

Info Sheet: Starting A New Club

You've decided to set up a new Club. What's next?

This info sheet goes over all the important things you need to know about starting a new club at UNSW, and affiliating with Arc.

► This info sheet works in tandem with **all other Info Sheets**. It's best to read them in order, starting here!

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1. Starting a New Club

Have you looked around for the Club that truly speaks to you, but have been unable to find it? Don't contemplate what might have been - set up a New Club!

Before You Apply

Before applying to establish a new Club, you should:

Develop Your Club Idea

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.

Check for Similar Existing Clubs

Before proceeding, ensure that a Club with a substantially similar name, purpose, aims, objectives, or activities does not already exist.

Applications for Clubs that are considered substantially similar to an existing Arc-affiliated Club, or Arc ran program may be denied. This determination is made at the discretion of the Clubs Manager.

► A current list of Arc-affiliated Clubs is available at: [Find a Club](#).

Ensure Your Club is Student-Led

Your Club must be established by and operated for current UNSW students. Non-UNSW students may participate as affiliate members but cannot hold executive positions or vote in elections.

Review this Information Sheet

Read this guide carefully to understand the affiliation process, ongoing requirements, and best practices for establishing a successful and sustainable Club.

2. Affiliation with Arc

Affiliation is the process through which a Club becomes officially recognised by Arc.

To become affiliated, a Club must demonstrate that it meets Arc's minimum standards and eligibility requirements. Once approved, the Club gains access to a range of Arc resources and support services, including room bookings, grants, training opportunities, and administrative assistance.

Why Affiliate with Arc?

Affiliation demonstrates that your Club operates transparently, democratically, and in accordance with Arc's governance framework.

Arc provides affiliated Clubs with a wide range of resources and support, including:

Funding and Grants

Your SSAF goes directly into Club grants so you can scale your activities, purchase equipment, and make your events more accessible for everyone.

Campus Bookings & Resources

Gain the power to book indoor and outdoor spaces across campus for free, alongside access to Arc's equipment like tables, chairs, and event equipment.

Training & Support

Level up your resume with high-quality leadership workshops and access professional legal, wellbeing, and administrative advice directly from our expert staff.

Participation in Major Arc Events

Arc affiliated Clubs can participate in major Arc events like O-Week, International Markets, HobbyCon and Games Galore, which are huge opportunities to recruit and promote your Club.

And so Much More!

Arc's goal is to support Clubs at every stage of their development and growth.

Minimum Affiliation Requirements

Arc stipulates a minimum standard that Clubs must meet, including (but not limited to):

- Operate in a democratic and transparent manner;
- That all Club finances are being used solely for the benefit of all Club members;
- The aims, objectives and activities of your Club must contribute to UNSW student life;
- That your Club is not-for-profit in nature and does not act as a for profit business;
- Comply with Arc policies and constitutional requirements.

Our affiliation process ensures that Clubs demonstrate to Arc that these minimum requirements are being met.

3. Club Categories

To be eligible for affiliation, your Club must fall within one of the following categories and be substantially different from any existing Arc-affiliated Clubs:

Category	Description
Cultural	Represents a specific country or a recognised diaspora.
Religious	Must be recognised by the UNSW Religious Centre.
Politics	Must be a unique political party registered with the Australian or NSW Electoral Commission or represent a unique political cause.
Academic	Must represent a specific UNSW specialisation, program, or degree. Only one Club is permitted per academic area (e.g., one for Mechatronics, one for Engineering). This also includes groups for non-majority gender demographics within an academic area. Proposed Academic clubs are reviewed by the Arc Clubs team in consultation with relevant Faculty/School departments. Due to this, wait times may differ from the standard 1-2 weeks.
Hobby or Special Interest	Must be determined as unique and viable by the Clubs Manager.
Service	Provides a unique service to the UNSW community.
Charitable	Must represent a parent organisation registered with the ACNC.

4. Club Constitution

All Arc-affiliated Clubs and societies are governed by a constitution – that is, a set of rules, aims and objectives that dictate to all executive and members of the Club what is allowed and what is not allowed.

