

RE-AFFILIATION CHECKLIST

CLUB DETAILS

Affiliation	Requirement	X
ALL	Club has at least President, Secretary and Treasurer (or equivalent)	
ALL	President is a current Flinders University student	
ALL	Club has provided a club-specific email address	

MEMBERSHIP LIST

Affiliation	Requirement	X
ALL	Club has provided Membership List	
ALL	At least 10 current Flinders students recorded (or 5 for Non-Financial Affiliation)	
ALL	Membership List has been provided in Excel format	
ALL	Full names recorded for all members	
ALL	Email addresses recorded	
ALL	Date of application recorded	
ALL	Student ID Numbers recorded	
ALL	Has a membership that comprises 66% of more current Flinders students (including Alumni for Academic clubs)	

ANNUAL GENERAL MEETING

Affiliation	Requirement	X
ALL	Annual General Meeting Minutes from last year included	
ALL	Club has recorded names of those in attendance	
ALL	Club has met quorum according to FUSA Club Regulations	
ALL	Date of meeting noted in minutes	
ALL	Annual General Meeting was held in 2016	
ALL	Club has met quorum according to club's constitution	
ALL	Club has recorded details of election	
FINANCIAL	Club has voted to change bank account signatories	
ALL	Democratic process to vote in new club executive	
ALL	Name of Returning Officer provided	
ALL	Returning Officer is not a candidate for election	
ALL	Club has voted to re-affiliate with FUSA	
ALL	Notice was given to General Secretary	
ALL	Other General Meetings meet above criteria	

FINANCIAL REPORT

Affiliation	Requirement	X
ALL	Financial Report has been supplied	
ALL	Income has been included	
ALL	Expenditure has been included	
ALL	List of club-owned equipment/assets has been included	
ALL	Breakdown for how FUSA provided funding has been spent has been provided	
ALL	Bank balances from start of financial year and end of financial year provided	
ALL	FUSA provided SSAF funding has not paid for alcohol or to support political parties	
ALL	Sources of income clearly outlined (i.e: does not use broad terms like "Sales")	
ALL	Sources of expenditure clearly explained (i.e; does not use broad terms like "Events")	
ALL	Equipment list clearly explained (i.e; specific name of item provided where applicable)	
ALL	Equipment list has purchase value of equipment	
ALL	Equipment list has date of purchase of equipment	

CONSTITUTION		
Affiliation	Requirement	X
ALL	Club has provided a copy of its Constitution	
ALL	Constitution contains the name of the club	
ALL	Constitution contains the aims and objectives of the club	
ALL	Constitution contains provisions for holding Annual General Meetings	
ALL	Constitution has provisions for membership to call General Meetings	
ALL	Constitution has provision for amending the Constitution	
ALL	Constitution contains provision for the expulsion of members consistent with FUSA Club Regulations	
ALL	Constitution has provision that the club is not for profit	
ALL	Constitution has provision for Office Bearers of the club in line with FUSA Club Regulations	
ALL	Constitution has provision for winding-up, stating specifically FUSA's ownership of grant-funded assets and grant money	
SCHOOL ASSOCIATIONS	Constitution has provision for establishing an education officer in accordance with FUSA Club Regulations	
ALL	Constitution has provision for outlining requirements of renewal of affiliation	
ALL	If constitution was amended, was notice provided to General Secretary?	

BANK ACCOUNT DETAILS		
Affiliation	Requirement	X
FINANCIAL	Club has provided bank account details (Financial Affiliation only)	
FINANCIAL	Current Executive listed as signatories on bank account	
FINANCIAL	Bank account listed is in the name of the club	

EVENTS & ACTIVITIES		
Affiliation	Requirement	X
ALL	At least two events/activities from last year have been provided (not including General Meetings)	
ALL	At least two of the listed events/activities were registered via the Event Registration Form	
ALL	All events/activities were registered via the Event Registration Form	
ALL	Evidence provided that the events/activities were run	
ALL	High risk activities provided appropriate risk assessment in Event Registration Form	