**Re-affiliation Checklist**

**If your club wants to host events, partake in UniClub events, book rooms, apply for funding and be covered by insurance than your club needs to re-affiliate every year. Follow the checklist below to help you submitting your application. Re-affiliation opens on Friday 1st October and closes Tuesday 30th of November.**

Has the president, secretary and treasurer all submitted their end of year reports. Re-affiliation of a club can not be processed until end of year reports have been submitted.

Hold an AGM. An AGM should take place during September, this is where you will elect your new executives for the following year.

Update the constitution. The constitution should be read thoroughly every year and updated if needed. All executives need to sign the constitution under part 8. You can download the constitution template under [Resources](https://clubs.uow.edu.au/clubs-resources/) from the UniClubs resources however, your club should have a pre-existing constitution from previous years.

Fill in the request letter. Ensure you use the right year, for example, if you are re-affiliating your club in November 2020, you would put ‘The club members have voted to affiliate with UOW Pulse for 2021’ in the letter.

Fill out the executive list template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. It needs to be this template otherwise it will not work.

Fill out the member list template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. It needs to be this template otherwise it will not work. You can download your current member list from the UniClubs website under ‘My Account’.

Fill out the calendar of events template, this can be found under [Resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website. Each club should have at least two events planned for each semester in the new year. The club calendar of events is able to change after submission.

Go to the UniClubs website under Executive Area to submit the application. You must be logged in to do this.

The applicant will receive an outcome on the application within 2 weeks of submission.