

## 1. AGM

In order to maintain affiliation each Club must hold at least one General Meeting each year, an Annual General Meeting (AGM). They must notify the Council Executive of the Meeting at least five (5) Academic Days before the AGM. Within 14 days after holding the AGM in each year, the trustees of each affiliated Club must provide a report to the Council Executive confirming the content and occurrence of the AGM

1. A bank statement confirming the current funds of the Club;
2. The financial status of the Club including the annual statements of income and expenditure and the balance sheet as adopted by the AGM.
3. The continued activities of the Club;
4. An up-to-date copy of the Club's Constitution;
5. An up-to-date list of members including university ids;
6. Minutes of the AGM, which include:
  - Attendance list (including student numbers),
  - President's report,
  - Treasurer's report,
  - Results of election of office bearers,
  - Any constitutional changes;
7. Details of the current office-bearers including name and university IDs, including details of any elections or casual vacancies since the last report.

Tip: Organise your AGM sooner rather than later to allow ample time for a handover to occur.

## 2. Amending your Constitution

A General Meeting of the Club, and in accordance with your Constitution must pass any changes to a Club's Constitution.

## 3. Managing Membership

Unless a compelling reason exists (as determined by the Council Executive), no affiliated may deny an ordinary member of ANUSA or PARSA membership, provided that they are prepared to pay the relevant joining fee and they have not previously been expelled from that society.

You may not distinguish between undergraduate and postgraduate members in terms of membership fees or rights, unless in the case of specific offices like Postgraduate Representative or a First Year Representative.

Your Club must respect the rights of members in regard to privacy and confidentiality:

- The forms your Club uses to collect information should expressly state your purpose and how the information may be used
- Your club must not contact members or potential members for any reason other than those made explicit on the form
- If your Club collects details without a form, you should advise why you are collecting the information and how the information may be used
- Never accept details from one person on behalf of another person
- Forms should specify which details will be passed onto ANUSA

## 4. Dissolution

### Dissolution

If an affiliated Club's account has remained dormant for more than 12 months, the Clubs Council Chair or a nominee may take one of the following actions:

- In consultation with the ANUSA Treasurer, recover any funds from the Club's account.
- On behalf of the Clubs Council, recover any Club assets purchased using funding provided by the Clubs Council or ANUSA.

### Forced Disaffiliation

The Clubs Council may disaffiliate any Club which:

- The Clubs Council believes has provided it with manifestly false information in order to gain an unfair advantage; or
- The Clubs Council believes, upon inspecting the accounts of the Club or Society, has been financially mismanaged; or
- Repeatedly fails to carry out the directives of the Clubs Council, provided that such directives are allowed under the Clubs Regulations; or
- Manifestly fails to carry out its obligations under the Clubs Regulations; or
  - Fails to meet the requirements for continued affiliation; or
  - Engages in discriminatory behaviour; or
- Dissolves or winds up in accordance with its own constitution.