

## OPTION 4. BECOMING DORMANT

Although this might sound like a confronting choice, rest assured that this option is not the same as you saying this is the end of your Club. Our intention is to have all Dormant Clubs be available to ‘restart’ the moment there is a team that is interested in running it, and we’ll provide support to ensure the hard work you’ve put in and legacy you’ve created lives on. We constantly see new students restarting old Clubs, so there’s a good chance the right people will come along quickly!

### What’s Involved?

This allows your Club’s team to “release” the Club into Arc’s hands. From there, Arc will promote the Club and encourage a new group of students to take over the running of the Club.

Things to keep in mind:

- You will need to submit some hand-over related documents to Arc as part of the “Club Reaffiliation Intention” form (e.g. Club financials documents, details to relevant accounts), OR nominate a member of your team to be the contact for the new group to allow for a smooth hand-over
- You will need to provide members of your Club information about your decision and allow interested parties to express an interest in running the Club, via Arc (if the Club does become dormant).
- From the date that your form is approved, your Club will be considered ‘dormant’, and will be promoted by Arc as available. You must not run any further events or engagements, or make any outgoing payments from the Club’s bank account after this date.

### Step-by-Step

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

What you need to do at the meeting:

- Take minutes
  - Note down every aspect of the decision that you make. For this option, this includes the reason for going dormant.
  - 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:
    - 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 Club becoming dormant?

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 the Club continuing to run, send a follow-up email to all members notifying them of this outcome – that your Club will now be applying to become dormant. This should also include notice to members that their contact details and other information held by the Club will be given to Arc and the possible future Executive (in the event the Club is made active again).
  - Before you submit your “Club Reaffiliation Intentions” form, make sure to complete any outstanding payments (e.g. payments to coaches, reimbursements for Club Executive). If you are waiting for Arc grant funding to be paid in order to complete outstanding payments, please contact the Arc Clubs team
5. Submit your “Club Reaffiliation Intentions” form. Things you will need for this form:
  - Your Executive meeting minutes
  - 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
  - A copy of your Club’s current constitution
  - Either:
    - Any account, access, or other documents or information to be securely stored by Arc until a new group takes on running of the Club at which point Arc will conduct a hand-over to this group on your behalf; OR,
    - A contact person from your Executive team who will be available to conduct a full handover to the new group wanting to run the Club
6. Once you receive an approval email from Arc, your Club will be considered Dormant and your Executive team will be considered relieved of their responsibilities associated with the Club.

After this date, you **MUST NOT**: Run events, communicate with members on behalf of the Club, hold any meetings (including EGMs, AGMs, Executive team etc.), make any transactions on the Club bank account, or use any accounts belonging to the Club.