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It's AGM time!

Hi Clubs,

We have received emails and feedback from many of you with questions about the transition into the new **Swinburne Student Association (SSA)**, and how the Clubs program fits into this new Association.

We can confirm that every club that successfully re-registers will transition into the new SSA. We are still working through the specific details of the change, and we will keep you updated with any information as soon as we have it. We hope to have our platforms, processes and resources ready for you as soon as possible.

ORGANISE YOUR AGM

If you have not organised your Annual General Meeting (AGM), now is the time! Check out the important information below to get ready ↓

🌟 Event Notification Form (ENF):

If you haven't submitted your AGM on UniOne for approval, do it ASAP. Check the step-by-step on [how to submit an ENF](#).

📅 AGM must be run by **October 31st**. ENF must be approved 7 days before the event date.

🌟 Voting form template:

We've gone DIGITAL 🖥️!! A **new** voting form has been created based on student's feedback. This form will replace the current AGM minutes, and is mandatory for AGM approval. Check out the link below for the form and instructions on usage.

Please add our amazing Clubs & Sport Officer **Alex Venning (avenning@swin.edu.au)** as collaborator so he can confirm your voting form is valid (no need to send a PDF this year 😊)

FINANCE DEADLINES

As part of the transition into the new SSA, Student Life as an entity is wrapping up our financial items to ensure a smooth transition. For Clubs & Sport, note down these important dates ↓

👉 Tax Invoices:

Must be submitted by *October 20th, 2024*.

👉 Credit card purchases:

Must be submitted by *October 20th, 2024*.

👉 Sundry Refund Forms:

Must be submitted by *October 20th, 2024*.

We will continue to provide updates regarding compliance items and other enquiries when information are confirmed.

Warmest regards,

The Clubs Team

Got a question?

Get in touch with Student Life at clubs@swin.edu.au



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