This document is correct as of 10/07/2026

Arc requires all affiliated Clubs to use the [Arc Model Constitution](#).

The Model Constitution identifies which sections:

- Must remain unchanged.
- Must be customised.
- May be customised.

Requirement Status	Section in Model Constitution
Mandatory sections that must, at minimum, mirror the model constitution	• Definitions • Not-for-Profit Clause • Membership • Executive Position Descriptions • Meetings • Finance • Dissolution
Sections that must be updated by your executive	The aims and objectives of your club
Sections that you may change, depending on your club's structure	• Membership fees • Executive structure

► This section is expanded on in [Info Sheet: Meetings, Elections & Constitutions](#). Review this info sheet for more on Arc's model constitution.

Aims & Objectives

The Aims and Objectives are the raison d'être of your new Club – that is they are the reason that your Club exists and they offer a succinct, but thorough description of what your Club does and why it operates.

Your aims and objectives should:

- explain what you do in a way that cannot be misinterpreted by a casual reader
- be specific in what the boundaries of your Club are
- take a broad view of what your Club does

- not mention the day-to-day operations of what your society does. Eg, talk about holding movie nights or BBQs.

Example of Aims & Objectives that would not be accepted by Arc	Example of Aims & Obejctives that would be accepted by Arc
1.1 To engage the UNSW Community (too vague)	1.1 Create a space for students with an interest in Nicholas Cage discuss his works and enjoy his presence. (specific)
1.2 Create opportunities for social interactions and friendships (too vague)	1.2 To foster and spread awareness of Nicholas Cage (specific)
1.3 Make an environment that is enjoyable and approachable for all (too broad)	1.3 To hold events and activities that allow for and encourage the enjoyment and participation of students with any media relating to Nicholas Cage (specific)
1.4 Hold events, including, but not limited to networking sessions, pub crawls, industry meet-and-greets, workshops, movie nights, presentations, dances, panels, theatrical productions, mentoring, cocktail nights, study sessions, subcomm interviews and other forms of training including but not limited to all forms training mentioned above and elsewhere in this Constitution. (events do not belong in your aims & objectives.)	
1.5 Have fun! (Not required)	

Club's Team Criteria

To be approved, your club's aims and objectives must meet these standards:

Criteria	Details
Positive Impact	Contribute to the UNSW student community in a significant way.
Feasibility	Be practical to run within Arc and UNSW policies.
Uniqueness	Cater to a group not already served by an existing Club, program, or collective.

5. Membership

Clubs are run and organised by current UNSW students, and full Arc members. Therefore, while non-UNSW students can participate in Arc and club events, they cannot run Arc-affiliated Clubs or associated events.

By becoming an Arc member, you agree to:

1. Arc using your information for the operations of activities as within our [Privacy Policy](#);
2. All other [Arc Membership Terms & Conditions](#).

► Arc will maintain secure and accurate records relating to complaints, investigations and determinations, and will handle such information in a manner that is consistent with procedural fairness and applicable law.

Arc will take reasonable steps to protect the privacy and confidentiality of personal information, including information relating to Club members, and any material arising from grievance, investigation or disciplinary processes. Such information will only be disclosed where required by law or where reasonably necessary to give effect to these procedures.

Arc's membership is broken into categories that reflect your status as a UNSW student. These categories will also reflect how you join Arc-affiliated clubs.

Arc Membership Types

Full Arc Member

As a current UNSW Undergraduate or Postgraduate student, you have access to the whole range of Arc's events and services. This includes students that are, with UNSW approval, completing an exchange program for a term, taking a term off for an internship, or deferring studies for a short time part way through their degree.

In Arc-affiliated clubs, you can:

1. Vote in general meetings, and count towards quorum
2. Hold executive and sub-committee positions
3. Pay the Arc membership price for club membership/events
4. Receive AHEGs recognition for your time spent on club activities (if your society is AHEGs recognised).

► See [Info Sheet: How to be a Good Executive](#) for more details on AHEGs recognition.

