

# AFFILIATION POLICY



## Affiliation Policy

**CATEGORY:** Service

**LAST MODIFIED:** November 2016

**REVIEW DATE:** November 2017

**APPROVED BY:** Executive Committee

**CONTACT PERSON:** Clubs Coordinator

### 1. INTRODUCTION

1.1. The University of Canterbury Students' Association (UCSA) is the affiliating body for student clubs, associations, societies and roopu (referred to in this document as 'body or bodies').

1.2. This document contains the requirements for affiliation, outlines the process, liabilities and benefits upon affiliation, and regulations around disaffiliation and dissolution.

1.3. Any club, association, society or roopu formed with a student membership may become affiliated to the UCSA upon making an application to, fulfilling the requirements laid forth in this document and being approved by the Executive Committee

### 2. REQUIREMENTS FOR AFFILIATION

2.1. The affiliating or re-affiliating body to UCSA is required to have the majority of its members as enrolled students at the University of Canterbury, with a minimum of 20 members

2.2. The objectives of the affiliating body must remain consistent with the Primary Object of the UCSA, namely:

2.2.1. To represent and support all students at the University of Canterbury, while helping and guiding students to succeed and belong.

2.3. The following responsibilities must be followed and respected by all affiliated bodies, without deviating from the aim of each listed responsibility.

2.3.1. To speak to, represent and act on behalf for the members of their affiliated body in all matters in which the members as a body are interested.

2.3.2. To foster intellectual, sporting, cultural and social life in the University.

2.3.3. To commit to representing all student diversity, including but not limited to; culture, religion, gender, ability, age and sexual orientation, and to supporting equality in theory and practice.

2.3.4. To recognise and act consistently with Te Tiriti O Waitangi/ the Treaty of Waitangi.

2.3.5. To manage and control the assets of the Club or Society for the use and benefit of current and future members.

2.3.6. To abide by all Health and safety regulations as prescribed by law, UCSA and the University of Canterbury.

2.3.7. To do all such other things as are, or may be, incidental or conducive to the attainment of any or all of the above objects.

2.4. The core membership and focus of the Club or Society must be student oriented with:

2.4.1. A President that is an enrolled University of Canterbury student or a member of the University of Canterbury Alumni Association.

2.4.2. It is possible for the club to have an external or community based president, so long as there is a student president elected for the university branch of the club.

2.4.3. The Club or Society affiliating or re-affiliating to the UCSA is required to have the majority of its member's enrolled students of the University of Canterbury.

### **3. PROCESS FOR AFFILIATION AND REAFFILIATION**

3.1. Applications should be made by the end of the academic year for the next coming year. Once awarded affiliation status it shall stand until the end of the academic year (one calendar year). Unless the affiliation status is revoked or suspended by the Executive.

3.2. Affiliated bodies will be reminded via email correspondence of the requirement to complete their affiliation.

3.3. A new body will not be affiliated unless they provide a service to students, which is not currently provided by an existing affiliated body. It is at the sole discretion of the Executive as to whether a new Club or Society fulfils this clause.

3.4. Applications for affiliation will be made via the Affiliation form, found on the UCSA website. This form lists the required documentation that must be uploaded to the UCSA website;

3.4.1. List of the full names and contact details of the Clubs' executives,

3.4.2. Signed copy of the UCSA Clubs' Code of Conduct,

3.4.3. Full membership list including non-students and student member (must include the full name and student I.D. number),

3.4.4. Copy of latest AGM minutes,

3.4.5. Signed copy of the clubs' constitution,

3.4.6. Statement of current financial position.

3.5. Once submitted, the Clubs Coordinator will check the documentation and once satisfied present the affiliating body to the Executive, who on the advice of the Club coordinator and at their sole discretion will affiliate the body. The affiliated body will receive official documentation of their affiliation to the UCSA.

#### **4. DISAFFILIATION AND DISSOLUTION**

4.1. A club may disaffiliate from UCSA at any time by notifying the UCSA in writing.

4.1.1 Such notification shall provide reasons why the club is disaffiliating from the UCSA.

4.1.2. This should be accompanied by General Meeting minutes approving such an action.

4.2. If a Club's committee members are unable to be contacted over a 6 month period using all reasonable means (including email provided upon affiliation) the club shall be deemed to be dissolved.

