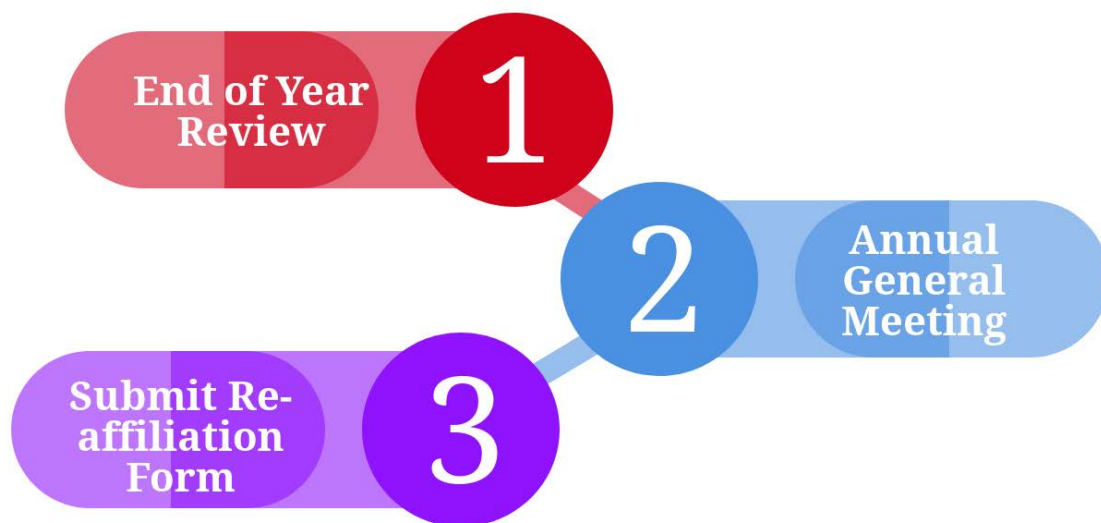


# FedUni Clubs & Societies Re-affiliation Process

Affiliated FedUni clubs & societies are required to undertake the re-affiliation process in order to remain operational the following year.



## Step 1 – End of Year Review

At the end of each year the clubs and societies are asked to have an End of Year Review with a staff member from the Student Engagement Office. At this meeting we will go through the following:

- Club health check
- Asset register
- Financial report
- Succession planning

We will be in touch in Semester 2 to schedule these reviews

## Step 2 – Hold your Annual General Meeting (AGM)

Please see our AGM Guide which can be found on the website along with a range of resources such as agendas and minute templates.

## Step 3 – Submit your Club/Society Affiliation Request Form

After the AGM you will have all the information you need to complete the Club/Society Affiliation Request Form and the required attachments.

If you have any questions about this don't forget to ask! The Student Engagement Office will look over your paperwork and notify you by email if your club/society has successfully affiliated or if we required any other information.

Re-affiliation requirements need to be met by January each year.