

OPTION 2. DELAYING REAFFILIATION

For all of us, COVID-19 has led to an unpredictable year, and everyone is affected in some way and to a different degree. Choosing to delay your reaffiliation is essentially you saying, “I think we can work it all out, just give us a moment”. If you just need some breathing room to gather everything together, rally old and new members and prepare the executive team for a fresh start next year, this option is for you.

What's Involved?

Delaying reaffiliation allows your current Executive team to continue running the Club until April 2021. This is a great option if you feel that your Club's engagement has not been great this year and you are worried about meeting the requirements of the Term 3 reaffiliation period, but you believe the extra time and further engagement opportunities early next year will get your Club back to suitable activity levels.

Some things to keep in mind:

- Your current team will be responsible for the running of the Club until April 2021. If you need to make changes to your team before then, you can do so by holding an EGM.
 - o Don't worry if not all of your Executives are willing/able to continue running the Club until April – just make sure that those that are, feel that, as a team, they will be able to handle the workload of actively running the Club until April.
- The team that will continue to run the Club until April will need to attend some additional training early next year designed to help Clubs with low activity increase their engagement.
- You will need to be available to attend (either virtually or in-person) O-Week in T1 next year.
- You will still need to submit a copy of your Club's 2020 financials to Arc.

Step-by-Step

1. Within your Executive team, informally discuss whether this may be the right option for your Club.
2. Have a formal meeting with your whole Executive team to decide on this option.

What you need to do at the meeting:

- o Keep minutes
 - o Note down every aspect of the decision that you make. For this option, this includes any details on how you will manage upcoming issues e.g. end of year Executive member departures
 - o Vote on all decisions made within the meeting, and ensure that the minutes reflect full agreement and/or any concerns which may have been raised
3. After you have made your decision as an Executive team, send out an email to all Club members explaining how the Club Executive plans to proceed and why. You must also include the following questions (you may choose to use a form to do this) to prompt members to raise feedback or concerns, or express interest in having the reaffiliation period occur this year:
 - o 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 delaying the AGM until April 2021?
- You must allow at least 10 days for members to respond and keep a record of these responses.
4. After the response period has passed, collate the responses.
 - You must attempt an [AGM](#) during the 2020 AGM period if a sufficient number of members (at least the number required for quorum at your AGM) responded that they would be willing and able to attend and AGM during this period AND a sufficient number of members expressed an interest in running for an Executive position (at least 3). You should also consider any concerns raised and decide whether you want to attempt an AGM in 2020 even if the number of member responses do not necessitate this.
 - If the number of responses and the concerns raised do not warrant holding an AGM in 2020, send a follow-up email to all members notifying them of this outcome – that the application for delay will now be submitted to Arc.
 5. You should now submit your “Club Reaffiliation Intention” form. Things you will need for this form:
 - a. Your Executive meeting minutes
 - b. Your Club’s 2020 financials document
 - c. A copy of the initial email to members informing them of the decision and requesting feedback
 - d. The record of any responses submitted by members or Executives at any stage of the process, including willingness to attend an AGM, run for an Executive position or any other concerns
 6. Until you hear otherwise from the Arc Clubs team, continue running the Club as per usual, with your current Executive team. Once you receive an approval email from Arc, you will be expected to participate in the April 2021 reaffiliation period which will mirror the standard end-of-year reaffiliation periods.
 7. Your current Executive team will need to attend the training on “Reactivating Clubs” in early 2021. This training is designed to help you prepare to engage large numbers of new members, advertise your Club effectively, and set up for a successful year.

What is the Club Reactivation training in early 2021? Do I have to go?

The Club Reactivation training is designed to help your team build interest and engagement for your Club to ensure it has a bright and successful future. It will be held in the early months of 2021 and will likely include in-person and remote opportunities to participate, depending on the situation in Australia at that time. Some of the things which will be covered during the training are:

- How to promote your Club online to attract more students
- How to run online engagements for new students
- How to make the most of T1 O-Week
- How to encourage members to attend meetings and run for Executive positions

- How to have an events schedule that will allow consistent engagement and an increase in Club signups

Do I have to go?

The following people must attend this training:

- Any students who have taken over running a Club through an application for a Dormant Club
- At least 50% or 2 members of the Executive team (whichever is the greater) of Clubs who are Delaying Reaffiliation to the April 2021 period

OPTION 3. MERGING WITH/ABSORBING INTO A CURRENT CLUB

While this may seem like an unusual option, we have seen situations where a Club merging or absorbing with another Club has been a good option. An obvious one is when two degrees merged, the two corresponding constituent Clubs merged as well. In other cases, a niche Club offering very specific activities merged into a larger Club with compatible offerings.

We know that small Clubs have had a tougher time getting enough interest in activities and in Exec roles in order to keep going, and this is an opportunity to keep their activities going by supporting them to band together with other Clubs. The Executives and other leaders that are interested can continue providing activities and opportunities for students they're passionate about, but with the support and advantages of a larger Club.

What's Involved?

Merging with, or absorbing into, another similar Club allows the objectives and goals of your Club to stay alive even if, on its own, your Club may not be keeping its head above water.

There are two options depending on the circumstances:

3A - One Club being absorbed into another	3B – Two Clubs Merge Together
<ul style="list-style-type: none"> Club A both <ul style="list-style-type: none"> Can't reaffiliate as normal in T3 AND Does not have a sufficient proportion of the current Executive team to run the Club until April 2021 Club B either <ul style="list-style-type: none"> Can reaffiliate as normal in T3 OR Has a current Executive team that can continue to run the Club until April 2021 Exec 	<ul style="list-style-type: none"> Both Club A and B <ul style="list-style-type: none"> Have low member engagement Can't reaffiliate as normal in T3 and do not have a sufficient proportion of the current Executive team to run the Club until April 2021 Are interested in joining forces to create a single coherent Club that can keep engaging the interests of their respective members