

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

OPTION 3A ABSORBING INTO ANOTHER CLUB

Step-by-step

1. The Executive team of Club A hold an Executive team meeting and agree that they cannot reaffiliate successfully in T3 or delay reaffiliation, but are wanting an active Club to incorporate their goals and objectives, thereby absorbing their Club
2. Club A Executives contact the Executive team of Club B with the proposal of Club B absorbing Club A.
3. Club B holds a separate Executive team meeting, and come to an agreement that they would like to absorb Club A, and notify Club A of this outcome.
4. Club A send out an email to all Club A 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:
 - Do you have any concerns about Club A being absorbed by Club B?
 - 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?

You must allow at least 10 days for members to respond and keep a record of these responses.

8. 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 like the Club to continue un-merged and 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 merger with Club B will now go ahead. You should also encourage your members to join Club B and attend Club B's AGM in order to have a say on the incorporation of Club A's objectives and run for Club B Executive positions.
5. The Executives of Club A and Club B meet together to confirm the decision and finalise any details as needed. You must keep minutes and reflect the confirmation of the merge.
6. Club A now submits the "Club Reaffiliation Intentions" form. As part of this form, Club A will also need to submit:
 - a. Your Executive meeting minutes where the decision was made
 - 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
 - e. The minutes from the joint meeting with Club B confirming the outcome
7. Club B submits the "Club Reaffiliation Intentions form. As part of this form, Club B will also need to submit:
 - a. The minutes from the joint meeting with Club A confirming the outcome.
8. Club B must then include voting for necessary changes to their constitution and Club structure in their next AGM, whether this is in the T3 or April 2021 reaffiliation period. The changes must also be noted in the AGM notice sent out to all members of Club B, along with a brief explanation of the merger.

OPTION 3B TWO CLUBS MERGE TOGETHER

Step-by-step

1. The Executive team of Club A hold an Executive team meeting, and agree that they cannot reaffiliate successfully in T3 or delay reaffiliation, but are interested in merging with another Club, and identify Club B as a potential Club to merge with
2. Club A Executives reach out to Club B to suggest the merge.
3. Club B Executives hold an Executive meeting and agree that they cannot reaffiliate successfully in T3 or delay reaffiliation, but are interested in merging with Club A. Note: if you are Club B and you can reaffiliate or delay reaffiliation successfully, work together with Club A to consider Option 3A instead (where Club A would absorb into Club B).
4. Club A and Club B hold a joint Executive meeting. It is very important to keep minutes and formally agree on decisions at this meeting. This meeting is designed for you to discuss:
 - What the new joint Club will look like
 - What the new name and objectives will be
 - What aspects of each Club will be incorporated
 - What the Executive structure of the new joint Club will be

It is also a good idea to discuss procedures, administrative matters, financials and relationships with external parties, as applicable.
5. Both Clubs now send out an email to their respective Club members explaining that the Club Executive plans to merge the two Clubs, including key reasons. 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:
 - Do you have any concerns about Club and Club B merging?
 - Would you want this Club to continue as is instead of merging.
 - If so, would you be willing and able to attend an online AGM during Term 3 this year?
 - If so, would you be interested in running for an Executive position?

You may also want to ask your members for feedback on specific issues related to merging with another Club, such as:

- Particular activity/event/offerings that members want to ensure are kept
- If members would be more/less interested in participating in the combined Club
- Any issues within one or more of the existing Clubs that the new merged Club should address

You must allow at least 10 days for members to respond and keep a record of these responses.

6. After the response period has passed, collate the responses.
 - You must attempt a standard [AGM](#) for your singular Club 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 like the Club to continue on independently, and 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 one Club has received sufficient responses but the other has not, you may want to consider Option 3A (absorbing/being absorbed by the other Club).
 - If the number of responses and the concerns raised do not warrant holding an AGM for either independent Club, both Clubs must send a follow-up email to all members notifying them of this outcome – that the two Clubs will now commence with plans for merging.
7. Both Clubs now submit the “Club Reaffiliation Intentions” form separately. Things you will need for this form:
 - Your Executive meeting minutes
 - A copy of the minutes from the joint Executive meeting
 - Your Club’s 2020 financials document
 - A copy of the initial email to members informing them of the decision and requesting feedback
 - 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
8. Once your Clubs both receive approval from the Arc Clubs Team, you must now hold an Executive meeting with both teams of Executives present. At this meeting, you will need to draft a new constitution (we recommend using Arc’s template to start with rather than one of the current Club constitutions), confirm the new Club name, structure, objectives and any other administrative factors. We also suggest not adding any Executive roles that you may have trouble filling. You should also set a date and time for your new Club’s IGM.
9. Club A and B both email their members a notice of the new joint Club’s IGM (Remember: 7 days’ notice is required), including any relevant information about the merge.
10. Hold your [IGM](#) as a new joint Club and submit an affiliation form as a new Club.