



Affiliating with Clubs Council

Affiliating with Clubs Council gives Clubs access to funding as well as a lot of resources. There is a lot of paperwork you need to give the Clubs Council Executive and rules to follow in order to be affiliated.

Constitution

A constitution is a series of rules that your club has to follow, which means that disputes can be resolved easily. Any club on campus needs a constitution, and to affiliate with Clubs Council there are a lot of provisions that are needed. [Keep it simple and use this awesome template!](#) If you want to write your own constitution you need to check if you are still following all of the provisions Clubs Council need. Shoot Clubs Council a message at sa.clubsaffiliations@anu.edu.au or sa.clubs@anu.edu.au to check.

Paperwork for Clubs Council

To be affiliated with Clubs Council you need to send through the paperwork:

- The constitution
- The minutes (record) of the Inaugural General Meeting
- The membership list, which needs to contain the names and uIDs of a minimum of 15 members
- A bank statement
- Your ABN

Obtaining an Australian Business Number (ABN)

An Australian Business Number is a unique number that makes businesses identifiable and unique to the government and to the community. Your club is not considered a business, however clubs share enough characteristics with businesses for an ABN to be necessary to their operation. [You can make one for free!](#)

Banking

- Your society will need to create a bank account to pay for goods, and for funding from Clubs Council to be deposited into
- The bank account needs to have three trustees of the account in order to be eligible to affiliate to Clubs Council

Address

- You'll need to provide an address for your bank account when you create it. This should be the address of the ANUSA Office

[Club Name], Level 2, Di Riddell Student Centre
University Avenue
Acton ACT 2601

- Once your club has affiliated, you will receive a pigeonhole in the ANUSA Office, and any mail you receive arrive there

If you have completed all of this you are ready to affiliate! New Affiliations can be submitted [here](#).

Checklist

Requirement	Details	Done?
Constitution	Keep it simple and use this awesome template!	
Bank Statement	Has the address as the ANUSA office, includes the amount of funds the club has and has the trustees of the account.	
ABN	You can make one for free!	
Membership List	At least 15 ANU students with their names and uIDs.	
Inaugural General Meeting	Attach the minutes of your meeting. Make sure you meet the IGM requirements!	
Novelty	Your club is unique and is offering something that is not offered by another club.	

Finalising Affiliations

Once you've submitted your request, hang tight! The Clubs Council Executive will do the checks we need to and then let you know once your submission is all good to go. We will also let you know the date and time of the next Clubs Council Meeting (CCM).

To complete the affiliation, you need to go to a CCM and give a 1-2 minute speech about why your society is unique, and what benefit this will have to the community. This isn't scary! It gives other societies a chance to understand what your society is about. The person from your society who attends the meeting and gives the speech is called the 'delegate'. Any representative from your society can be the delegate, but usually they are an office-bearer. After your speech the Clubs Council will vote to affiliate your club.

If you do not attend a Clubs Council Meeting then you can't have your club affiliated. You need to send a delegate to speak to your affiliation or else we cannot affiliate you (Affiliation Policy, 3.1.3).

