

# AFFILIATION POLICY

**Category:** Service

**Last Modified:** February 2015

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**Approved By:** UCSA Events Team

**Contact Person:** Media & Events Manager – 03 364 3983

## BENEFITS

1. UCSA Affiliated Clubs will have the following benefits;
  - 1.1. Advocacy and support from the UCSA Executive and staff;
  - 1.2. Opportunity to apply for four successful UCSA Grants each year (after one year of affiliation);
  - 1.3. Access to available UCSA equipment for hire (including projectors, speakers, stage decks, BBQs, marquees...);
  - 1.4. Access to printer and photocopier located at the UCSA office within reason;
  - 1.5. Listing on the UCSA website;
  - 1.6. Ability to run events on campus;
  - 1.7. Eligibility for UCSA Club Awards;
  - 1.8. Promotional support;
  - 1.9. Free participation in twice annual Clubs Days;
  - 1.10. Free training opportunities;
  - 1.11. Delivery of mail at the UCSA Office;
  - 1.12. Opportunity to book facilities & space on campus for club activity (subject to approval) including but not limited to;
    - 1.12.1. UCSA Events Centre (Foundry &/or Bentleys Bar)
    - 1.12.2. Lecture Theatres
    - 1.12.3. Jack Mann Theatre
    - 1.12.4. Kirkwood & Dovedale rooms
    - 1.12.5. The Living Room
    - 1.12.6. Undercroft & 101 Seminar room
    - 1.12.7. C Block Lawn

## REQUIREMENTS FOR AFFILIATION

2. Any Club or Society formed within the student membership may become affiliated to the UCSA upon making an application to, and being approved by, the student executive.
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.
4. The objectives of the affiliating Club or Society must remain consistent with the Primary Object of the UCSA, namely:
  - 4.1. To represent the student body; organise and co-ordinate services conducive to the welfare and well-being of students of University of Canterbury and to help students succeed and belong.
  - 4.2. The following shall be objects of the Club or Society insofar as they derive from the primary object and shall not derogate from the generality of that object;
    - 4.2.1. To deal with and control and to represent and to act for the members of the Club or Society in all matters in which the members as a body are interested.
    - 4.2.2. To foster intellectual, sporting, cultural and social life in the University.
    - 4.2.3. To manage and control the assets of the Club or Society for the use and benefit of current and future members.
    - 4.2.4. To recognise and act consistently with Te Tiriti O Waitangi/ the Treaty of Waitangi.
    - 4.2.5. To commit to representing all student diversity, including culture, religion, gender, ability, age and sexual orientation, and to supporting equality in theory and in practice.
    - 4.2.6. 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.
5. The core membership and focus of the Club or Society must be student oriented with:
  - 5.1. A President that is an enrolled University of Canterbury student or a member of the University of Canterbury Alumni Association.
  - 5.2. 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.

6. Applications for re-affiliation should be made every year by 30 November and such re-affiliation shall be granted at the discretion of the Executive. The affiliation period is for one calendar year from the 1 October to 30 September.
7. A new Club or Society will not be affiliated unless they provide a service to students that is not currently provided by an existing Club or Society. It is at the sole discretion of the Executive as to whether a new Club or Society fulfils this clause.
8. All Clubs and Societies must ensure that their activities are;
  - 8.1. Lawful;
  - 8.2. Not for the financial gain of their members;
  - 8.3. Authorised by their own constitution/rules;
  - 8.4. Do not breach the UCSA constitution and policies;
  - 8.5. Do not breach the UCSA Clubs' Code of Conduct.
9. The following documentation is required for any affiliation to be considered by the student executive;
  - 9.1. List of the full names and contact details of the Clubs' executives;
  - 9.2. Signed copy of the UCSA Clubs' Code of Conduct;
  - 9.3. Full membership list including non-students and student member (must include the full name and student I.D. number);
  - 9.4. Copy of latest AGM minutes;
  - 9.5. Signed copy of the clubs' constitution;
  - 9.6. Statement of current financial position;
  - 9.7. Copy of the clubs asset register.

## **DISAFFILIATION AND DISSOLUTION**

10. A club may disaffiliate from UCSA at any time by notifying the UCSA in writing.
  - 10.1. Such notification shall provide reasons why the club is disaffiliating from the UCSA.

- 10.2. This should be accompanied by General Meeting minutes approving such an action.
11. 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.
12. Upon disaffiliation or dissolution of any Club all benefits associated with affiliation to UCSA shall lapse.
13. Upon the dissolution of any affiliated clubs all funds and assets shall be distributed as stated in the Club's constitution.
14. Where the Club's constitution does not state how the funds and assets will be distributed;
  - 14.1. All funds and assets after the debts of the club have been cleared shall be held by the UCSA until similar club is formed and affiliated to the UCSA;
  - 14.2. If, after all reasonable period of time, no similar club is formed and affiliated to UCSA, the UCSA Executive will donate all funds and assets to the UCSA Grants Fund.
15. 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.

## **LIABILITIES**

16. UCSA shall not be responsible for any liabilities or debts incurred by the Club without ordinary resolution of the UCSA Executive.
17. Should any liability or debt be incurred without such authority the liability shall rest solely with the person(s) who incurred it.