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**How to become a**

**UQ Union**

**affiliated club**

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# BECOMING A CLUB

## What’s the Benefit of Affiliation?

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.

## Step 1

Complete the Schedule 16 form located under ‘Connecting U’ on UQ Union website and submit the form to [clubs@uqu.com.au](mailto:clubs@uqu.com.au)

## Step 2

The Clubs and Societies Committee will raise your application at the next available committee meeting. The C&S Committee meet monthly. You will receive an email advising you of the date of the meeting and you will be invited to attend to speak to your application.

## Step 3

You will be advised as to whether your application has been progressed or declined via email within 72 hours of the committee meeting.

## Ratification

If you are ratified as a club at the C&S committee meeting, you will be advised through email to hold an Inaugural General Meeting (IGM). The IGM is the key step in becoming affiliated. To qualify for affiliation, you must ensure you meet these steps below:

* Hold an IGM no more than 30 business days after the expression of interest has been satisfied;
* Notice of the IGM must be given to all potential members and the Clubs and Societies department at least **five** business days before the meeting as the C&S Vice President or C&S manager must be in attendance;
* Complete an attendance list
* The meeting must be attended by **30 financial** members;
* Nominations for President, Secretary and Treasurer to be taken;
* Elect a new President, Secretary and Treasurer (more roles can be filled if you wish).
* Adopt the UQ Union constitution;
* Minutes of the meeting are taken;

If you do not have the minimum member (30) in attendance your meeting will not be counted. You will have the chance to run the meeting again as many times as you wish within the 30 days until you reach the quorum. Members must be physically present to be counted ie skype meetings are not permitted.

## Following the IGM

Following the IGM, you must provide, the Clubs and Societies department the following documents:

* The minutes of the meeting;
* A membership list containing details of its members’ names, contact details and student numbers;
* An attendance list of who was at the IGM;
* The list of contact details of the club or society’s newly nominated committee.

Once these documents are submitted, you will be advised by the Vice President of affiliation status.

## Successful Affiliation

* You will be advised of your affiliation status within 5 business days of holding your IGM.
* Make an appointment to pick up your ‘Welcome Pack’ from the C&S office, Level 4 of the Union Building (Building 21A). Email [clubs@uqu.com.au](mailto:clubs@uqu.com.au) to arrange an appointment.
* Go to <https://www.uqu.com.au/connecting-u> (scroll down) and familiarise yourself with the Executive Handbook for Clubs & Societies.
* Set up a bank account -
  + Complete the ‘Banking for Authority’ form in the Welcome Pack.
  + Drop it in, or email it to the C&S department along with the minutes from the IGM for us to sign.
  + Pick up the form and take it to the bank.
  + Advise [clubs@uqu.com.au](mailto:clubs@uqu.com.au) of your bank account details so we can organise a ‘start-up’ payment for you.
  + See the Executive Handbook for ‘how to’ complete the ‘Banking for Authority’ form
* Join the ‘UQU C&S Club executive’ group on Facebook
* Call a meeting with the executive to establish what your intent for the semester/year is. You may like to decide on a calendar of dates.

## 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.

## Disaffiliation

Every club has a six-month window to re-affiliate with UQU from the date of disaffiliation. If a club successfully re-affiliates within this time their bank account and assets will be unfrozen. In order to do this, the club in question must fill out the Schedule 16 and supply a written document explaining the situation surrounding their disaffiliation. The intent to re-affiliate will be discussed at the next C&S Committee meeting.

Those that do not affiliate within the 6-month timeframe will need to begin the affiliation process that a new club would undergo. Clubs and societies can advise you as to how recently the club was disaffiliated if you are unsure but are wanting to re-affiliate.

Common reasons for disaffiliation include clubs not submitting their books for audit, AGM documentation and/or membership list when requested. Disaffiliation may also occur due to correspondence going to previous executives and current executives not updating their details hence missing requests for previously listed information.

## Disputes

If you would like to dispute a decision made by the C&S committee please email [clubs@uqu.com.au](mailto:clubs@uqu.com.au)

## IGMs, SGMs, AGMs & General meetings

**Inaugural General Meeting** – held only once while trying to become affiliated.

**General Meetings** – generally occur within the executive committee and can be organised without a set timeframe.

**Special General Meetings (SGM)** – require a notice period of 14 days’ to be given to all club members. The reason for calling a SGM might include wanting to changing the clubs name, nominate for vacant positions, remove a member (see constitutional guidelines for this), folding the club etc.