Associate Arc Member

As a non-UNSW student, or an alumni, you have access to Arc's events. At the end of a student's degree, they will cease to be considered a student upon release of the final results of the last courses required to complete their degree.

In Arc-affiliated clubs, you can:

1. Attend general meetings, but do not count towards quorum
2. Hold sub-committee positions
3. Pay the associate Arc membership price for club membership/events.

Arc Membership Duration

The duration of a person's membership in your Club shall be from the date they signed up, to the end of Week 3, Term 1 of the following year. This membership duration reflects the annual membership period on Rubric.

Signing Up Members

For all Clubs, it is a requirement that membership must be tracked through Rubric. This will reduce confusion from students and help to provide accurate statistics on the size of Clubs at UNSW.

Each Club's funding level is based on the number of active Arc members that are on the Club's membership list on Rubric. Therefore, it's important that all of your members are signed up as Arc members, and members of your Club on Rubric.

No UNSW student that is eligible to become a member of your Club as stipulated in your Club's Constitution may be denied membership if they are willing to complete the membership form and pay the membership fee (if there is one).

Privacy of Member's Details

All Arc-affiliated Clubs must keep their membership databases confidential. Sole access of member's contact details is to remain with the current Club Executive and Arc. Contact details are never to be given or sold to any other person without the written permission of the individual members(s).

Therefore, individuals that do not hold an executive position, such as directors, sub-committee or volunteers are unable to have access to your club's Rubric account.

► See [Info Sheet: Risk and Compliance](#) for more details on Arc's Privacy Policy.

Membership Fees

Clubs may charge membership fees. Your Club's Constitution will usually say that the Executive will determine the membership fee each year, however in some cases the constitution may specify the membership fee.

Club membership fees are a great way to raise funds, especially for new Clubs, and can be used to help fund events and pay for the ongoing running costs of your Club. Please keep in mind however that large or exorbitant membership fees may deter people (especially students) from joining your Club, so make sure to strike a balance between the two.

Whether the membership fee is determined by the Executive or stated in the constitution, Arc requires a specific fee structure if membership fees are charged to ensure benefits for Arc members:

- The Club's membership fee charged to non-Arc members must be at least double that charged to Arc members;
- Associate Membership to your Club costs at least as much as Full Membership for non-Arc members.

The best way to meet this requirement is:

- Set your Club's baseline (full) membership fee assuming that all Club members will be Arc members (Arc membership is free!);
- Charge non-Arc members at least double the baseline fee to become a member of your Club;
- For Club associate membership, charge the same fee as for a non-Arc member to become a Club member.

► *For example:*

If Arc members are charged \$10 for Full Membership of your Club, non-Arc members must be charged at least \$20 for Full Membership of your Club and Associate Membership for your Club must also be at least \$20.

If Arc members are charged \$10 for Full Membership of your Club but non-Arc members are charged \$40 for Full Membership of your Club, Associate Membership of your Club must also be at least \$40.

Always make sure to keep accurate records of who has paid their membership fee and issue a receipt for proof of payment for the individual paying.

6. The Affiliation Process

To become affiliated with Arc, new Clubs must follow the below steps before they will be considered Arc-affiliated.

Step 1. Expression of Interest to Start a Club

Express your interest in starting a New Club by telling us what your Club is all about and what students could expect. The Clubs Team will then review your Clubs application.

Please be mindful that the Clubs Team is often very busy with supporting the 350+ existing Clubs at UNSW, and we will provide an outcome for your submission as soon as possible.

1. Express your interest in starting a New Club by telling us what your Club is all about and what students could expect. [Fill in the “start a new club form” on Rubric.](#)
2. Find 10 UNSW students who are interested in joining the club! A minimum of 3 individuals must hold executive positions across the President, Treasurer and Welfare Officer roles.
3. Look at the [Arc Model Constitution](#) and start figuring out your executive structure and membership structure.

Step 2. 30-Day Trial Period

If your expression of interest is approved, your New Club will enter a 30-Day Trial Period. These 30 days are all about taking your idea for a test drive.

