

Info Sheet: Meetings, Elections & Constitutions

Meetings, elections and your Club's Constitution are all democratic requirements of Arc-affiliated Clubs.

This info sheet goes over all the important things you need to know about holding meetings, running elections, and ensuring a smooth transition of leadership in your Club. Also, this info sheet will go over every section of the Arc Model Constitution and provide details on Arc's requirements, and the best practice for your Club's Constitution.

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1. General Meetings

Clubs hold General Meetings to make decisions about the Club that go beyond the authority of the Club Executives. This includes:

- Changing the Constitution;
- Electing new Executives;
- Removing an Executive;
- Removing members of the Club; and

- Anything else that a Club's Constitution says can only be done (or must be done) at a General Meeting.

Arc has some requirements of General Meetings that should be kept in mind, otherwise your Club's affiliation may be suspended, or your Club could have their affiliation ceased entirely.

This section refers to Arc's minimum requirements and may vary slightly from your Club Constitution (which may set different requirements), so make sure you check your Constitution for any differences. While you may amend your Club's Constitution, Arc does have minimum standards for Constitutions, which must be followed to maintain a Club's affiliation.

Types of General Meetings

There are 3 types of General Meetings relevant to Arc-affiliated Clubs.

Type of General Meeting	Details of Meeting
Inaugural General Meeting (IGM)	An Inaugural General Meeting is a General Meeting held to establish a new Club and is one of the key steps to start a new Club. The structure of an IGM is slightly different to other General Meetings because of this. This meeting is held by Arc during your Onboarding Meeting on your behalf following the completion of the Stage 2 requirements outlined in the Start a New Club process.
Extraordinary General Meeting (EGM)	An Extraordinary General Meeting is a General Meeting held to address matters outside of your standard AGM period. An EGM can be held at any time of the year except in the 2 weeks before your AGM. In an EGM, the following CAN occur: • Election of Executive positions as outlined in your Constitution; • Voting on proposed constitutional changes; • Removal of ordinary members of the Club; and

	• Removal of Executive members from the Executive. For the removal of a member/Executive, get in touch with Arc Clubs prior to the General Meeting.
Annual General Meeting (AGM)	An Annual General Meeting is a required General Meeting all Clubs must hold annually as part of their continued affiliation with Arc. An AGM must be held during the designated Reaffiliation period during T3. In an AGM, the following MUST occur: • President report of last 12 months; • Treasurer's report of last 12 months; • ALL Executive positions as outlined in your Constitution must be elected; and • Voting on proposed constitutional changes (if there are any). Arc-required constitutional changes will be communicated prior to the AGM period and must be incorporated into your Constitution to remain affiliated with Arc.

Online/Hybrid Meetings

In some cases, Clubs may choose to hold hybrid/online meetings instead of strictly in-person General Meetings.

Online meetings refer to General Meetings held exclusively online. The structure and format of online General Meetings should be the same as in-person meetings. The main difference is that attendance forms and voting are now filled out online, and you must verify attendees' UNSW and Arc status.

Hybrid meetings refer to General Meetings that are held simultaneously online and in-person. Attendance and voting must be available for both online and in-person attendees. The structure and format of hybrid General Meetings should be the same as in-person meetings. The main difference is that attendance forms and voting are filled out online and in-person, and you must verify attendees' UNSW and Arc status.

For both meetings attendees should enter the following information as part of attendance/registration:

- Full name (as per student ID);
- zID;
- If they are an Arc member;
- If they are a full member of the club; and
- Contact details such as email or phone number.

Holding a General Meeting

The following information details the required structure of all General Meetings by Arc. If your General Meeting does not follow this procedure, it may be declared invalid and you may be required to hold the meeting again in order to ensure the Executive and Constitutional changes are validated by Arc.

Likewise, preparing for a General Meeting requires your Club Executives review your existing Constitution, relevant Arc policies, and prepare administrative documents related to holding the meeting accordingly. Therefore, it's important your Club Executives prepare early, and if there are questions regarding the running of your General Meeting, get in touch early with Arc Clubs, who can offer guidance and clarification.

Before your General Meeting

1. Decide on a date, time & location. This must be the decision of the Executive who should vote on these details during an internal Executive meeting prior to the General Meeting being announced.
 - To prevent potential issues, make sure to have a clear decision-making process and a written record (via meeting minutes) of the final decision.
 - Voting members of the Club must not be charged a fee to attend the meeting. While you can organise an adjoining event following a General Meeting, the General Meeting must be free to attend.
2. If required, submit an "Indoor Booking Request" form on Rubric at least 7 days prior to your General Meeting.
 - See **Info Sheet: Rubric, Bookings & Resources** for more information on indoor space bookings.
 - During the Reaffiliation period, 350+ Clubs will also be submitting booking requests for indoor spaces on campus, so make sure to plan early.

- Include extra time before and after the event for setup and pack up, and in case the meeting runs longer than expected.
 - Make sure to have your confirmation email accessible if needed during the meeting.
3. Allocate/confirm tasks for Executives at the meeting (e.g. taking minutes, chairing the meeting, checking members in, counting votes etc).
- Hold an Executive vote and record the decision determining which Executives will manage each task, including determining the Returning Officer responsible for running the elections.
 - The expectation of the Returning Officer is outlined in your Club's Constitution.

Preparing Documents

There are procedural things to consider before organising a General Meeting. This includes identifying which documents you will need to run the General Meeting, and which documents you will need to upload onto Rubric for Arc Clubs to review.