4.3. Upon disaffiliation or dissolution, revocation or suspension of affiliation of any Club; all benefits associated with affiliation to UCSA shall lapse.

4.4. Upon the dissolution of any affiliated clubs all funds and assets shall be distributed as stated in the bodies' constitution. Where the bodies' constitution does not state how the funds and assets will be distributed;

4.4.1. All funds and assets after the debts of the club have been cleared shall be held by the UCSA for club development

4.5. The UCSA has the right to disaffiliate a club if they are in breach of any of the requirements of affiliation outlined in this policy or in breach of the Clubs Code of Conduct.

#### **5. OBLIGATIONS UPON AFFILIATED BODIES**

5.1. All Clubs and Societies must ensure that;

5.1.1. Their activities are lawful,

5.1.2. Their activities are not for the financial gain of their members,

5.1.3. Their activities are authorised by their own constitution/rules,

5.1.4. Their activities do not breach and align with the UCSA constitution and policy, and the Clubs and Societies Code of Conduct,

5.1.5. Their activities do not breach University of Canterbury policies and regulations

5.2. UCSA shall not be responsible for any liabilities or debts incurred by the body.

5.2.1. Should any debt or liability be incurred without authority the liability shall rest solely with the person(s) who incurred it.

## **7. BENEFITS FOR AFFILIATED BODIES**

7.1. UCSA affiliated bodies will have the following benefits;

7.1.1. Advocacy and support from the UCSA Executive and staff,

7.1.2. Listing on the UCSA website,

7.1.3. Free participation in annual clubs day,

7.1.4. Opportunity to apply for five successful UCSA Grants each year (after one year of affiliation),

7.1.5. Four compulsory trainings focused on expanding club knowledge, with a range of other trainings throughout the year,

7.1.6. A \$50 printing allocation to be used at UCSA printer and photocopier in the UCSA office, this is also available within reason at a cost of \$\_\_ per A4 black and White, \$\_\_ per A4 colour, \$\_\_ per A3 black and white, \$\_\_ per A3 colour.

7.1.7. Eligibility for UCSA Supreme awards,

7.1.8. Promotional support; through access to UC T.V. screens, CANTA, poster bollards (through UCSA Clubs Coordinator) and noticeboards,

7.1.9. Delivery of mail at the UCSA Office,

7.1.10. Discounted plain t-shirt prices, with the option of using a UCSA discounted screen printer,

7.2. Ability to run events on campus, with the opportunity to book facilities on campus for activity (subject to correct process and approval), including but not limited to;

7.2.1. UCSA Events Centre (Foundry &/or Bentleys Bar),

7.2.2. Lecture theatres,

7.2.3. The Undercroft and 101 seminar room,

7.2.4. Jack Mann theatre,

7.2.5. Green space around campus, including but not limited to the outdoor amphitheatre, C Block Lawn and S Block Lawn,

7.2.6. The Living Room and the equipped Kitchen (after hours),

7.2.7. Kirkwood, Dovedale and Karl Popper rooms (subject to movement throughout 2017).

7.2.8 Any other space UC makes available

7.3. Access to available UCSA equipment, on a hireage basis with bonds required in some instances. This includes projectors, speakers, stage desks, BBQ's and more. For a full list of equipment please see the UCSA website.

# APPENDIX 1

## CLUBS CODE OF CONDUCT



Purpose: *To ensure that all UCSA Affiliated Clubs deliver quality services that contributes to student success and sense of belonging at the University of Canterbury.*

Interpretation: *The term Clubs also refers to societies, associations and roopu.*

All UCSA Affiliated Clubs have a duty to;

### **1. Provide quality services to all its members**

- a. Provide quality events and activities that benefit its members, and meets club objectives;
- b. Comply with Health and Safety regulations and other relevant legislation (including special licenses);
- c. Actively promotes and supports values of diversity and inclusiveness;
- d. Club Executives should practice and communicate code of conduct to all its members;
- e. Manage and govern the club in a professional, ethical and financially sustainable manner for the long-term.
- f. Ensure Club members are aware of their obligations to their club, UCSA and the University while engaging in club activities and events and the potential consequences of acting in breach of these obligations.

