



FACT SHEET

How to affiliate a Club or Society to the TUU

The first thing to do is fill in the Expression of Interest form to give us an idea of what sort of club/society you are interested in starting and to make sure there is not an existing club/society with the same aims and objectives.

Take a look at the Societies Handbook or Sports Handbook which can be found on the TUU website under Community/ Clubs & Societies/ Resources & Info Library.

The handbooks include information on pretty much everything you need to know about clubs or societies. This is where you will find the affiliation form, sample constitution, membership list, a couple of power points to view and other governance documents/templates to assist with the process.

To start a club/society you need:

- To find at least 5 current UTAS students to start the society (15 current UTAS students are required to be eligible to access funding and more detail on this can be found in the handbook).
- Look at the sample constitution and work out what the aims and objectives of your club/society are going to be. Once you have drafted the constitution please send a copy to the Clubs and Societies Officer to check that all is in order.

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- Advertise your Inaugural General Meeting to your interested members and then hold a meeting to vote in your new executive, discuss ideas for the club/society, agree to adopt your constitution and decide which executive members will be the bank signatories (you need at least 2 signatories) and then minute those decisions.
- Fill in the affiliation form on the TUU website (applying for an Australian Business Number (ABN) & opening a bank account occurs after the affiliation has been accepted at the following Council meeting). If you have any issues on the form where ABN number & bank account details are required, just enter 1234 and these can be updated later when details are known.
- Fill in the membership list and ensure UTAS student ID numbers are listed. Make sure you note whether they are current UTAS students or associate (other) members.
- Societies Council and Sports Council meeting dates are listed on the TUU website. Affiliation paperwork (affiliation form, AGM minutes, membership list and constitution) are all required a week before the Council meeting at which you plan to affiliate so your affiliation application can be added to the agenda. You must have a delegate at the meeting at which you plan to affiliate to have your affiliation considered and accepted.

When your affiliation has been accepted, we will forward information on applying for an ABN and opening a bank account. Your Executive members' contact details will be added to our contact list and you'll then receive emails regarding clubs and societies' meetings, etc.

After you have read this information and read through the relevant handbook, please contact the Clubs and Societies Officer, Ingrid Lagerewskij, if you'd like to meet to discuss further or require assistance.

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