Meeting Documents	Details
Review Arc resources, and any recent communication regarding General Meetings	Review our website, and your emails for any changes that you should be aware of required by Arc. At times, we will send out communication highlighting constitutional changes you must include in your AGM/EGM. Check out Arc Clubs EGM checklist here! Check out Arc Clubs AGM checklist here!
Executive Elections	<u>Annual General Meeting:</u> For an AGM, all Executive roles outlined in your Constitution MUST be voted on. These positions and their description must be outlined and communicated to all Club members, with details on how to apply.

	<u>Extraordinary General Meeting:</u> For an EGM, an Executive wanting to step down must communicate this to the Club in writing. The available position and its description must be outlined and communicated to all Club members, with details on how to apply. See below details on how to run your election. Any positions NOT outlined in your Constitution can be decided on by the Executive team, and a General Meeting is not required.
Club's Constitution	Read your Constitution thoroughly, and discuss any changes your Executives are considering proposing. We recommend that you review Arc's Model Constitution, and consult with the Arc Clubs team in advance to ensure that your changes will meet Arc's requirements. Changes that do not meet our requirements or are not democratic will not be accepted by Arc, even if voted on by your Club members. Sometimes, ahead of an AGM, Arc will communicate changes we require ALL Clubs to propose and vote on during their AGM. This is not always the case, and for AGMs with no Arc-required changes, you would proceed without any constitutional changes and continue to use your most recent Constitution. If relevant, draft proposed changes to the Constitution, including the exact wording to be added and specifying any clauses that are to be changed or removed. These changes cannot take effect before they are approved at the AGM/EGM, e.g. you can't propose to reduce the membership fee amount and apply that prior to the meeting. See the Arc Model Constitution here!

General Meeting Notice	At least 14 days before the General Meeting, send the official meeting notice to all current Club members. Minimum notice should be given to members via the channel that the majority of your members use. However, it is recommended that you provide a meeting notice across platforms, including Rubric, email, social media, and messaging platforms (e.g. WhatsApp). Information that must be included in this email includes: 1. Date, time & location; 2. Agenda, including; • Information on any proposed constitutional changes, clearly outlining the exact wording, and specific clauses to be added/changed/removed. • Consider attaching a copy of the proposed constitution to your notice, which dictates the changes to be discussed in your meeting. • If relevant, information on elections, including position descriptions, how to apply, and voting details. • Information on voting eligibility. Voting eligibility is outlined in your Club's Constitution and should be reiterated to your members in your meeting notice. General Meeting notices must also be forwarded to Arc Clubs. For AGMs forward it to (reaffiliation@arc.unsw.edu.au) and for EGMs forward it to (clubs@arc.unsw.edu.au).
	https://www.arc.unsw.edu.au/clubs/club-forms/agms-and-reaffiliation-resources/agm-and-re-affiliation-checklist
General Meeting Minutes	Minutes taken during your meeting that detail what was discussed, and the voting outcomes. For AGMs, the following should be outlined with explicit details: • Agenda of what will be discussed, matching the agenda provided in your General Meeting Notice;

	• What time quorum was met, and when the meeting began; • President's report of last 12 months; • Treasurer's report of last 12 months; • Any proposed constitutional changes (including exact wording changes) and the outcome of voting by members; and • All Executive positions as outlined in your Constitution are up for election. Include details on Executive position nominees and outcome of voting by members. • Determination of bank signatories, including their Executive position and name. For EGMs, the following should be outlined with explicit details: • Agenda of what will be discussed, matching the agenda provided in your General Meeting Notice; • Any proposed constitutional changes (including exact wording changes) and the outcome of voting by members; and • Any Executive positions as outlined in your Constitution that are up for election. Include details on Executive position nominees and outcome of voting by members. • Determination of bank signatories, including their Executive position and name, if changed. For more on how to write minutes, see: Taking Minutes For more on chairing the meeting, see: Chairing a meeting
General Meeting Attendance Form	A record of the General Meeting attendees, including: • Their name; • zID; • Arc membership status; • Club membership status;

	• Contact information such as their email or phone number. Quorum must be met prior to the beginning of your meeting. Any voting made before quorum is met is considered invalid. Quorum is outlined in all Clubs' Constitutions as: <i>Ten (10) or one half of the Club membership, whichever is the lesser, for all Clubs with less than 75 members, and for any other Club that has been active for less than 18 months from the time they first affiliated to Arc; or,</i> <i>Fifteen (15) ordinary members for all Clubs with more than 75 members that have been active for more than 18 months from the time they first affiliated to Arc. An ordinary member is defined as a member of the Club that did not serve as Executive in the current year.</i> We recommend using Rubric to track attendance by making an event for your General Meeting and having attendees register. Likewise, you can also use Arc's attendance form template!
Affiliation Agreement	The Affiliation Agreement is evidence that your Club's Executives have read and agreed to Arc's policies and procedures when running an affiliated Club. For an EGM, any new Executives must sign the Affiliation Agreement, and it must be uploaded onto Rubric. For an AGM, all Executives as outlined in your Constitution must sign the Affiliation Agreement, and it must be uploaded onto Rubric. Any positions NOT outlined in your Constitution (e.g. subcommittee or volunteers) are not required to sign the Affiliation Agreement. Find Arc's 2027 Affiliation Agreement here!

Uploading Executive Details on Rubric	To give your incoming Executives access to the Club's Rubric account, you must upload their Executive details in your General Meeting form on Rubric. • When submitting your AGM documents, you must upload the Executive details of ALL new Executives as outlined in your Constitution, and all outgoing Executives (if you wish for them to have access following your AGM). • When submitting your EGM documents, you must upload the Executive details of any new Executives, as well as the current Executives, as outlined in your Constitution. Even if no new Executives were elected, you will still be prompted to upload all current Executive details. The details provided in this form must match the Club Executive's personal Rubric account details to ensure they can access the Club's Rubric account.
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Arc's role at General Meetings

Arc may send one or more representatives to observe a General Meeting of your Club. These representatives must be allowed access to observe the meeting in its entirety and cannot be charged a fee to attend.

