

## OPTION 1. STANDARD REAFFILIATION

If things are going well, you might not need to worry about the alternative reaffiliation options. Your engagement levels are fine, and people are interested in taking on Exec roles. Great! Just go for the standard process and get everything ready for 2021.

Choosing this option is the simplest if you can meet the [reaffiliation requirements](#), and means that a new Executive team can take over your Club at the regular schedule and start planning for 2021.

### What's Involved?

Undergoing standard reaffiliation means all normal timeframes and rules apply, just like any other year. This option allows you to have a standard [AGM](#) during the AGM period later this year, electing a new Executive team and handing over to them. It is a good option if you believe that your Club will be able to achieve a sufficient attendance for the AGM and can fill your Executive positions (you may want to make some changes to make this possible).

When organising your AGM, make sure to publicise and advertise it heavily (combining it with another fun activity is also always a good idea). It may help to emphasise that a successful AGM (e.g. one that has enough attendees) is required in order for your Club to keep running unimpeded into 2020.

If you are very keen to reaffiliate this year, in the standard period, but you are feeling unsure or uncertain about your Club's ability to meet requirements or how you might organise your AGM to make this happen, please place a [callback request](#), or write an [email](#) to the Arc Clubs team. We will be able to provide you with advice, helpful tips and support as you prepare to reaffiliate.

### What if we think we can reaffiliate successfully in T3 this year but end up failing to meet requirements?

If your AGM goes ahead and ends up failing to meet all the requirements, get in touch with the Arc Clubs Team and we'll support you in figuring out what the next best steps are. Once at the AGM, if you are finding that too few members are applying for Executive positions in order to fill all empty spots, you can hold a vote at the AGM to combine or remove certain positions as needed. *Remember: Only 3 people are needed in order to meet Arc's Executive team requirements.* If you find attendance is too low when the AGM is due to start, just hold the AGM as is and then get in touch with the Arc Clubs Team for support.

### Step-by-Step

1. Have a meeting with your Executive team to agree that this is the best option
2. Submit your “Clubs Reaffiliation Intentions” form. To submit this form you will need the following:
  - a. Brief minutes document from your Executive meeting showing the decision to undertake standard reaffiliation this year
3. Plan your AGM, ensuring you are following all [requirements](#), [Section 9.1 of the clubs handbook](#) and keeping to the relevant deadlines

This year, the reaffiliation periods are as follows:

AGM Period (hold your AGM during this period): Term 3 Weeks 4-8 (5 Oct to 6 Nov)

Reaffiliation Form Submission Period: Term 3 Weeks 4-9 (5 Oct to 13 November 2020)