SUCCESSFUL AFFILIATION: WHAT NOW?

Congratulations on your club’s successful affiliation to the Societies Council! You might be wondering – what do I need to do now? Even though your club has received a majority vote of SOC to be “affiliated”, your affiliation will not be official until your club holds an Annual General Meeting and notifies SOC of the outcomes of that meeting. This New Club Handbook will outline the steps that you need to take, and provide handy tips for you to consider along the way. This Handbook should be read in conjunction with all the other handbooks and documents provided by SOC, as explained below. For any queries about the content of this Handbook, contact the SOC President at soc@guild.uwa.edu.au.

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ANNUAL GENERAL MEETING (AGM)

As per Rule 1(c) of the Rules of the Societies Council, for a club to officially affiliate it must hold an Annual General Meeting, which must be advertised in Guild publications at least one week prior to the meeting. Further, Guild Regulation 10.1.6 provides that “Every University society will, within one month of registration and annually on an on-going basis, elect in a general meeting, an executive which will include at least a President, Secretary, Treasurer, or equivalent office bearers”.

Essentially, this means that within one month of your successful affiliation at the SOC meeting, you must hold an AGM to elect your office bearers. You need to advertise this meeting for at least one week prior in G-News. You should also vote to ratify your proposed club constitution.

BOOK A VENUE

SOC affiliated clubs are lucky to have access to 2 hours of free room bookings per week with UWA Venues. This means that you can book a tutorial room or lecture theatre on campus to hold your AGM! We recommend that you consider booking a large tutorial room to host your AGM. You can book a room with UWA Venues by following these steps:

1. Go to http://timetable.uwa.edu.au/Curr/findvenue1.asp to find out which room would be suitable for you to book
2. Once you have a room in mind, go to http://timetable.uwa.edu.au/Curr/selectvenqik.asp to see if the room is available
3. Complete the online venues booking form at https://www.admin.uwa.edu.au/ebs/enquiry/Tard_Request_Booking.asp. Remember to include the name of your club and Guild mailbox number as your club’s contact address. If you do not have a mailbox, the Guild address will suffice.

For information on booking a Guild meeting room, please contact the SOC President at soc@guild.uwa.edu.au. And remember – you should ideally try to hold your AGM at a time that will maximise student attendance, for example common lunch hour on Tuesdays (1pm).

SUBMIT YOUR G-NEWS ENTRY

Once you have your AGM location, you should organise a G-News entry ASAP. Remember, you are required to advertise your AGM for at least one week prior in G-News. G-News is distributed to students on Mondays, so your entries must be submitted by 12pm the Friday before publication. For instructions and information on how to submit a G-News entry, visit http://www.guild.uwa.edu.au/welcome/publications/gnews. For queries and assistance, contact gnews@guild.uwa.edu.au.

Here are some handy tips to remember:

• G-News entries are limited to 50 words. Your event title, location, time and contact details are not included in the word count (make sure to include these!).
• You should consider including the following information in your 50 word description:
  o That you are newly affiliated club!
  o Short description on what your club is about
  o A call for nominations – President, Vice-President, Treasurer, Secretary, OCMs etc (this depends on your club’s constitution)
  o The process for nominations. Generally, clubs have their nominations sent to their secretary or
**club email address. Note that the template constitution also allows for nominations to be given in person at the AGM.
  o A Facebook link to your club or AGM event page
  • You should also advertise your AGM on any Facebook, website or email list your club has!**

**WHAT TO DO AT THE AGM**

Ultimately, your club decides how to run your AGM and the order of the agenda. However, here are some useful tips for you to consider, particularly if you have never organised an AGM before:

- Create an agenda. This gives your meeting purpose and direction, and also ensures you don't miss anything out! You can find an example agenda in the club resources section of the Guild website. Examples of items to include on your agenda include:
  - Introductions
  - Acceptance of proposed constitution
  - Nominations
  - Committee Election
  - General Business
- Take minutes.
- Conduct the committee election by secret ballot.
  - You can find a template ballot on the Guild website.
  - Voting is normally done by optional preferential, but this depends on your constitution.
  - Create a different ballot for each position being voted on.
  - Make sure you save a copies of the votes cast and record the results.
- Have an independent person act as the returning officer to oversee the election and count the votes. The Guild is happy to help you out with this.
- Take along your cash box and membership forms to sign up new members! Remember that only club members are eligible to vote.
- Some clubs like to provide food at their AGM to encourage people to attend – e.g. pizza or BBQ (see notes in “What Next” regarding finances)
AFTER THE AGM: SUBMISSION OF FORMS

Now that you have held your AGM and have a new committee and club constitution, you need to inform the Guild of the outcome of your AGM. In line with Guild Regulation 10.1.6, you must notify the Guild of the acceptance of your constitution and the details of your newly elected office bearers within one month of the AGM. If you fail to do so, your affiliation may not be confirmed.

Lodge Your Office Bearer Forms

Each office bearer (President, Vice President, Treasurer & Secretary), will need to lodge an Office Bearer Form. To lodge an Office Bearer Form, each office bearer should do the following:

1. Go to the Club Resources section of the Guild website here: http://www.guild.uwa.edu.au/welcome/clubs/resources;
2. Under the “Forms” icon, log into the Forms Dashboard using your student number and password;
3. Click “Submit Now” near “Office Bearer Form”;
4. Type in and select your club name;
5. Enter the relevant details;
6. Read and acknowledge the regulations and policies provided;
7. Click “submit”.