Arc representatives may identify themselves to a Club Executive before the start of the meeting. Unless otherwise agreed to in advance, their responsibilities are only to be an independent observer of the meeting and report their observations to Arc. They are not responsible for running the meeting, ensuring the meeting is valid or intervening in any way.

They may *in some instances* be able to provide advice to Executives when requested, however the Executives are responsible for preparing for the meeting and being aware of what is required rather than relying on any present Arc staff.

2. Elections

In the context of student Clubs, an election is a vote by current active members of the Club to decide who will hold a particular position in the Club (specifically, Executive positions as outlined in your Club's Constitution).

Consult your Club's Constitution regarding election requirements (typically found in the "Meetings" section, if your Constitution is based on the Arc Clubs Model Constitution). However, if there are differences in your Club's Constitution, and you are unsure of the election requirements for your Club, contact Arc Clubs for guidance and clarification.

[See this article on running Elections on Rubric.](#)

General Election Information

An EGM must be held to replace an Executive that has stepped down, or been removed from the Executive team, if that Executive was the President, Treasurer and/or Welfare Officer (or their equivalent). Other Executive positions that become vacant may be filled via EGM at the discretion of the remaining Executive.

At every AGM, all Executive positions are vacant and free to be contested. This means that the current Executive must be re-elected into their positions if they wish to continue being an Executive. Also, current Executives can be re-elected into a different role if they nominate to do so.

Any full member of the Club is entitled to run for a vacant Executive position unless otherwise specified in the Constitution.

Your Club's Constitution will specify the election practice that must be used for a valid election. Most Clubs will follow a preferential voting system, details on these election systems can be found here: Electoral Council of Australia & New Zealand - Preferential Voting Systems.

Arc's Model Constitution stipulates that "Regular Single Transferable Vote (STV) / Instant Runoff Voting (IRV)" must be followed in accordance with Rubric's election features and language. Find below a brief breakdown of Instant Runoff Voting:

STV is a preferential voting system used to elect multiple candidates. For single-winner positions, it's equivalent to IRV.

- Voting: Voters rank candidates in order of preference.

- Counting: First-preference votes are counted, and candidates meeting the Droop quota are elected. The Droop quota corresponds to $\text{Total Number of Votes} / (\text{Total Number of Candidate Positions} + 1)$.
- Elimination of lowest candidates: If no one meets the quota, the candidate with the fewest votes is eliminated, and their votes are redistributed based on the next preferences.
- Winner determination: This process continues until all positions are filled.

A full breakdown of the available vote counting systems on Rubric is on their website: [Vote counting methods - Rubric](#)

Nomination Guidelines

Arc will consider nominations to be valid if they meet the requirements set out in the guidelines below:

- Nominations may be made in advance or on the day of the AGM/EGM, as specified in the Club's Constitution, or otherwise as determined by the Club Executive and/or Returning Officer.
- If nominations are taken in advance, all eligible members must receive notice of the nominations period before its commencement, as well as details of the nomination process, and nominations must be open for at least 7 days.
- All candidates must have the same opportunity to present themselves and their vision for the position/Club to all the members that are eligible to vote. This could, for example, be the time allotted to make a statement and/or time allotted to taking questions to members.
- If statements are submitted in advance, Clubs may limit the word or character count of these statements, and shorten any longer statements at the predetermined limit, as long as candidates are made aware of the limit before they submit their statement, including what will happen if they exceed it.
- While every position must be re-elected in an AGM, the same member can be re-elected in the same position by a vote of the members at the meeting, so long as they are still eligible to hold the position (e.g. are a UNSW student).

Election Guidelines

Arc will consider Executive elections to be valid if they meet the requirements set out in the guidelines below:

1. Executive elections must be democratic and meet the requirements of the Club's Constitution. The results of the election are final. The current Executive or any other individuals or groups may not bias the results of the election in any way, for example they cannot refuse nominations of eligible candidates, have their votes weighted more strongly, or appoint members to an Executive position rather than the members electing the position.
2. Only UNSW students are eligible to hold an executive position in a club. A UNSW student is defined as anyone that UNSW considers to be a current student, including UNSW College students. 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. 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.
 - a. Once your status as a UNSW student ends, if you drop out, transfer to another university or complete your degree, your membership category will change to an associate member.
3. Any Club member that is eligible to vote in the election must be eligible to be nominated to any Executive position, unless otherwise specified in the Club's Constitution.
 - a. Each (full) member is entitled to one vote in each motion (decision).
 - b. Voting may only be restricted if these restrictions are specified in the Club's Constitution. Arc has limitations on what restrictions would be accepted in the Constitution. Currently, the only restrictions would relate to residential/constituent societies, in which your membership is tied to your position as a resident of a UNSW college/student in a specific faculty/degree.
 - c. At most, voting rights can be restricted to members that had joined the Club at the time that notice of the election was given, except in the instance of Executive elections where the position represents a specific subset of members such as year representatives. In this case, voting rights can be restricted to the members represented by this position (e.g. the members in the relevant year of study). Allowances for these positions and restrictions are at the discretion of Arc Clubs staff.

- d. The Club must keep adequate records of members to determine their eligibility to vote in and stand for election;
- e. Associate members do not have voting rights.

