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**How to become a**

**UQ Union**

**affiliated club**

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# BECOMING A CLUB

There are a number of benefits that clubs receive by becoming affiliated. These include: insurance, access to grant funding, access to room bookings on campus, and professional development opportunities and club exposure at events such as Market day. To become affiliated is a process which can be seen below.

Affiliation is a two-step process. Ratification and affiliation.

## Submission

1. Complete the **‘UQU Affiliation Request – New Club’** form from this link [Campus Analytics (getqpay.com)](https://unionportal.getqpay.com/form?fid=53) . Create a new account on the Clubs Online Portal and remember your club username and password. It is also a good idea to create a generic club email address so all correspondence is in the one place and your account will be linked to a club account, e.g. [clubname@gmail.com](mailto:clubname@gmail.com) or [president.clubname@gmail.com](mailto:president.clubname@gmail.com) [info.clubname@gmail.com](mailto:info.clubname@gmail.com) ).
2. We will advise you when the next meeting is and add your application to the C&S committee agenda, held every four to six weeks.
3. You will be advised as to whether your application has been progressed or declined via email once the minutes have been drawn up (up to five business days).

## Ratification

Following the C&S committee meeting, you will receive an email advising whether your application has been successfully ratified or not. If successful, you will need to hold an Inaugural General Meeting (IGM). Following you IGM, you need to upload your IGM documents at through the Clubs Online Portal.

Templates to assist you once you receive this correspondence can be found on the following page.

## Unsuccessful Ratification

If you are not ratified at the C&S committee meeting you will receive an email advising you as to the reasons why. You are welcome to re-apply once more, if you wish to address their concerns.

# TEMPLATES

## Minutes template

**Club name:**

**Acronym:**

**IGM date/year:**

**IGM location:**

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Detail** |
| 1.0 | Complete attendance list |  |
| 2.0 | Nominate minute taker (if not already nominated) |  |
| 3.0 | Welcome & open meeting |  |
| 4.0 | Adopt constitution and code of conduct |  |
| 5.0 | Nominate a returning officer | A returning officer is someone who is not running for a position and is able to conduct an impartial vote.  They should conduct a vote with the attendees to determine whether they would like to vote for nominees via a show of hands or secret ballot.  A show of hands is easier, where by nominee running for positions are able to step out of the room. |
| 6.0 | Election of new committee  4.1 President  4.2 Secretary  4.3 Treasurer  4.4 Other/s | Nominated by:  Seconded by:  Nominated by:  Seconded by:  Nominated by:  Seconded by:  Nominated by:  Seconded by: |
| 7.0 | Other business |  |
| 8.0 | Close |  |
| 9.0 | Refreshments (optional) |  |

## Attendance template

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| --- | --- | --- | --- |
|  | **NAME** | **STUDENTS NO** | **SIGNATURE** |
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# AFFILIATION

## Successful Affiliation

* You will be advised (via email) of your affiliation status following the next C&S committee meeting.
* The C&S Team will contact you to arrange a ‘Welcome meeting’ at the C&S office, Level 4 of the Union Building (Building 21A), or via phone / Zoom if preferred.