

FedUni Clubs & Societies Affiliation Process

Step 1 – Expression of Interest

The first step in creating a club or society is completing an Expression of Interest Form. Send it through to studentengagement@federation.edu.au or pop into the Student Engagement Office on your campus. We will make sure the aims of the club fit in with our Guiding Principles and there isn't already another similar club on your campus.

Step 2 – Recruitment Drive

You will need at least 8 students who are interested in forming this club or society with you. We can help you with Facebook posts, creating posters etc.

Step 3 – Club/ Society Constitution

While you are recruiting students you can be working on developing your constitution using the model provided. All clubs and societies must use this model and the sections that can be altered by the club or society have been indicated. Send your proposed constitution through to us and we will check it over. Once we have checked it over it will need to be agreed to by members at your Inaugural General Meeting (IGM).

Step 4 – Hold your Inaugural General Meeting (IGM)

Once the constitution has been approved you can call your IGM. It's important that you email the constitution and agenda out to potential members at least a week before your IGM. For more information about holding meetings go to our resources section on our website.

Step 5 – Submit your Club/Society Affiliation Request Form

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

Step 6 – Open your Bank Account

Once affiliated you will need to open a club/society bank account in order for the club to manage finances and to receive funding from the Student Engagement Office.

Step 7 – Complete Funding Forms

Finally we need to get you set up on the FedUni finance so we can process your finding applications. Two forms are required for this and these are available upon request from the Student Engagement Office.

