

Affiliation guide

Step 1: Read the Regulations

Read the ANUSA Clubs Regulations to make sure that you understand what you need to Affiliate as an ANUSA Club. They can be found on page 48 of the ANUSA Constitution, found here: <https://anusa.com.au/about/anusa/constitution/> . Reading **Part 2: Affiliation** is particularly relevant!

Step 2: Sign up to QPay

You'll need to make a QPay account for your Club to Affiliate. You can sign up here: <https://getqpay.com/>.

Some tips:

- Make sure that you make a new email for your club. Using your personal email will mean that future club executives won't receive our emails.
- Choose 'Australian National University (ANUSA)' as your University so that you'll be able to access our forms.

Step 3: Complete the Affiliation form

Once you have a QPay account, go to the 'Forms' section in the Navigation Bar at the top of the page. The first form should be the ANUSA Affiliation Form.

This is the information you'll need to have to complete the affiliation form:

Club name

Self explanatory!

Club Description

A description of what your club will do. Remember that your society needs to be unique to be accepted - check the ANUSA Clubs list to make sure that another society doesn't already exist!

<https://anusa.com.au/life/clublist/>

Recent bank statement

You need a bank statement to be affiliated. Your bank account **must** be two-to-sign to be approved. Some banks have a Club or Society account option that we highly recommend!

Note: you need a bank account to receive funding for ANUSA.

ABN

You'll need an ABN to affiliate as a club. You can get an ABN here:

<https://www.abr.gov.au/business-super-funds-charities/applying-abn>

If your club won't be receiving funding, you can be exempted. Just put in N/A, and send an email to sa.clubsofficer@anu.edu.au letting them know why you won't need funding (i.e. a political club can't receive SSAF).

Inaugural General Meeting minutes

You have to hold a first meeting to become affiliated with ANUSA, called your Inaugural General Meeting (IGM). At this meeting, you should have your 15 members, elect your executive, and move a motion to accept your constitution. You should have a Returning Officer (RO), an unbiased person to run the election of executive positions. You need to take minutes of this meeting, and upload them here.

You can find a guide to running General Meetings here:

[https://anusa.com.au/pageassets/life/clubs/How-to-Run-General-Meetings\(1\).pdf](https://anusa.com.au/pageassets/life/clubs/How-to-Run-General-Meetings(1).pdf)

If your Club is a preexisting Club that is affiliating to QPay for the first time, you can attach your most recent AGM minutes as IGM minutes.

Bank Trustees

You need three trustees to affiliate a Club. These are the people who have access to your bank account (which **must** be a two-to-sign bank account). All of your trustees must be ANU Students.

Often, this will be your club's President, Vice President and Treasurer, though it may vary. Make sure that they are elected fairly at your election!

Again, if your club will not be receiving funding, you may put in N/A.

Membership details

To become affiliated, you must have 15 members who are ANU students. Fill out their names and u-numbers here.

Constitution

We highly recommend using the Model Constitution, which you can find here:

[☰ Clubs model constitution](#)

Make sure you pass a motion to pass this at your IGM.

If you are a previously affiliated club affiliating to Qpay, I can accept your affiliation with the provision that you make the recommended changes at your next general meeting.