2024/25 Affiliation Form

NEW CLUBS

Annual General Meeting Template



**Document reviewed: July 2024**

**For further information please contact: clubs@csu.edu.au**

**This template is to be used by newly formed student clubs when completing their Inaugural General Meeting to apply for affiliation. New clubs can affiliate at any time throughout the year.**

**This completed template will need to be submitted with the online affiliation form.**

**Note:**

*Student clubs must be made up of at least 75% students, and no more than 25% associate members.*

*Affiliations need to be completed by Oct 31st ever year.*

**KEY DEFINITIONS**

|  |  |
| --- | --- |
| **Quorum** | *Minimum number of members that must be present at the meeting to make proceedings and decisions valid – 50% + 1 person is required to make quorum.*  *Example – if you have 8 members, you need 5 people in attendance to have quorum* |
| **Motion** | *A motion is a proposal that is put in a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the Minutes of the meeting.* |
| **Second** | *To second something is to agree that it should be done. Usually, a motion needs to be seconded before it can be put to a vote from the entire group. By saying you second that motion, you are saying that you agree with the proposed course of action or the idea.* |
| **In favour** | *The Meeting Chair (most often the club president) will put a question or motion to the participants of the meeting. With a show of hands, it will be recorded how many supported or carried the motion.* |

## CLUB DETAILS

|  |  |
| --- | --- |
| CLUB NAME |  |
| CLUB EMAIL | *It’s a good idea to create a generic club email* |
| MEETING LOCATION |  |
| MEETING DATE & TIME |  |

**AGENDA**

#### **Welcome**

*We would like to acknowledge the Wiradjuri, Ngunawal, Gundungarra and Biripai (or Biripi) peoples of Australia, who are the traditional owners and custodians of the lands on which Charles Sturt’s campuses are located and pay respect to their Elders both past and present.*

**Members present.**

|  |  |
| --- | --- |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |

**Apologies** (People who are unable to attend the meeting)

|  |  |
| --- | --- |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |

#### **ELEction of Club Executives**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | Name | Email | Phone Number | Student Number |
| President |  |  |  |  |
| Vice president |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer |  |  |  |  |

**Motion:** Click here to enter text. **Second:** Click here to enter text.

**In favour:** Click here to enter text.

#### **ELEction of other roles**

The positions below are suggestions only. These are not compulsory positions and can be adjusted based on what is relevant to your club.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | Name | Email | Phone Number | Student Number |
| *eg. Social media coordinator* |  |  |  |  |
| *eg. Merchandise coordinator* |  |  |  |  |
| *eg. Events coordinator* |  |  |  |  |
|  |  |  |  |  |

**Motion:** Click here to enter text. **Second:** Click here to enter text.

**In favour:** Click here to enter text.

#### **club rules**

*Suggestions include:*

* *how often your meetings are to be held.*
* *the structure of the club*
* *how the executive will be appointed (and how often)*

**Motion:** Click here to enter text. **Second:** Click here to enter text.

**In favour:** Click here to enter text.

#### **Club MIssion**

What is your club mission and vision? Do you have any clear goals you would like to achieve throughout the year?

How will your club align to the university values of insightful, inclusive, impactful & inspiring?

Every club should have a vision of the future and a mission statement that outlines its purpose and reason for being.

#### **membership list**

*Minimum eight students required to form new club.*

|  |  |  |
| --- | --- | --- |
| Name | Student number | Email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### **Membership fees and inclusions**

|  |  |  |
| --- | --- | --- |
| Membership type  e.g. Annual / student / non-student / social | Details  What does this membership provide? | Costs |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Motion:** Click here to enter text. **Second:** Click here to enter text.

**In favour:** Click here to enter text.

#### **Working with other organisations**

*Is your club working with or affiliated with any other organisations?*

*Is your club bound by a code of conduct of other organisations?*

*e.g. Port Macquarie Rugby Club is affiliated with Mid North Coast Rugby under Rugby Australia. Players are bound by the Rugby Australia code of conduct.*

#### **Club insurance**

*Does your club require external insurance coverage, or is it included in your registration fees?*

*Please list the details below and attach a copy of the clubs’ insurance coverage - Certificate of Currency.*

|  |  |  |  |
| --- | --- | --- | --- |
| Options of coverage | Name of insurer | Coverage Dates | $ Amount |
| External Insurance coverage |  |  |  |
| Registration includes insurance coverage |  |  |  |
| Other |  |  |  |

#### **CLub logo**

You will need to create a logo for your club. This must be within Charles Sturt Brand Guidelines and be approved by the University. You will be notified once the logo is approved or if changes need to be made.

If you have your club logo, please insert a copy of it here.

If you have not yet designed your logo you can submit at a later date to your SRCO for approval.

*Some things to consider:*

* *The Charles Sturt logo, or any part of the Charles Sturt logo, must not be used as part of the student club log.*
* *Clubs are encouraged to use the Charles Sturt colour palette wherever possible.*
* *Avoid using the ‘CSU’ acronym. It must be Charles Sturt University or Charles Sturt when less formal.*
* *The Charles Sturt name if used, should not be the defining or dominant element of the logo.*
* *Logo must be appropriate to the purposes of the activities of the club and positively enhance the university’s reputation.*

#### **budget prediction overview**

*Use this spot to plan for the upcoming year.*

*Some suggestions:*

* *Budget for the year*
* *Planning and budgeting for events*
* *Fundraising opportunities for the club*
* *Fundraising opportunities for the community*

#### **Other business**

**Motion:** Click here to enter text. **Second:** Click here to enter text.

**In favour:** Click here to enter text.

#### **Next meeting CONFIRMATION**

Confirm next meeting date and time.