Affiliating a club with the Centre for Student Engagement:

Would you like to start your own Club or Society? It's easy! Just follow these few steps and you can get your own club or society affiliated:

1) You must be different! So find out if there are already any clubs with similar aims and objectives. All existing clubs are listed on the CSE C&S website: http://unicentre.uow.edu.au/getinvolved/clubs/UOW031780.html

2) You need to find **at least 10 other students** that support your idea and agree to become financial members of your club. Add those new members to a membership list and invite them to your IGM (Inaugural General Meeting), where you will set your aims and objectives and elect the executive committee. Please note that 60% of your club members must be current students (40% can be staff/community members)

3) Hold an Inaugural General Meeting (IGM). At your IGM you will finalise your constitution, determine your annual membership fee and elect your Executive Committee. The IGM is the first meeting held by your club and must be advertised to all your members at least 7 days in advance. Please send out an agenda to all members at the same time.

   **At the meeting:**
   * Find an official minute taker who will keep an accurate record of the meeting
   * Officially name your club or society
   * Discuss and formulate your club's aims and objectives
   * Adoption of the CSE C&S Constitution (and any proposed amendments)
   * Elect the office bearers (President, Vice President, Secretary and Treasurer as a minimum)
     More info about these roles in the Clubs Handbook (online)
   * Discuss activities you would like to organise during the session. Think about any costs involved and determine whether you will need to organise fundraising activities to help cover costs. After affiliating you can also apply for funding from the CSE.
   * Compile the affiliation papers and hand it in to the CSE office

4) See the clubs handbook available online for further details on how to run an IGM, and the roles of the Clubs Executives.

**You must complete the affiliation documents between January 2013 and October 2013**
Email forms, AGM Minutes and the Request to Affiliate Letter to cseunicentre@uow.edu.au, and make an appointment to see the Clubs & Societies Co-ordinator.

**Please Note:** All templates have space where you can type in the details and send it back to us. If you have any trouble don’t hesitate to contact the CSE Office on the first floor of the UniCentre (Building 11)
Request to Affiliate – New Club

This letter should be amended to reflect the details of your club.
(If your club has designed a club letterhead, you should put this letter on your letter head)

Insert Club Name:
Insert Presidents Name:
Insert Ph:
Insert E-mail:
UNIVERSITY OF WOLLONGONG
NSW 2500

(Insert date)

Attention: Clubs & Societies Office
Centre for Student Engagement, UniCentre
Post Office Box u100
WOLLONGONG NSW 2500

To Whom It May Concern:

RE: Affiliation with UniCentre

I write on behalf of the Insert Club Name which is a new club that has recently formed on campus at the University of Wollongong. Upon affiliation we wish for our name to be Insert Club Name

The Club members have voted to affiliate with UniCentre for 2013. Please accept this letter as our request to affiliate with UniCentre for the coming year.

Our Club understands that we must provide an end of year report by the end of session two. We understand that we will be ineligible to apply for club finding or club awards if we have not provided the reports on time.

Attached please find the minutes of our first AGM, our club executive contact details, as well as our current membership list. We will provide an updated executive list if there are any major updates during the year.

The Club has voted to open a bank account with the NAB and seeks authority from UniCentre to open a club account in the name: Insert Club Name

Kind Regards,

Insert Presidents name
President
Insert Club/Society
New Club Start Up Form

Name of Club or Society:

Nature Of Club (please Highlight)

<table>
<thead>
<tr>
<th>Educational</th>
<th>Faculty/Discipline</th>
<th>Political</th>
<th>Professional</th>
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<tbody>
<tr>
<td>Religious</td>
<td>Cultural</td>
<td>Special Interest</td>
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</table>

Contact Name:

Contact Email/Club email:

Contact Number:

Aims and Objectives of the Club:
(Insert Club Name)

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<th>First Name</th>
<th>Last Name</th>
<th>Contact Email</th>
<th>Contact Phone</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice President</td>
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Club Membership

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<th>Details</th>
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<tr>
<td>No. of UOW student members</td>
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<tr>
<td>No. of associate members</td>
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<tr>
<td>Total no. of club members</td>
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If your Club is affiliated with any other body, please give details below.

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<tr>
<th>Name of body</th>
<th>Condition of affiliation</th>
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University of Wollongong
**Meeting Date:** <Insert date DD/MM/YY>

**Time:** <Insert time 12:00 PM>

**Chair:** <insert name>

**Venue:** <Insert Venue>

**Attendees:** <Insert Names of attendees>

**Apologies:** <Insert Names of those who could not attend>

<table>
<thead>
<tr>
<th>No.</th>
<th>Items</th>
<th>Topics/Issues to be discussed</th>
<th>Person Responsible</th>
<th>Who will raise issue</th>
<th>Time Allocation</th>
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Minutes: <Meeting Name>

* Date:
* Time:
* Chair:
* Present: <Insert names of attendees>
* Apologies: <Insert names of those who could not attend>
* Next Meeting:

<table>
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<tr>
<th>#</th>
<th>Item</th>
<th>Action Items</th>
<th>Date Due</th>
<th>Action By Responsibility of who?</th>
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<td>Topics Discussed/Items and issues raised</td>
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Clubs Calendar of Events 2013

Don’t forget that for every event you hold you must submit and events notification found on the clubs website in order to be considered for funding or insurance.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Venue</th>
<th>Comments</th>
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Website Text

Please write a brief paragraph of information about your club. It will need to be displayed on your club’s webpage.

