlined in your Club’s financial tracker, your affiliation will be suspended until these documents are provided and reviewed.

Any evidence of financial mismanagement, or Club funds being used for non-club related activities, or if your Club’s Executive's use their personal account for Club financial transactions repeatedly, your Club’s affiliation will be suspended. The Arc Clubs team will hold an internal investigation into your Club’s operations and make an assessment regarding your Club’s affiliation.

This may result in a suspended reaffiliation, or loss of affiliation completely.

Financial Tracker

To review your Club’s finances, we require a complete income/expenditure tracker outlining all treasury transactions made by your Club in the last 12 months. This document must reflect all transactions outlined in the bank account statements provided in your reaffiliation, distinguished between income and expenditure. Each transaction should also include:

- Date of transaction

This document is correct as of 07/08/2026

- Where/who the transaction came from/went to
- The Executive who initiated the transaction (if any)
- Description of each transaction
- Amount in AUS dollars

[Access the Club Finance Template here!](#)

Incomplete Financial Tracker

If any transactions are missing, incomplete, or do not reflect the treasury transactions as outlined in your Club's bank statements, your affiliation will be paused until these documents are provided and reviewed.

Any evidence of financial mismanagement, or Club funds being used for non-club related activities, or if your Club's Executive's use their personal account for Club financial transactions repeatedly, your Club's affiliation will be suspended. The Arc Clubs team will hold an internal investigation into your Club's operations and make an assessment regarding your Club's affiliation.

This may result in a suspended reaffiliation, or loss of affiliation completely.

Reporting & Compliance Documents

If your club holds an active ABN, is Incorporated, or registered to the Australia Charities & Not-for-profits Commission (ACNC), there are annual reporting requirements your Club must complete.

► This section works in tandem with **Info Sheet: Risk and Compliance**, which covers the responsibilities associated with holding an ABN, being Incorporated, or being registered with the ACNC.

Incomplete Reporting & Compliance Documents

If any of the necessary reporting/compliance documents are invalid or incomplete, Arc will inform you that updated documents are required.

This may result in a delayed reaffiliation, or loss of affiliation until it is resolved.

Not Submitting Your Reaffiliation Documents

Arc communicates your Club's reaffiliation outcome following the processing of your reaffiliation documents, including if your reaffiliation has been approved, or if there are outstanding documents that are required to finalise your affiliation with Arc.

If your application is not submitted within the reaffiliation period, or has been submitted and is incomplete, your Club's affiliation with Arc will expire. If your club has not received a reaffiliation outcome by the end of T3, Week 11, your Club's affiliation status is subject to the following policy:

- Your club will be officially disaffiliated, and access to all Club resources (including grant funding) will be revoked. Clubs must complete their reaffiliation to be eligible for O-Week.
- It is your Club's Executive team's responsibility to provide any outstanding documents to Arc. Arc Clubs provides adequate communication to all outgoing and incoming executives regarding reaffiliation requirements, deadlines, and expectations.
- Any documents uploaded to Rubric following the end of the reaffiliation period are subject to review based on Arc Club's teams' availability and workload – we will not fast track affiliation processing for Clubs providing documents late.
- If your Club Executives are found to be rude to the Arc Clubs teams regarding the processing of your reaffiliation, your Club's affiliation may be suspended or rejected.
- If your affiliation is incomplete/not submitted by T3 Week 11, your club will be disaffiliated from Arc. After this date you will be required to apply as a New Club.

3. Processing Reaffiliation

The Arc Clubs team aims to process your reaffiliation documents within 2 weeks of it being submitted to Rubric. This timeline is subject to change. If your reaffiliation is correctly submitted, please avoid emailing Arc Clubs regarding your reaffiliation until we have processed your documents.

Following a review from Arc Clubs, your reaffiliation will fall into the following categories:

Outcome	Details	Next Steps
Approved – No further action required	If your reaffiliation is processed and there are no issues, your Rubric form will be approved. Your Club will receive an email from Rubric with this outcome.	You can access your Club’s new bank letter on Rubric in your Club’s account. See “Club Files” > “Issued Documents.”
Denied – Outstanding Documents Required	If any reaffiliation documents are missing/incomplete, your Rubric application will be Denied. Arc Clubs will include a comment on the form with the reason for this outcome, and what documents are missing/incomplete.	Resubmit your reaffiliation on Rubric with the updated documents requested within 2 days (48 hours).
Denied – Internal Review	If there is evidence of dishonesty/mismanagement during your reaffiliation, or a Club member has come to Arc Clubs with concerns regarding the running of your Club/AGM, your Club’s affiliation will be put on hold until an internal investigation is complete.	Arc Clubs will get in touch with your Club regarding the next steps.

Arc Resource Availability

During the processing period, affiliated Clubs should be aware of the following:

Resources	Details
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Access to club resources during processing	Clubs will generally continue to have access to resources while their application is being processed, unless their affiliation application is denied. If denied, access to resources will be suspended.
Grant payments during Reaffiliation processing	Clubs will generally not receive grant payments (other than refunds) from Arc until affiliation is finalised.
Consequences of missing deadlines/denied Reaffiliation applications	Failure to meet application deadlines will result in disaffiliation. Denied/missing reaffiliation documents will result in your society losing access to resources such as indoor and outdoor bookings, and grant funding until your affiliation is resolved.

Bank Letter

Your Club will be issued a new bank letter, with your incoming Executive's details following the approval of your Club's affiliation. Arc Clubs cannot issue bank letters prior to the review and approval of your reaffiliation.

Your bank letter can be found via your Club's Rubric account under "Club files" > "Issued Documents."

When going to the bank to change over your signatories, all 3 signatories outlined in the bank letter must be **physically present** at the bank for your initial meeting. Any future visits will require at least 2 executives present. This initial meeting also allows your executives to gain access to online banking.

We create your bank letter based on the information provided in your Club's reaffiliation documents – ensure the signatories chosen are eligible and have outlined their full legal name (as displayed on their ID) correctly. If these are incorrect, email Arc Clubs and we will issue you an updated letter.

Your banking institution requires the following documentation at your initial meeting:

Document	Details
Bank Letter	Provided by Arc, available via Rubric. This document outlines the following information: 1. existing bank account details 2. The executive positions and full legal name of the current signatories.
ID	Signatories will be required to provide their ID's to the Bank teller, to ensure the name on your ID matches the name provided in the bank letter.
AGM/EGM Minutes	The minutes of the most recent meeting, which outlines the current bank signatory's names and executive positions.

These documents are requirements put in place by banking institutions – these are not exclusively Arc Clubs requirements. Therefore, in extreme circumstances (e.g., your executive is overseas/unable to go to the bank) we are unable to wave these restrictions. Ensure your Club plans accordingly, and all executives are available for this initial meeting.

Most of our Clubs bank with CommBank – we recommend going to the Kingsford/Randwick branches, as they have experience assisting Arc Clubs with their banking needs.