

# STARTING A CLUB

1. The first step to starting a Club, is to find out if there are any existing Clubs with similar aims. If there is, students are encouraged to contact them to see if there might be an opportunity for them to broaden their membership base and to amend their aims and objectives to include what you are looking for.
2. If there is nothing out there, students must gather a group of at least 10 people together that support the proposed Club and will commit to becoming financial Members.
3. Clubs must then hold an Inaugural General Meeting (IGM) to complete their constitution, formalise their Membership fee, discuss Club activities and elect their Executive Committee. The IGM must be advertised at least 10 days in advance to give everyone a chance to attend.
4. Complete and return the following to the BSA to be sent to the BSA Board for approval.
  - Executive Committee contact list
  - Membership list
  - Membership fees
  - IGM minutes
  - Club Constitution
5. Once approved, the BSA will set up a bank account, an email/Gmail/website account and deposit start-up funding of \$500.

# REAFFILIATING A CLUB

1. At the start of each year, existing Clubs are required to re-affiliate with the BSA. This forms part of their Clubs funding application for Semester One. It is recommended that an AGM be held at the end of the previous year to ensure a smooth transition between Club Executives.
2. They must hold an AGM with the purpose to:
  - Check their constitution and confirm that it still reflects the aims and objectives of the Club
  - Confirm or change the annual Membership fee
  - Ask last year's Executive Committee to present their annual report to the Members, incl. the financial report.
  - Elect the new Executive Committee
  - Decide on activities to be organised by the Club this year and to discuss the annual budget

A minimum of 2/3 of all financial Members needs to be present, and the meeting needs to be advertised at least 5 days in advance to give everyone a chance to attend.

3. At the conclusion of your AGM, upload/update the following documents to your Google Drive and make sure they are shared with BSA Bendigo:
  - Contact details of your Executive Committee
  - Minutes of the AGM
  - A copy of your Club constitution
4. Deposit any Membership money at the BSA.