Role of the Returning Officer

Impartial Returning Officers assist in ensuring that elections are run fairly. The role of a Returning Officer is to oversee the election process (including receiving nominations, determining eligibility to vote and stand for election, distributing voting forms, collecting and counting votes).

All affiliated Clubs' Constitutions must stipulate the role and responsibilities of a Returning Officer, in line with Arc's Model Constitution. Below is the Returning Officer clause outlined in the Arc Model Constitution. Your Club's clauses may be worded slightly differently, but the premise of a Returning Officer should be the same:

- 6.1 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place.
- 6.2 The Returning Officers duties are as follows:
 - 6.2.1 Returning Officer
 - 6.2.2 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc.
 - 6.2.3 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Policy.
 - 6.2.4 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place.
 - 6.2.5 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties.
 - 6.2.6 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy.
 - 6.2.7 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc, with access to the voting forms and spreadsheets.
 - 6.2.8 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place.

- 6.2.9 Runs the portion of the General Meeting pertaining to the election of candidates
- 6.2.10 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online.
- 6.2.11 To present a report announcing all successful candidates following the conclusion of the voting process
- 6.2.12 Where there is a clash between this Club's Constitution and Arc Policy, Arc Policy takes precedence.

A few things to consider when picking your Returning Officer:

- The process of appointing a Returning Officer should be clear and available to members;
- It is important that members (especially candidates) feel that they can trust the Returning Officer to be unbiased in how they administer the elections;
- The Returning Officer should be impartial, i.e. they don't have any stake in the outcome of the election (e.g. they aren't a candidate for a position themselves, aren't campaigning on behalf of a candidate, and don't have close ties with candidates); and
- The Returning Officer doesn't necessarily need to be a member of the Club.

Rubric Elections

We strongly recommend using the Elections function on Rubric to manage your General Meeting elections. This allows voting to be tracked securely, and on a platform that Arc can review and assist your Club with if there are any issues.

Information on Rubric Elections can be found [on their website](#).

Online Elections

Holding a hybrid/online meeting means your voting will have to occur digitally. However, your in-person meetings can also manage elections digitally.

If your Constitution specifies a particular type of voting system that must be used, you'll also need to emulate it through the digital voting system/website you choose to use. If you

haven't had to conduct online voting before, here are some ways to ensure the validity of votes:

- Providing each member present at the meeting with a unique, randomly generated code that is matched to their zID. If a submitted vote contains a code that is not in the list of those given, or is used multiple times, you can tell something doesn't add up.
- Having each member privately message their vote to the Returning Officer.
- Open a voting form that is only available for the duration of the meeting, providing everyone with the link during the meeting itself.
- To hold a valid online election, you need to have verified your attendees as members of the club, communicated the methods of vote collecting and counting and recorded the results in the minutes.
 - If you are holding your General Meeting on Discord with a pre-existing verification system as members are admitted into the server, then they are sufficiently verified. Otherwise, best procedure is to ask all attendees to change their nicknames (or some other indication of identity) to their student IDs and to designate someone with the task of verification.
 - Be sure to keep a good record of attendance. Take a screenshot of all the attendees with zID's visible along with a digital signature on the attendance form (refer to the usual attendance form if you are unsure if you are collecting all the required details).
- Be clear in your General Meeting notice and during your General Meeting about the voting procedure. You may make use of a Google form, or polling system within the online meeting application you are using. Make sure the votes are anonymous and are counted by a designated Returning Officer. A test run is highly recommended.
- It's important to be mindful of these additional verification requirements when holding online meetings. As, if there are concerns with the election outcomes of your General Meeting, and adequate verification wasn't complete prior to the voting commencing, your election may be considered invalid by Arc, and you may need to hold another General Meeting.

Proxy Votes

Arc recommends against using proxy votes at meetings and encourages Clubs to utilise online voting options so that all eligible members of a Club may vote in an election, with the winners announced at the General Meeting.

If your Club is considering using proxy votes, this must be communicated to the Arc Clubs team via email.

Meetings that utilise proxy voting are at risk of being ‘stacked’ out – that is, a single member may hold multiple proxies from multiple members that they have sought prior to the meeting or even signed up to the club in the lead up, meaning that the majority vote of true members is not heard.

Creating an online vote prior to the meeting occurring gives all members an equal chance to vote and removes the necessity of proxy votes.

If Clubs decide to utilise proxy voting, the following must be true:

- Clubs holding a General Meeting on a non-academic day may allow proxy votes at that meeting. This means that if your Club’s Constitution specifies that your Club can only hold General Meetings on an academic day, then you cannot allow proxy votes at all.
- Clubs that are holding their meeting outside of their usual place of operation (for most clubs this is Kensington Campus of UNSW), proxies may be allowed.
- Arc has an [example proxy form](#) that you can use. At minimum, Club members who want to vote by proxy must write their full name, student number, physically sign and date the form and then send their directed proxy to the Returning Officer.
- Club members must specify how they intend to vote on a particular motion on the form or their vote will exhaust (not be counted).
- The Returning Officer must bring all proxy forms to the meeting and declare these proxies to the meeting prior to any vote taking place.
- Quorum for the meeting (the minimum number of voting members that must be at the meeting in order for it to be valid) is calculated on the number of voting members in attendance at the meeting; proxy votes do not count towards quorum.
 - However, proxy votes are included when calculating the number of votes needed for a motion to pass. E.g. if 10 people are present at a General Meeting, and there are 17 proxy votes, the attendance for the meeting is counted as 10, and the number of valid votes is 27.