You'll have a checklist of first steps to take as a Club. These include:

- Create a Rubric Club Account
- Add your Club Email Address to your Rubric Page
- Add your Logo to your Rubric Page
- Add your Social Media Link to your Rubric Page
- Add Draft Events to your Rubric Page
- Upload an estimated budget to your Club Files on Rubric
- Upload your Constitution to your Club Files on Rubric
- Have all Executives Complete the Online Training
- Have all Executives sign the Arc Affiliation Agreement & Upload to Club Files on Rubric

We will provide you with templates and guides for most of the above. As soon as you have completed 100% of the checklist, we'll move on to the third and final step.

Step 3. Onboarding Meeting

We'll review your checklist uploaded by your Club onto Rubric and if everything is in order, you can book in an Onboarding Meeting with the Arc Clubs team.

All requirements outlined in the Step 2 Checklist must be completed before an Onboarding Meeting can be scheduled. Arc Clubs' staff will review your submission prior to the

meeting, and if any requirements remain outstanding, the meeting will be postponed until they have been completed. This may delay the finalisation of your Club's affiliation.

We will chair the meeting, so you don't need to worry about the process or procedure. This meeting is an opportunity for Arc Clubs to let you know everything you need to know to make your first year a success, including how to access grants, set up accounts, obtain banners, and make room bookings. It is also the time for your executives to ask us any questions about running your Club.

After this meeting, your Club will officially be affiliated with Arc! Your Club will be fully set up with the necessary support, tools and resources to make your community flourish for years to come!

7. Other Considerations

This section goes over some common, additional considerations that may affect the start of a new club.

Restarting an Inactive Club

The process for reactivating an inactive Club will depend on both the length of time the Club has been inactive and your previous involvement with the Club.

Regardless of circumstance, get in touch with the Arc Clubs team to discuss your options, and determine the necessary actions required to re-affiliate your Club.

Starting a Sport Club

Applications for sport-related Clubs will be assessed in consultation with Arc Sport to determine the most appropriate affiliation pathway. Generally, Arc Clubs supports Clubs focused on social and recreational sport, while Arc Sport oversees Clubs and organisations involved in competitive sporting activities.

For more guidance, email Arc Clubs and Arc Sport with your club proposal.

Existing Club, Program, Initiative or Collective within Arc

If your proposed club idea overlaps with an existing Arc-affiliated Club, or program, initiative, or collective ran by Arc, your application will not be approved for affiliation. If relevant, you can appeal this decision in writing by emailing Arc Clubs.

Alternatively, Arc Clubs will work with you by providing guidance on what aspects you might be able to change to differentiate yourself and become affiliated with Arc. This guidance involves ensuring your new club idea does not extensively overlap with an existing Arc-affiliated club, program, initiative or collective.

Expected Response Time & Application Outcomes

Applications submitted in Term 1 or 2 will receive an update 2 weeks after they submit their applications.

Applications submitted during Term 3 will likely experience a significant delay, as we prioritise completing reaffiliation for our existing 350+ clubs.

Please be patient when waiting for your application outcome, and plan accordingly. Due to the extensive administrative work required to affiliate a new club, we are unable to fast-track your affiliation 1-2 weeks before key events such as O-Week or International Markets.

You will receive an application outcome via the email provided in your initial Rubric form.

Application outcomes will fall into the below categories:

1. **Application Approved:** Your application has been approved. You will be provided information regarding stage 2 requirements.
2. **Awaiting More Information:** Your application is under review. More information is being sought from your Club and/or other relevant stakeholders on the nature and viability of your society, and whether it overlaps with existing clubs/programs/initiatives/collectives.
3. **Denied:** Your application has been denied. You will be provided relevant information on this decision.

General Enquiries

If you have questions that are not covered in this info sheet, it is best to reach out to Arc directly for assistance. Reach out to:

1. Arc Clubs Team

- clubs@arc.unsw.edu.au

2. Arc Front Desk

- frontdesk@arc.unsw.edu.au
- (02) 9065 0900
- Level 2 Basser Steps, Gate 5 on High St, UNSW