You will receive a confirmation email upon receipt of your form, as well as acceptance of the form by the Guild. The Guild will notify you of any issues that arise.

Complete and Submit Your Guild Finance Form

To access money from your Guild banking account (more details below), each office bearer must complete and sign the Guild Finance Form. To submit your Guild Finance Form, take the following steps:

1. Go to the “Money” icon on the Club Resources website;
2. Download and print the “Guild Finance Form”;
3. Have each office bearer fill in their details and sign the form;
4. Hand your completed form into Guild Finance.

Submit Your Club Constitution

Though you have already provided SOC with a copy of your proposed constitution during the initial affiliation process, you need to notify the Guild of any alterations that were made to the constitution at the AGM, as well as the fact that your members voted to accept your proposed constitution.

Follow these steps to submit your constitution:

1. Log into “Forms” section of the Club Resources Website as per instructions above;
2. Click “Submit Now” near “Club Constitution;
3. Type in and select your club name;
4. Upload a PDF or Word copy of your constitution;
5. Click “submit”.

You will receive a confirmation email upon receipt of your constitution, as well as acceptance of the constitution by the Guild. The Guild will notify you of any issues that arise.
WHAT NEXT?

Congratulations – you have now officially completed the affiliation process. Your club will be entered into all relevant Guild databases and you can officially promote as a UWA Student Guild club. The email addresses that you provided in your Office Bearer Forms will be added to the Clubs Mailing list, which will keep you in the loop with any important SOC developments or announcements. Additionally, the SOC committee will arrange for a Start-Up Grant to be deposited into your Guild Banking Account, when available.

Of course, the learning process for you and your club doesn’t stop here – there is still so much you and your committee will need to know about how to run a successful club.

Explore the Club Resource Website

A good starting point is to explore the content of the Club Resource Website. Here you will find loads of information on things such as:
- Applicable University and Guild “Rules” – regulations, rules, policies.
- How to successfully plan and host an event
- Clubrooms and storage
- Getting your club online
- Money
- How to manage committees and run committee/club meetings
- Training
- Marketing and promotions
- Guild meetings and important dates
- Important Contacts
- Forms (ensure you complete all relevant forms!)

You should direct all your committee members (including OCMs) to this website – not only will this ensure that they are aware of the services the Guild has to offer, but it also means that you will all be able to work together to drive your club toward success. If you have any questions or need assistance understanding any of the information provided, do not hesitate to contact the SOC President (soc@guild.uwa.edu.au).

It is also important that you take note of scheduled SOC meeting dates, as attendance at these meetings is compulsory for clubs and you may face financial penalty if you do not attend. Generally, clubs will be notified of an upcoming SOC meeting a week in advance via email. However, it is your committee’s responsibility to ensure that they are aware of all the important meeting dates and deadlines – so make sure you note these down in your diary ASAP.

Club Events

At this point, it is useful to draw specific attention to the information provided on planning and managing club events. As a Guild affiliated club, there are several policies you will need to adhere to when planning and hosting a club event, whether it be a discussion group or a large scale event such as a cocktail party. You should ensure that you read and understand all of the information provided on event management, under the “Events” icon of the Club Resources Website.
It is important to take note that you must gain approvals from the Guild Events Team before advertising or running an affiliated club event. Failure to obtain approvals will result in your event not being covered by the Guild’s liability insurance and may result in disciplinary measures being taken. For any queries relating to event management, contact the Guild Events Team at events@guild.uwa.edu.au.

**Student Rep Training**

It is also important that you become aware of student representative training that is provided by the Guild for clubs, whether it is compulsory or voluntary. The Guild offers a host of training, such as Treasurer Training, Responsible Service of Alcohol Courses, Mental Health Awareness Courses, Equity and Diversity Training etc. However, the sessions that are available and compulsory may change from year-to-year, depending on the needs of the Guild and clubs. Make sure you check out the training information available under the “Events” icon on the Club Resources website – you won’t want to miss out!

**Guild Banking**

Good fiscal management is vital to the success and continuance of your club and so it is important that your treasurer (and committee) becomes familiar with the processes and services provided by Guild Finance as soon as possible.

Here are some useful starting points:

- Every Guild affiliated club is provided with their own bank account at Guild Finance.
- Your club banking account will be credited with a Start-Up Grant following successful affiliation (where available). We suggest you use this Start-Up Grant to kick-start your first club event, or to provide equipment and food at your AGM.
- There is a specific icon on the Club Resources Website dedicated to “Money”. Your treasurer should explore the information contained there and contact the SOC Treasurer (soc-treasurer@guild.uwa.edu.au) for any assistance.
- The Guild provides Treasurer Training for club treasurers, usually at the beginning of the year. If your club has missed out – don’t panic! Simply contact the SOC Treasurer to arrange an appointment, and they will tell your club treasurer everything they need to know!
- Be aware of the procedures for depositing and withdrawing money from Guild Finance. Information is contained in the Treasurer Handbook (available on the Club Resources Website). E.g. two office bearer signatures are required to withdraw money.
- At your first visit to Guild Finance, ensure you collect your withdrawal and deposit books. Make sure you look after these! You should also arrange for your club to purchase a cash box.

**YOU’RE READY TO GO!**

Now that you and your committee are full bottle on club information – you are ready to go. Start planning your first event, as well as the long-term vision of your club. Remember to have fun and engage all of your new club members!