Elections outside a General Meeting

Election requirements held separately to a General Meeting of a Club are the same as when they are within a General Meeting, including online meetings. In addition, the following requirements apply:

- The Club must provide at least 14 days' notice to Club members and to the Arc Clubs Office (clubs@arc.unsw.edu.au) before voting commences. The election notice must include:
 - the date and time that voting will start & end
 - how voting will take place (at a polling booth, online through a link to be released on the day, etc. the link for the voting must be emailed to all members that are eligible to vote)
 - details of how and when details about candidates will be released (unless these details are included in the election notice)
 - details of who is eligible to vote, and how they can confirm their eligibility (e.g. only eligible members that have joined before a specified date is eligible and will receive an email confirming their eligibility within the next 24 hours. If you don't receive this email and believe you are eligible, please contact [designated Club email] by [reasonable deadline]).
- Voting must be open for a minimum of 24 hours.
- The election system must be able to administer voting in a way that adheres to the requirements set out in the Club's Constitution and in these guidelines, e.g. only permits votes by members of the Club, allows only one vote per member, and is managed by the Returning Officer.
- Where the online election system records the votes of each individual voter, this information must not be disclosed to any individuals other than those administering the election process (Returning Officer) and Arc. Any Executives that are standing for election should also be restricted from accessing the voting records.
- The Club must hold an AGM or EGM on the next academic day after the voting ends to announce the results of the election. This meeting must adhere to the AGM or EGM requirements (whichever is appropriate) as set out in the Club's Constitution and Arc Clubs Procedures.
 - The election process can be challenged at the AGM/EGM by any member who wishes to. If a vote of the members at the meeting shows that they believe that the process by which the election took place was undemocratic, the election must be re-held. The same requirements apply to the re-held election, except that:
 - Members at the meeting may pass a motion that nominations do not need to be opened again (i.e. there will be no new candidates standing for election).
 - Members eligible to vote in the new election must be the same as in the original election.

Arc's role in Elections

Clubs can request that an Arc representative be the Returning Officer for their elections, especially if there are contentious disagreements within the Club that would be reasonably expected to affect the election. Whether Arc can provide this will depend on factors including the availability of staff members. If you think this will be required for your election, please let the Arc Clubs team know as early as possible!

3. Constitutions

All Arc-affiliated Clubs are governed by a Constitution – this document lays out the aims and objectives of your Club and dictates to all Executives and members how the Club will function. Executives should use it as a reference to know how to run the Club and what must be done throughout the year. Requirements specified in a Club's Constitution must be adhered to. Arc will only affiliate Clubs that operate under a Constitution that meets Arc's policies.

Club Constitutions can only be changed through a vote at a General Meeting, and any proposed changes must align with Arc's policies. Any breaches of your Constitution which are reported to Arc or noted by Arc in your General Meeting documents may result in a suspension of your Club's affiliation with Arc.

NEW CLUBS: When starting a new Club, your Constitution must be accepted at the Inaugural General Meeting, which will be run by the Arc Clubs team.

EXISTING CLUBS: Clubs may make amendments or accept a new Constitution at an Annual or Extraordinary General Meeting following a vote from the members of the Club, as long as the amendments meet Arc's requirements.

Changing the Constitution

Club Executives can propose constitutional changes at a General Meeting. Generally, the Arc Model Clubs Constitution provides a guide of what is acceptable for your Constitution. While Clubs are able to change certain aspects of their Club's Constitution from the model version, we encourage utilising the Model Constitution and making minimal changes as necessary. This does not mean that your Club cannot make changes, just that any changes must not violate the minimum parameters set out.

It is recommended that Clubs consult Arc Clubs staff before making constitutional changes. This provides the opportunity for your proposed changes to be checked over and ensure they are compliant with Arc Policy.

Your Club Executive should always keep an up-to-date, editable copy of your Constitution. During your Reaffiliation, or when holding an EGM that includes changing your Constitution, your Club will need to submit a new version of your Constitution on Rubric.

4. Club's Model Constitution

This section will break down the model constitution in detail.

1 Introduction

Fill in 1.1 with your Club's name.

Fill in 1.3 with Club aims and objectives. *See info sheet: Starting A New Club for examples of how to write your aims and objectives.*

Aims and objectives outline the essence of the Club, and it's purpose. Clubs are able to re-word/re-structure their aims and objectives for clarity. However, a Club's essence cannot be changed after becoming affiliated with Arc.

The official name of the Club shall be .

1.2 The Club shall be affiliated with Arc.

1.3 The aims and objectives of the Club are:

- 1.3.1 _____.
- 1.3.2 _____.
- 1.3.3 _____.

2 Definitions

The minimum definitions outlined above are required and cannot be removed from your constitution. If there are additional definitions relevant to your Club, you can add them [here](#).

2.1 For the purposes of this Constitution:

2.1.1 The University shall mean the University of New South Wales;

2.1.2 Arc shall mean Arc @ UNSW Limited;

2.1.3 Members shall mean full members of the Club;

2.1.4 Associate members shall mean associate members of the Club;

2.1.5 The Executive shall mean the Executive of the Club;

2.1.6 The Committee shall mean the Executive of the Club as well as any member appointed by the Executive to fill a specific role;

2.1.7 The Annual General Meeting shall mean the Annual General Meeting of the Club;

2.1.8 An academic day shall mean a day during the first, second or third term of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday; and

2.1.9 Subjects shall mean units of study offered by the University in progression to the award of a degree.

2.2 Unless a contrary statement appears in Section 9 of this Constitution, the Club shall be bound by all the clauses in Section 1 to Section 8 of this Constitution.

3 Not-for-profit clause

To align with the ATO's definition of a not-for-profit organisation, all affiliated club's must include this not-for-profit clause. The description provided below is the minimum requirement clubs must adhere to.

