



INFORMATION AND RE-AFFILIATION PROCEDURE FOR ONGOING SOCIETIES

Information for the outgoing Executive of a society to pass on to the incoming Executive:

- ***Paperwork***

You need to fill in the Societies re-affiliation form and submit the form with the membership list (must include UTAS student ID numbers) and a copy of your last AGM minutes (all affiliation requirements) a week prior to the Societies Council Meeting so they can be added to the next Council agenda. *Please note: In order to be eligible for the full running expense grant (set each year) you have to affiliate the society no later than the second Societies Council meeting of the year.*

- ***Bank Signatures/changeover information***

Collect an authority to operate a business account (A153) form from the Commonwealth Bank (Uni Branch). The Sports and Societies Officer (SSO) is required to write a letter to support the changeover and also sign the A153. For the SSO to authorise the changeover, you must first provide a copy of your AGM minutes showing the new Executive; and email the names, addresses and phone numbers of the new executive bank signatories so they can be added to the letter. The bank letter must also be signed by your new Society Executive President and the new bank signatories when collected. Once the new signatories have filled in their details and signed the A153 and letter they all have to go to bank together and show their ID.

Please email the Sports and Societies Officer a couple of days beforehand with your changeover details so that the letter can be prepared and ready for you to collect at an arranged time.

- ***Audits***

When the year is finished or before the Treasurer's role changes, you must hand in an audit to the Society Officer. This is a financial statement describing income and expenditure, indexed into category types (i.e., memberships, social takings, etc.). Information can be found in the Societies Council Handbook.

- ***Australian Business Number (ABN) information***

Every society must have an ABN. The Societies Officer has this information.

- **MEMBERSHIP/ADVERTISING**

- Best recruitment opportunity is Clubs and Societies Day 27 February 2019, which is the first Wednesday after Uni resumes in semester one. Current contacts will be notified about C/S Day regarding stall bookings, etc.
- Promote your society through the TUU website - www.tuu.com.au by sending through any articles or photos of events that you would like to share.
- For advertising and promotional assistance for your society please contact James Spencer Ph:62267861 or drop in to the TUU above the Ref.
- Email a few lines and a photo of your society with 2 ways to make contact (i.e. Facebook/Twitter/email) to include on the TUU website to James.Spencer@utas.edu.au
- Send articles/photos of events to the TUU student publication, Togatus - editor.togatus@utas.edu.au
- **SOCIETIES COUNCIL MEETINGS 2019** will be held via video on Sandy Bay campus, IMAS, the TUU Boardroom, Newnham and Cradle Coast campus (venues TBC) at **6:00pm**.

- Monday, 4 March
- Monday, 1 April
- Monday, 6 May
- Monday, 15 July
- Monday, 12 August
- Monday, 9 September
- Monday, 7 October

All societies must have a delegate at the Council meetings. If you are unable to attend the meeting please email the Societies Officer before meeting as only written/emailed apologies will be accepted.

Please notify Societies Officer re any Executive email contact changes as soon as they are known - that way your Society contacts are kept up to date with Society information.

Societies Council Handbook - <http://tuu.com.au/clubs-societies/societies-information-portal/> this is where you will also find the re-affiliation & grant forms.

Sports and Societies Officer

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