### **2. Represent the wider student body, University of Canterbury Students' Association & University of Canterbury in a positive manner**

- a. Club must do their utmost to promote and encourage positive behaviour of club members during official activities and events occurring on and off campus;
- b. Abide by University of Canterbury policies and procedures as it relates to clubs;
- c. Clubs should not post messages or material containing or inciting personal attacks, hate speech or illegal material;
- d. All clubs must abide by UCSA Constitution.
- e. Ensure that all activities and events associated with the Club, reflect a culture whereby intoxication is not promoted and is not the focus of an activity/event.
- f. To, so far as is reasonably practicable, ensure that any activities associated with the Club ensure the Health and Safety of Club members and oblige the members involved to take reasonable care for their own health and safety and to ensure that members actions do not adversely affect the health and safety of others.
- g. To take all reasonable steps to ensure that the activities/events associated with the Club and that Club's member's actions during the course of any Club activities/events, do not cause disrepute to the Club, UCSA or the University of Canterbury.

### **3. Respect other UCSA Affiliated Clubs**

- a. Actively encourage collaboration between clubs;

- b. Any official statements to the media on behalf of a club should only be made by the current Club President, or an authorised member of the Clubs Executive.
- c. Clubs should follow the clubs conflict procedure when officially making a complaint against another club (refer to page two for procedure).

**4. *Actively promote and support good working relationships with the external community including but not limited to; neighbours, community groups, liquor licencing, police and sponsors.***

*\*The UCSA Affiliated Clubs Code of Conduct forms part of the UCSA Affiliation Policy.*

**Breaches of the Code of Conduct**

Upon identification of a breach of the code of conduct the process below will followed.

- Issues raised will be assessed by the UCSA President and UCSA Senior Management who will appoint a member of staff to investigate the complaint;
- The Club President will be notified in writing of the alleged breach and the process (including timeframe) going forward and will have the opportunity of responding to the complaint/allegation as part of the investigation;
- The investigator will provide UCSA Executive with the factual findings of the investigation.
- The UCSA executive may, after giving the club the opportunity to make representations, reach a decision as to the appropriate outcome of the process, including whether it is appropriate to impose a penalty and the nature of such penalty.

Penalties imposed are at the discretion of the UCSA, but could include the following;

- Imposing a fine on the club, the maximum fine is prescribed in the University Regulations;
- Suspension of club affiliation to the UCSA for a duration to be specified by the UCSA Executive;
- Disaffiliation of a club;
- Withdrawal of benefit/s related to social events associated with being affiliated to the UCSA;
- Requirement for the Club to make an apology, either a public apology or direct to an individual or entity.

**Conflict Resolution**

In the first instance the UCSA encourages all clubs to proactively resolve any issues before it is elevated to the UCSA. The UCSA Club Coordinator is available to facilitate a mediation process if clubs require assistance.

The following procedures will be followed for resolving conflict between clubs.

- Any UCSA Affiliated Clubs wishing to elevate the issue should do so in writing to the UCSA after which time:
  - The issue will be acknowledged, and the Club will be informed of the process going forward (including timeframe);

- Issues raised will be assessed, with a decision made regarding who is best suited to deal with the issue;
  - Clubs will be actively involved in the investigation; this may include mediation;
  - Any resolutions/decision will be communicated back to all Clubs involved in writing.
- Individual conflict between students involved in clubs should be direct to University of Canterbury- <http://www.canterbury.ac.nz/concerns/contacts.shtml>

Declaration

*On behalf of the*

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*(Full club name)*

*we have read, understand and agree to abide by the UCSA Clubs Code of Conduct.*

*Club President:*

*Name:* \_\_\_\_\_

*Date:*

\_\_\_\_\_

*Signature:* \_\_\_\_\_

Club Executive Member: (Vice President, Secretary or Treasurer to sign)

*Name:* \_\_\_\_\_

*Date:*

\_\_\_\_\_

*Signature:* \_\_\_\_\_