3.1 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organization

4. Membership

Beyond clause 4.2 and 4.3, the description provided below is the minimum requirement clubs must adhere to regarding membership expectations, and how to remove an executive/club member.

4.1 Contact details for members of the Club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.

4.2 Please insert details for Regular or Constituent Club Here

4.3 Please insert details for Regular or Constituent Club Here

Arc requires all constitutes dictate a membership period. This period must align with the Rubric membership function, and must not exceed 12 months, or 1 calendar year.

4.4 A person's membership commences on the date they purchase membership and remains valid until the end of Week Three of Term One of the following calendar year.

4.5 The Club shall comply with Anti-Discrimination legislation in all its activities and procedures, including the granting of Club membership.

4.6 Notwithstanding clause 5.9, a member of the Club Executive may have their Executive position declared vacant in accordance with clause 5.8.

4.7 Notwithstanding clauses 5.8 and 5.9, an Executive, a member or associate member of a Club may have their membership terminated after the following procedure is followed:

4.7.1 A motion is carried by the Executive, or the Executive is petitioned by twenty (20) members to instigate impeachment proceedings;

4.7.2 The members of the Club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 6.4;

4.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.

4.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.

4.7.5 The motion is carried by the Extraordinary General Meeting.

4.8 Notwithstanding clause 5.9, an Executive, a member or associate member of a Club may have their membership terminated if the following occurs:

4.8.1 The person in question has acted in a way that has sabotaged the functions of the Club or disregarded the Constitution to the detriment of the Club's membership; and/or,

4.8.2 The person in question has instigated instances of bullying, harassment, assault and/or gendered violence to one or multiple individuals.

4.8.3 The Club has liaised with Arc about the person in question and Arc has determined the issue is of a serious nature.

4.8.4 That the Club has, in consultation with Arc, determined that a public EGM to remove the individual would cause undue harm to those that have been victimised or harmed.

4.8.5 Notice of a General Meeting must then be presented via the email they provided when signing up to the Club, to the person(s) in question, and the Executive, at least seven (7) days prior to the meeting.

4.8.6 This meeting must be held in-camera (privately) and the only people permitted to attend the meeting are:

4.8.7 Executive as listed within their Constitution,

a) the person(s) in question,

b) a support person for each of the person(s) in question, as required

c) Any member of Arc, as required

d) The person(s) in question must be afforded procedural fairness, including five (5) minutes to speak against the motion.

e) The motion is carried by the General Meeting.

4.9 Any member of a Club or Club Executive who believes they have been wrongly expelled may appeal to Arc.

Membership Options

Beyond the general membership description outlined above, other acceptable membership limitations include:

- Constituent clubs (clubs associated with a faculty/school/degree) may wish to limit their full membership to individuals studying within that faculty/school/degree.
- Resident clubs (clubs associated with a college/residence) may wish to limit their full membership to individuals living in that college/residence.

The following is a membership description for these categories that can be used at the discretion of your Club, however, they are not requirements by Arc. Likewise, any clubs considered not constituent or resident clubs cannot use these membership descriptions.

Constituent:

4.2 The Club has an agreed association with (insert relevant program, school or faculty here). Full membership of the Club shall be open to all UNSW students enrolled subjects under the jurisdiction of the (program, school or faculty), and they shall be required to pay an annual Club membership fee set by the Club Executive and complete a membership form.

4.3 Associate membership shall be open to those UNSW students who are ineligible for membership, as well as UNSW alumni and current UNSW staff, provided that they pay an annual membership fee that is set by the Club Executive, and they complete a membership form prepared by the Club Executive).

Membership Fees

As outlined in the model constitution, your club may require members to pay an annual Club membership fee set by the Executive. You may wish to keep this implicit, or explicit by identifying the fee amount in your constitution. Where fees are stated explicitly, these fees must be maintained, and should your executive wish to change the fee, they will need to hold a general meeting to do so.

It is recommended that the fee is not identified in your constitution and reviewed annually at your AGM/executive meetings.

5 Executive

Arc Clubs requires a minimum of 3 executive positions, held by 3 different individuals. These positions are president, Treasurer and Welfare Officer. (see Clause 5.4) Highlighted positions (Clause 5.1.2 and 5.1.2.3) are optional roles and not required by Arc Clubs.

Clubs may introduce additional executive roles to their constitution by including them in the executive list (Clause 5.1) and a position of description in this section (5 executives).

For clubs where one or more Executive positions are held jointly (i.e., the same position is held by more than one person), this must be stated within the club's Constitution and the number of people that hold the position must be specified, e.g. Two (2) Co-Presidents.

For a more detailed breakdown of the executive roles, and how they function in your society beyond the constitution, see Info Sheet – How to be a Good Executive.

The description provided below regarding Executive general responsibilities is the minimum requirement clubs must adhere to.

5.1 The Executive of the Club shall be elected from the full members at the Annual General Meeting and shall consist of:

5.1.1 A President;

5.1.2 A Vice-President

5.1.3 A Secretary;

5.1.4 A Treasurer, and;

5.1.5 A Welfare Officer

5.2 The term of office for each Executive elected at an AGM shall start at the conclusion of Term 3 in the current year and continue for a full calendar year.

5.3 Any Executive elected at an EGM will serve from the date of their election until the end of the next Term 3 in any given calendar year.

5.4 One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer, and President and Welfare Officer may not be held by the same person.

5.5 Job sharing of any Executive position is not permitted.

Clause 5.5 is an optional, but recommended addition.