Also include the clubs contact details for people who may wish to join your club.
Contact email:

Facebook address (Compulsory and must be an open Facebook Group):

Logo/Picture (please supply in soft copy)

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### Clubs Membership Template 2013

<table>
<thead>
<tr>
<th>#</th>
<th>Full Name</th>
<th>Student Number</th>
<th>Email</th>
<th>Mobile</th>
<th>Membership (Paid/Not Paid)</th>
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<tbody>
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UniCentre Clubs and Societies Constitution Template

You can use this template to help you write a constitution for your club. Feel free to add or change to reflect your club. Please enter details where there is an underlines word/sentence.

The Constitution of UOW... Club

1. Name
   - University of Wollongong... Club.

2. Aims and Objectives
The aim of our club is to ..... 
As well as ..... 
Our Clubs objectives are to ..... 
And to .......

3. Membership
- Membership shall be open to any person who wishes to further the interest of the Club/Society.
- Associate members shall be bound by the by-laws of the Clubs/Society, Centre for Student Engagement, UniCentre and the University of Wollongong.
- The annual membership fee shall be $....... (minimum $5.00)

4. Termination of Membership
- Any person’s membership may be terminated by the following events:
  - Resignation
  - Expulsion
  - Member’s annual membership fee remains unpaid after affiliation date.
- The Club/Society Executive shall have the power to suspend or expel any members of the Club/Society for:
  - False or inaccurate statements made in the member’s application for membership of the Club/Society.
  - Breach of any rules, regulations or by-law of the Club/Society.
  - By any act detrimental to the Club/Society.
- Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

5. Affiliation
- The UOW .... Club will remain affiliated with the Centre for Student Engagement.
- The UOW .... Club will be abiding by all the rules and regulations set out by the Centre for Student Engagement, UniCentre and University of Wollongong.
- No Sections of the UOW .... Club constitution shall in any way place limitations on the equal rights of any UniCentre members to become a member of a Club/Society, unless specifically recommended by the Centre for Student Engagement.

6. The Executive
- Only full members are eligible to become office bearers in any club or society, associate members are not eligible.
- Management of the UOW .... Club shall be vested in the UOW .... Club Executive elected by the members at the Annual General Meeting and consisting of:
  - President
  - Vice President
  - Secretary
  - Treasure
  - Other positions as needed
• No person shall hold more than one position on the UOW ... Club Executive at any one time. A person shall cease to be a member of the UOW ... Club Executive at the conclusion of the Annual General Meeting that follows his/her election and he/she will be eligible for re-election.
• A quorum (minimum number of attendees) of the UOW ... Club Executive shall be half of its members plus one.
• Each member of the executive must attend the Annual C & S Training Day. If they are not able to attend they must notify the C & S office in writing at least 24 hours before its commencement.

7. Meeting

Annual General Meeting

• The Annual General Meeting of the UOW ... Club must be held prior to the affiliation date.
• The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.
• All financial members may attend the Annual General Meeting.
• The quorum at the Annual General Meeting shall be a minimum of 50% of members plus one. If, at the end of 30 minutes after the time appointed in the notice for the opening of the meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
• The agenda for an Annual General Meeting shall be:
  - Opening of Meeting
  - Apologies
  - Confirmation of minutes of previous Annual General Meeting
  - Presentation of Annual Report
  - Adoption of Annual Report
  - Presentation of Treasurer’s statement
  - Election of New Executive
  - Vote of thanks to outgoing Executive
  - Determination of Annual Membership Fee
  - Notices/s of Motions
  - Urgent general business
  - Closure

General Meeting

• The Secretary shall give at least seven (7) days notice, in writing (email is sufficient), of the date of any meeting to relevant members.

Voting

Voting powers at the Annual General Meeting and General Meeting:
• The President shall be entitled to a deliberate vote and, in the event of a tied vote; the President shall exercise a casting vote.
• Each individual financial members (Full and Associate) present shall have one (1) vote.

8. Finances
• All membership fees must be recorded in a receipt book & on the membership list.
• All funds of the UOW ... Club shall be deposited onto the UOW ... Club’s bank account at the National Australia Bank, Wollongong University Campus branch.
• All payments from the UOW ... Club account must be paid by cheque after being passed by the club executive.
• A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting.
• The financial year of the UOW ... Club shall commence on 1st of January and records of the UOW ... Club shall be available to be audited each year by UniCentre.
• All cheques need to be signed by two authorised signatories to the UOW ... Club’s bank account.
• No club shall have more than $100 petty cash at any one time. All petty cash must be recorded.

9. Amendments to the Constitution

• No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
• Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or UOW ... Club Executive Meeting, as the case may be.

10. Dissolution of the Society

• If on the winding up of the UOW ... Club and property of the UOW ... Club remains after satisfaction of the debts and liabilities of the UOW ... Club and the costs, charges and expenses of that winding up, the property shall be distributed to the Centre for Student Engagement.