

# Reaffiliating with Clubs Council

This is quite a time consuming process, especially if you don't know what you're getting into. If you plan for it, it is pretty easy!

## Outgoing Secretary

The outgoing secretary has a very important job to make sure the club can reaffiliate the following year

- The secretary must organise the Annual General Meeting (AGM)
- They must contact the clubs council executive (CCE) to let them know about the meeting at least five days before the AGM
- The AGM must include:
  - The financial status of the club
  - An expenditure report
  - The activities of the club
- A report detailing the content of the AGM must be given to CCE within 10 days after the AGM with
  - The minutes
  - A bank statement
  - An up-to-date copy of the club's constitution
  - An up-to-date copy of the club's membership list (full names and university IDs)
  - The attendance of the AGM
  - The details of the club's affairs
  - The minutes of the AGM
  - The names and university IDs of the new office-bearers and any casual vacancies

## Managing the Constitution

- You need a constitution because every club needs a set of rules to follow
- If any issues arise in your society, you can look back at your constitution and refer to that
- To remain affiliated with Clubs Council you need to keep updating your constitution, because your club's rules have to be consistent with ours
- This is so that we can help you avoid issues before they arise!
- Check out our constitution template if you need any help

## **Changing Your Constitution**

- If you need to change your constitution then you need to hold a General Meeting
- You need to move a motion at the General Meeting (read up on How to Run a General Meeting to figure out how they work)
- If you intend on changing your constitution you need to email the Clubs Council Executive (CCE) 5 days in advance

## **Incoming Secretary**

- Usually the Secretary handles re-affiliation, but this will change club to club
- You should make sure that someone on your executive is clearly in charge of this task

## **Reaffiliating**

- The Affiliations Officer will be the first point of contact for clubs when they are trying to reaffiliate, you can contact them at [sa.clubaffiliations@anu.edu.au](mailto:sa.clubaffiliations@anu.edu.au)
- Usually, early in the year they will release a form on the ANUSA website, social media, and via email that you will need to fill out to reaffiliate

## **What do I need to Reaffiliate?**

- An up-to-date membership list, with at least 15 members
- The AGM report, as explained above
- A bank statement with the current funds of your club, with the correct trustees and address
- A current copy of your constitution, with the necessary clauses

## **How will I know when my club is reaffiliated?**

- Clubs Council will notify your club when you have been successfully affiliated
- Please realise that this can take quite a while, but you are still eligible for funding whilst you are waiting to be affiliated, you'll just have to wait to submit any grants

## **Remaining Reaffiliated**

### Changing Trustees

- If your society changes trustees, you need to notify clubs council as soon as possible with their names, university ID numbers and position

### Delegates

- Clubs need to send a delegate to Clubs Council Meetings each term to remain affiliated
- You can't have a delegate miss two consecutive CCMs but you can send a proxy
- A proxy is a person to attend and vote for you