5.6 The Executive shall be responsible for the following duties:

5.6.1 The activities of the Club;

5.6.2 The finances of the Club;

5.6.3 Appointing members to the Committee;

5.6.4 Appointments will be made by majority vote of the Executive.

5.6.5 The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.

5.7 The Executive is at all times bound by the decisions of a Club Annual or Extraordinary General Meeting.

5.8 Any member of the Executive shall have their position declared vacant if they:

5.8.1 Die;

5.8.2 Cease to be a member of the Club;

5.8.3 Cease to be a UNSW student;

5.8.4 Are absent from any three (3) consecutive meetings of the Club without apology or leave

Clause 5.8.1.4 is an optional, but recommended addition. If this clause is not included, you will need to hold an EGM to remove an executive through the membership termination clause outlined above.

5.8.5 Meet the criteria outlined in sections 4.7 or 4.8.

5.9 Any member of the Committee shall have their position declared vacant if they:

5.9.1 Meet the criteria outlined in sections 4.7, 4.8 or 5.8;

5.9.2 Are removed from their role by majority vote of the executive.

5.10 Any vacancy for the Club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 4, unless covered by 5.11

5.11 Executive positions that become vacant less than 1 month before the yearly affiliation period may be filled by majority vote of the Executive. People appointed this way will be 'Acting' in the position, may not be the President or Treasurer, may not be a bank signatory.

5.12 Duties of the following Executive positions shall include but not be limited to:

5.12.1 President – Required Position

The President Position requires at minimum the description provided here. Additional responsibilities can be added, but cannot be merged with the Treasurer or Welfare Officer role. Clubs may change the title of this role.

- a) To chair all Club, Committee, General and Annual General Meetings (held during their term) of the Club;
- b) To oversee and coordinate the activities and administration of the Club;
- c) To ensure that the elected officers of the Club perform duties as laid down by the Clubs' Constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;
- d) To ensure that all other tasks necessary for the running of the activities of the Club are performed properly either by doing them or delegating the duties;
- e) To have a thorough knowledge of the Club's Constitution;
- f) To plan the coming year's activities;
- g) To act as official spokesperson for the Club;
- h) 8 To arrive at a membership fee with the Executive;
- i) To liaise with fellow office bearers;
- j) To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
- k) To liaise with Arc and departments of the University where necessary;
- l) To ensure that required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc;
- m) To ensure that the Treasurer submits a Financial Report to the Club at the AGM and to Arc and that they have the Club's finances in good order in preparation for Spot Audits by Arc;

- n) To ensure that Arc is informed of changes to the Executive;
- o) To pass on their knowledge to their successor; and

- p) Other duties as in accordance with the Constitution of the Club.

5.12.2 Vice President – Optional Position

This is an example of the vice president position, and the responsibilities you may wish to associate with the role.

Vice president is not a required position, and the responsibilities outlined here can be changed/moved to other positions as necessary.

- a) In the absence of the president, to chair all Club, Committee, General and Annual General Meetings (held during their term) of the Club;
- b) To assist the President in coordinating the activities and administration of the Club wherever practical;
- c) To liaise with fellow office bearers;
- d) To coordinate the events and activities of the Club;
- e) To evaluate the performance of past events;
- f) To ensure that events are financially responsible and within budget;
- g) To ensure that events are accessible and inclusive for Club members;
- h) To coordinate all external communications of the Club;
- i) To develop a communications strategy for the Club; identifying target audiences, communication platforms and content to achieve the Aims & Objectives of the Club;
- j) To maintain a consistent brand image for the Club in line with the Clubs values and identity; and
- k) To manage the online presence of the Club including responding to social media inboxes.

5.12.3 Secretary – Optional Position

This is an example of the secretary position, and the responsibilities you may wish to associate with the role.

secretary is not a required position, and the responsibilities outlined here can be changed/moved to other positions as necessary.

- a) To be responsible for receiving and replying to all correspondence on behalf of the Club;
- b) To organise meetings, agendas (in consultation with the President), and minutes;
- c) To keep relevant Club papers in order;
- d) To coordinate elections;
- e) To maintain the membership list, updating when changes are made;
- f) To be aware of the Arc funding system, its requirements and its possibilities for the Club;
- g) To communicate with the Executive before and after each Arc Clubs Briefing to pass on information (about grants etc);
- h) To liaise with Arc and the Club's Executive;
- i) To have a good working knowledge of Arc forms;
- j) To attend Arc Clubs Briefings or nominate a fellow Club member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, Club, and the date of the meeting they cannot attend);
- k) To have a thorough knowledge of the Club's constitution;
- l) To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;
- m) To ensure that motions made at any Meeting of the Club are reflective of the constitution; and
- n) To ensure that Arc is informed of any changes to the Executive;

5.12.4 Treasurer – Required Position

The Treasurer Position requires at minimum the description provided here. Additional responsibilities can be added, but cannot be merged with the President or Welfare Officer role. Clubs may change the title of this role.

- a) To keep and maintain all Club financial records;
- b) To hold petty cash tins;
- c) To keep the Club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters;
- d) To carry out financial transactions as directed by the Club management;
- e) To not lend money, under any circumstances to themselves, Club members or other Clubs;
- f) To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- g) To not put the Club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- h) To always insist on a receipt or docket to validate any expenditure by the Club;
- i) To always provide a description and reference on any internet banking or app banking payments made.
- j) To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- k) To always provide a receipt to a person who gives money to the Club for any reason and bank all money received IMMEDIATELY;
- l) To ensure the Club has at least two and not more than three signatories who are Executive members to the cheque account;
- m) To ensure that Club funds are not misused at any time; and
- n) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;

- o) To ensure that under no circumstances are any expenses to be met without documentation.

5.12.5 Welfare Officer – Required Position

The Welfare Officer Position requires at minimum the description provided here. Additional responsibilities can be added, but cannot be merged with the President or Treasurer role. Clubs may change the title of this role.

