

Club's Re-registration

A quick guide for club's re-registration 2022



Key Dates

- **September 20:** Club Re-registration Opens
- **October 31:** *Early Bird* Cut Off
- **November 28:** Club Re-registration Closes

⚠ To be eligible to re-register: club must hold a valid AGM, submit meeting minutes and complete all committee compliance by November 28th, 2021.

Committee Compliance

- Complete and hold a valid [Working with Children Check](#)
- Complete online [Consent Matters](#) training
- Complete Club's Online Modules on the STA-ORG Canvas page

📢 Update: Compliance items are now to be uploaded on STA-ORG Canvas Page. [See Video.](#)

Re-registration Requirements

- Hold a valid AGM
- Upload meeting minutes
- All committee complete compliance items

Re-registration Grant Eligibility

Must have *Early Bird* status (club has completed all re-registration requirements by *Early Bird* cut-off date)

Available Resources

- Club Registration Policy
- AGM Guide
- AGM meeting minutes template*
- Asset Register form*
- Club Constitution template*

*available under [Club Governance Forms](#) on the [Student Life Portal](#) and [Canvas Page](#)

Holding an Online AGM checklist

- Make sure to read the AGM Guide to plan for a successful meeting. Reach out to the C&S Team if you need any help or guidance.
- Set up the election poll with [Google Forms](#):
 - Add multiple-choice questions for voting on committee positions, then add all nominees under each of the positions
- Take attendance (Club must meet Quorum):
 - Take attendance on meeting minutes (*make sure attendees are club members & students!*)
 - Provide proof of attendance via a screenshot and/or exported data
- Share poll link via live chat by pasting the *shorten URL* link copied from the "send via link" in Google Forms.
- Count votes in Google Forms by clicking on the "Responses" tab.
 - Take screenshots of the pie graphs and export responses to excel (.csv)
- Returning Officer to announce the nominated committee for each position.
- Resolutions are to be adopted following the same process via Google Forms.
- Upload completed meeting minutes, vote outcome screenshots and exported voting documents to the "Files" section of the club's Portal page.
- Notify clubs@swin.edu.au once uploaded for next steps.