

How to Affiliate a Club (2024)



Applications close at the end of Week 3 (4.30 pm Friday) each Semester.

Contact:

Clubs & Societies Coordinator
p 8344 4834 e clubs@union.unimelb.edu.au

Benefits of Affiliation: representation and support from the C&S department of UMSU, financial grants in specific categories, free or discounted use of Student Union and University facilities and resources, participation in C&S promotional expos, access to locker and mail facilities, discounted training in Safe Food Handling and Responsible Service of Alcohol, listing in C&S advertising and on the Student Union website, and public liability insurance cover.

Step	Deadline	What do you have to do?
Step 1 Application and initial approval	How to Affiliate a Club form is due by 4:30 pm Friday Week 3 Semester 1 2024: Friday March 15 Semester 2 2024: Friday August 9	Using pen, complete all sections of this form. Find 50 students to sign the Expressions of Interest form. Make a copy of the form for your records and submit it to the C&S Office or by email by the deadline.
		In Weeks 4 & 5 the C&S Committee considers all new club applications and you will be advised of the outcome. If the application is denied you will be advised of the reason (see C&S Regulation 4.1.b).
Step 2 Writing the club constitution	Constitution draft must be approved by C&S staff by 4.30 pm Friday Week 7 Semester 1 2024: Friday April 19 Semester 2 2024: Friday September 6	You will be invited to meet with C&S staff to draft the constitution in Week 6 or 7. You will use the Standard Constitution (C&S Regulation Appendix 1) and the Name and Aims approved by the C&S Committee. In exceptional circumstances the C&S Officer may allow a non-standard constitution that is consistent with the provisions of the Standard Constitution and C&S Regulation 5.1.a.
Step 3 Inaugural General Meeting (IGM)	Compulsory IGM information session on Tuesday Week 8 Semester 1 2024: Tuesday April 23 Semester 2 2024: Tuesday September 10 IGM must be held by 7 pm Friday Week 12 Semester 1 2024: Friday May 24 Semester 2 2024: Friday October 18 Meeting Papers must be submitted to C&S within 2 weeks of the IGM date	One or more of the Contacts must attend the information session to receive forms and guidance on conducting the IGM according to C&S Regulations.
		After you attend the information session you will need to organise and hold the IGM . The time for the IGM must be set in consultation with the C&S Office as a representative of C&S must attend the IGM to conduct the elections. After the IGM you will submit meeting documents using a checklist and templates provided by C&S.
		Any club that does not attend the information session or does not comply with either the IGM or papers deadline will forfeit their application.
Step 4 Affiliation	Subsequent C&S Committee Meeting Open club bank account and establish club email account within 2 weeks of Affiliation	The C&S Coordinator will review the papers and make a recommendation to the C&S Committee at their next meeting. The C&S Committee will formally affiliate or deny affiliation to your club and you will be advised of the outcome. If affiliated you will be invited to collect an information pack from the C&S Office and all the rights and responsibilities of affiliation apply immediately. If you are denied affiliation you will be advised of the reason. If there is time to reconvene the IGM in the academic year the group may try again.
		Open a bank account at an on-campus branch and provide account details to C&S Office (see C&S Regulation 5.5). Set up a club email address .

Office use

Club Name:

Date received:

Affiliation must be renewed before the end of September each year by holding an Annual General Meeting (AGM).

Form published 19.02.2024

Application (complete EVERY question – incomplete forms may be rejected)

Club Name* _____

The name cannot be similar to or the same as another UMSU club and it must reflect the club’s aims.

Club Aims*

Aims define the club’s purpose. The application must have at least four aims that are each different, achievable, clear and legitimate. An Application with vague or unachievable aims will be rejected.

The aims must not duplicate the aims of another club, be contrary to the name of the club, promote violence or hatred through militarism or discrimination or be for financial gain or commercial provision of services. The aims of all affiliated clubs are published on the UMSU website (umsu.unimelb.edu.au/buddy-up/clubs/clubs-listing/).

A club that intends to behave or does behave in manner contrary to C&S Regulation 1.d or 1.e, or to the interests of UMSU, will be denied affiliation or have their affiliation withdrawn.

1. To _____

2. To _____

3. To _____

4. To _____

Additional aims (optional):

5. To _____

6. To _____

Attach any further aims on a separate sheet.

* Once the Name & Aims are approved by the C&S Committee they will be formalised in the club Constitution and cannot be changed during the affiliation process. Future change is by Constitutional amendment.

Consider: is your idea unique at the University of Melbourne?

The following questions are about demonstrating to the C&S Committee that your idea is new in the University. Be thorough in your research and responses.

What makes your idea different to anything else at UniMelb?

Name the 3 UMSU-affiliated clubs most similar to your proposed club.

You can find the clubs listed here: <https://umsu.unimelb.edu.au/buddy-up/clubs/clubs-listing>

1. _____
2. _____
3. _____

Are there any UMSU or University departments doing something like what your club hopes to do?

Yes No If Yes, which department? _____

Target Demographic

Who are you providing the club for? Who will the club attract that is different to any other affiliated club?

Benefit to students

What does your club offer to students that is different to any other affiliated club, UMSU or University department?

Strategies

How will you implement your aims? List your planned activities and strategies.

What do you want to use Clubs & Societies funding for?

Organisation details:

Type of Club Faculty/Department General Interest (Refer to C&S Regulation 3 for more information)

Campus Parkville Other _____

Clubs based at a campus other than Parkville are granted some exemptions. See C&S Regulation 4.6.

Is your group a new organisation? Yes No

Does your group have a relationship with any other organisation?

Tick any that are relevant, and include details:

- Union House Theatre (UHT)
- MU Sport
- Graduate Student Association (GSA)
- Another UMSU department (Name: _____)
- UniMelb faculty/department (Name: _____)
- Any external organisation (Name: _____)

Is your group Incorporated? Yes No

Does your group already have a constitution? Yes No

Contacts

Details of two Contacts must be supplied. The Contacts must be students at the University of Melbourne.

All business regarding the establishment of the club will only be conducted with the Contacts. To change the Contacts notify the C&S Coordinator in writing.

The C&S Department will not take responsibility for correspondence that does not reach the Contacts due to incorrect or illegible email addresses.

Contact 1

Name _____

Student Number _____

University email address _____

Phone number _____

If another person approaches UMSU to start a club for the same interest group I hereby release the Clubs & Societies office to give them my name and email address (please tick and sign):

Yes No Signed _____

Contact 2

Name _____

Student Number _____

University email address _____

Phone number _____

If another person approaches UMSU to start a club for the same interest group I hereby release the Clubs & Societies office to give them my name and email address (please tick and sign):

Yes No Signed _____

Expressions of Interest

The application must be supported by **50 legible, valid Expressions of Interest** to be considered by the C&S Committee.

Illegible Expressions of Interest will be disregarded. Use the accompanying form to collect your Expressions of Interest.

Clubs from campuses other than Parkville need only collect 30 Expressions of Interest.

Office Use Only

C&S Committee Approved Rejected Date:

If No, rejection grounds:

Notified applicant of C&S Committee decision: Yes No

Expressions of Interest for (club name) _____

The undersigned University of Melbourne students, agree with and support the proposed aims and activities of the club. You may be contacted to verify authenticity and interest.

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