- a) To foster an inclusive culture within the Club
- b) To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club;
- c) Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives;
- d) To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club.
- e) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
- f) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
- g) To notify those involved of the outcome of the grievance.
- h) To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help.
- i) To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible.
- j) Provide guidance to members and representatives of the Club on appropriate ways to behave and to communicate inclusively.
- k) Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable;
- l) Monitor engagement, membership and any significant issues from students relating to non-majority demographics within the Club and provide reports to Club Executive as required;
- m) Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club; and,
- n) Other relevant duties as required.

6 Meetings

Section 6 is required for all affiliated Clubs, and must be included in full in your Club's constitution. The description provided below is the minimum requirement clubs must adhere to.

6.1 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place.

6.2 The Returning Officers duties are as follows:

6.2.1 Returning Officer

This section outlines the requirements and expectations of the returning officer role, and how they will facilitate a valid election.

6.2.1 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc Clubs Management.

6.2.2 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Clubs Policy and Procedure.

6.2.3 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place.

6.2.4 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties.

6.2.5 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Clubs Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy.

6.2.6 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc Clubs Management, with access to the voting forms and spreadsheets.

6.2.7 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place.

6.2.8 Runs the portion of the General Meeting pertaining to the election of candidates

6.2.9 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online.

6.2.10 To present a report announcing all successful candidates following the conclusion of the voting process.

6.2.11 Where there is a clash between this Club's Constitution and Arc Clubs Policy, Arc Clubs Policy takes precedence.

6.3 Annual General Meetings

This section outlines the process to run a valid Annual General Meeting.

6.3.1 There shall be one Annual General meeting every calendar year.

6.3.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than fourteen (14) days, and is to be:

- a) Given in writing to Arc;
- b) Given in writing to all Club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among Club members.

6.3.3 Quorum for the Annual General Meeting shall be:

- a) Ten (10) or one half of the Club membership, whichever is the lesser, for all Clubs with less than 75 members, and for any other Club that has been active for less than 18 months from the time they first affiliated to Arc; or,
- b) Fifteen (15) ordinary members for all Clubs with more than 75 members that have been active for more than 18 months from the time they first affiliated to Arc. An ordinary member is defined as a member of the Club that did not serve as Executive in the current year.

6.3.4 At an Annual General Meeting:

- a) Reports shall be presented by at least the President and the Treasurer;
- b) Full financial reports shall be presented and adopted;
- c) Constitutional amendments and other motions on notice may be discussed and voted upon.
- d) The Chair will hand over the meeting to the Returning Officer who will:
 - i) Hold elections for a new Executive; and/or if this has already happened online,
 - ii) Announce the winners and any other relevant information to attendees as required, before handing the meeting to the new, Incoming President, or in their absence, a duly elected Chair.
- e) Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

6.4 Extraordinary General Meetings

This section outlines the process to run a valid Extraordinary General Meeting.

6.4.1 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.7.

6.4.2 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.

6.4.3 To petition for an Extraordinary General Meeting, twenty (20) members or half of the Club membership, whichever is the lesser, must petition the Executive in writing.

6.4.4 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than fourteen (14) days.

6.4.5 There shall be other general meetings of the Club as the Executive sees fit.

6.5 Meetings Requirements

This section outlines valid election practices in your Club.

6.5.1 General requirements for all meetings are as follows:

- a) All voting at meetings shall be with a simple majority required for a resolution to be passed;
- b) Each member is entitled to one vote;
- c) Directed proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;
- d) Only a Returning Officer, or in their absence, meeting Chair, may hold proxy votes.
- e) Elections for Executive shall use the “optional preferential” system;
- f) In the case of equality of voting a countback will be held, with the candidate that received the most first preference votes winning. If there is another tie, the second preference votes will determine the winner, and so on, until a winner is determined;
- g) In the event a vote is completely and evenly matched, a re-vote will be held.
- h) Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;

i) Constitutional changes passed at an Annual or Extraordinary General Meeting must be approved by Arc for the Club to remain affiliated with Arc.

j) Motions not pertaining to Constitutional changes may be raised at the Meeting from any member in attendance.

7 Finance

This section clarifies the financial procedural expectations of your club. The description provided below is the minimum requirement clubs must adhere to.

7.1 The Club shall hold an account with a financial institution approved by Arc.

7.2 The Executive must approve all accounts and expenditures for payment.

7.3 All financial transactions shall require two signatures from members of the Executive.

7.4 The Club shall nominate three members of the Executive as possible signatories for the account, one of which must be the Club Treasurer

7.5 The financial records of the Club shall be open for inspection by Arc at all times.

8 Dissolution

To align with the ATO's definition of a not-for-profit organisation, all affiliated club's must include this dissolution clause. The description provided below is the minimum requirement clubs must adhere to.

8.1 Dissolution of the Club will occur after the following conditions have been met:

8.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 6.10;

8.1.2 Procedures for notification as set out in 6.4 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;

8.1.3 Quorum for the meeting to dissolve the Club shall be twenty (20) members or three-quarters of the Club membership, whichever is the lesser;

8.1.4 No other business may be conducted at the meeting to dissolve the Club;

8.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;

8.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the Club;

8.1.7 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.

8.2 Dissolution of the Club will also occur if the Club has been financially and administratively inactive for a period of eighteen (18) months.

8.3 On dissolution of the Club, the Club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the Club. If no other legitimate Club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the Club which it perceives would be useful to other Arc-affiliated Clubs. The Club will be given twenty-one (21) days to forward all relevant items to Arc before any action is instigated.