**Notice of Decision Email - sent to all Club Members**

*The writing in blue is descriptions and instructions to support you in editing this template. To make best use of this template, keep the writing in black and remove the writing in blue, and fill in any missing information, as directed by the blue text.*

Dear All,

Due to the difficult circumstances we have found ourselves in this year, the AGM and reaffiliation process looks a bit different to previous years. In order to provide more flexibility for Clubs, Arc has provided us with several different options to manage the end of the year more easily. These include:

* Holding a standard AGM and reaffiliating as per usual
* Delaying the AGM and reaffiliation until April 2021, until which the Club will run normally
* Merging with another Club
* Being absorbed into or absorbing another Club (this is when larger or more active Clubs may take on the objectives of smaller Clubs to allow the mission to continue beyond the life of the Club that is being absorbed); Or,
* Becoming Dormant (this means a Club will become inactive and open for a new group of students to take over)

The executive team has met to have an in-depth discussion about which options would be most suitable for ***CLUB NAME***. The outcome of this meeting was that our Club will *…****Name which option your Club has chosen***.

**Why the executive team chose this option:**

*This is where you can explain the reasoning of your chosen option (e.g. expecting not to be able to have enough attendees at the AGM) and any other relevant info. Things such as context and recent history of the Club might be helpful, so members understand the full picture surrounding your choice.*

*If you’ve chosen to merge with another club or be absorbed, this is where you can introduce the other Club and explain why you’ve chosen them specifically. You can title this section something like: “****Why we will be merging with/absorbed by OTHER CLUB.”***

*You can also ask your members about if there’s anything you currently do that they want to ensure is maintained by the merged/other Club, such as particular activities or events.*

**What this means for you:**

*On the second page of this document, you will find a table with different descriptions based on the different options available. Simply copy and paste the one relevant to your Club here – that’s all!*

*You Club might also receive questions about some specific aspects about unique things you provide to your members. For example, “what will happen to peer mentoring?” or “Will we still have access to –special resource– next year?” could be some questions you’ll need to anticipate addressing in advance with this notice.*

**What if you are unhappy with, or have concerns about, this decision?**

*As noted on the reaffiliation guide page and documents, you must provide your members with an option to raise any concerns. You must include this section of the email, as well as clear instructions on how to raise a concern (e.g. a link to a form you are using to gather responses).*

*Remember that regardless of whether you create a form, or collect responses in some other way, you must include the following questions:*

* Would you be willing and able to attend an online AGM during Term 3 this year?
* Would you be interested in running for an Executive position? If so, are there any specific roles that you would be interested in?
* Do you have any concerns about the current chosen option?

The deadline for submitted responses or concerns is **DATE***. (must be at least 10 days after the date you send this email out to members).*

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| **Option** | **Information to copy-paste to the “What this means for you” section** |
| Delaying Reaffiliation | Delaying reaffiliation means that the current Executive team will continue running the Club until April 2021. In April, there will be a new AGM period and the Club will then hold its AGM and elect a new Executive team. This means there will be no AGM or elections for the Club this year. |
| Merging with another Club | Merging with another Club means that this Club will combine its goals, objectives and activities with those of another Club. It allows two smaller, or struggling, Clubs to become one larger, successful Club. Keep an eye out for more emails from this Club and make sure to attend the IGM (Inaugural General Meeting) for the new joint Club when it is announced (you may also want to run for an Executive position!). |
| Absorbing into another Club | Being absorbed by another Club allows the spirit of this Club to live on even though the independent Club will no longer exist. A different Club will take on the objectives and aims of this Club and make them a small part of their current offerings. You should sign up for the Club which this Club is being absorbed by, and attend their AGM, so that you can engage with the old members of our Club and help make our offerings a success in the absorbing Club. |
| Absorbing another Club | Absorbing another Club means that a smaller Club has decided that their aims and objectives would fit in well as part of our Club’s offering. We will make their objectives a small part of what we do to enrich what we have to offer. Be sure to say “Hi” to anyone new joining from the other Club and get engaged in the new parts of our regular offering! |
| Becoming Dormant | Becoming Dormant means that the current Executive team has decided it would be difficult or impossible to successfully continue keeping the Club active into next year. No AGM will be held, and the club can still be ‘reactivated’ in the future by another group of students upon successfully holding a General Meeting. If you are interested in being part of the group who takes over this Club, send an email to [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) to let them know you are interested! |