**Annual General Meeting (AGM)** - As an affiliated club, the UQ Union require clubs to hold an AGM each year (usually October). An AGM template can be found on the UQ Union website. An AGM is the time whereby nominations for executive positions occur, a handover of information takes place and annual reports from the Top 3 (President, Secretary and Treasurer) are presented. A quorum (usually 15%) of members must be in attendance, and members given 14 days’ notice. There is more information about this in the ‘Executive Handbook’ and will be relevant once you’re affiliated. And can be found on the UQ Union website .

# FAQ’S – BECOMING A CLUB

**Q: We received an email advising that our club had been ratified at the C&S meeting. What do we do?**A: You must hold an Inaugural General Meeting (IGM) not more than 30 academic days after the expression of interest has been satisfied. For the IGM to be considered satisfactory and progress to the next stage of affiliation, at the IGM you must:

* Inform the C&S Vice President and/or C&S manager of the IGM date (as one of them must be in attendance);
* Have a minimum of 30 members at the IGM;
* A membership list containing details of its members’ names, contact details and student numbers;
* Provide a composition and contact details of the club or society’s committee and
* The minutes of the meeting.
* Submit these documents to [clubs@uqu.com.au](mailto:clubs@uqu.com.au) once completed.

**Q: Last year our club was ratified however we were unable to hold an affiliation (IGM) meeting because of our study schedule. We’re planning on holding an affiliation meeting soon. Is it possible to do that?**A: Unfortunately, an affiliation meeting must be no more than 30 academic days after the expression of interest has been satisfied. Your application will need to go to the next C&S meeting again to be approved.

**Q: We have been ratified and had our Inaugural General Meeting (IGM), what do we do next?**A: Submit the documentation required to [clubs@uqu.com.au](mailto:clubs@uqu.com.au). You will receive an email from the Vice President about the outcome within 72 hours. If you don’t receive a reply within this time contact [clubs@uqu.com.au](mailto:clubs@uqu.com.au).

**Q: Our application at the C&S Committee meeting was rejected. Why**?   
A: You will have received an email advising as to the reasons why the club was no ratified. The most common reasons for potential clubs being rejected are the aims and objectives are too similar to an existing club or the membership list does not have the minimum number of names required.

**Q: Is there a cut-off date for starting a new club?**A: No, there is no cut-off date. The C&S committee will review all applications at the monthly meetings.

**Q: We used to be an affiliated club but our club lapsed for a time. How can we re-affiliate?**A: You need to submit a Schedule 16 form on the UQ Union website for review at the next C&S committee meeting. If re-ratified, we will be able to unfreeze your bank account and re-affiliate you. If it has been over 6 months since review and re-ratification you will need to go through the regular process as though you are a new club.

**Q: Getting 30 people into a room will be extremely difficult, can we arrange for an online meeting instead?**A: No, 30 members must be present at the IGM.

## MINUTES - IGM – Template

This is only a recommended template. You are welcome to create your own version if you would like to, provided it covers the key areas required to be considered for affiliation.

**Club name:**

**Acronym:**

**IGM date/year:**

**IGM location:**

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Detail** |
|  | Complete attendance list |  |
|  | Nominate minute taker (if not already nominated) |  |
| 1.0 | Welcome & open meeting |  |
| 2.0 | Adopt constitution and code of conduct |  |
| 3.0 | 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: |
| 5.0 | Other business |  |
| 6.0 | Close |  |
| 7.0 | Refreshments |  |

## ATTENDANCE TEMPLATE – (OPTIONAL)

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## INCOMING EXECUTIVE CONTACT DETAILS

*The below details will be used to update the C&S database. We correspond with you via email majority of the time but may contact you via phone for urgent matters and suggest you provide both an email address and mobile number. We require contact information for President, Secretary and Treasurer only.*

**Club name:**

**Acronym:**

**Date:**

**President:**

Name:

Email:

Mobile:

**Secretary:**

Name:

Email:

Mobile:

**Treasurer:**

Name:

Email:

Mobile: