

# HOW TO: RE-AFFILIATE

As they say, all good things must come to an end, and for the club's affiliation to the UCSA, this end comes every year. But the good news is, to renew, all you have to do is follow these easy steps!

## Step 1: HOLD your annual general meeting

We need important information from your Annual General Meeting, so the first step is to hold this meeting!

## Step 2: CHECK you have all the required documentation

The easiest way to make re-affiliation a breeze, is to check you've got everything ready to go. To make it easier, use this handy checklist!



### Completed Executive Contact Sheet

It's important for us to know who is on your exec. Please download and fill in this form: [www.ucsa.org.nz/exec-contact-sheet](http://www.ucsa.org.nz/exec-contact-sheet)



### Club logo & photo

This is for use on the UCSA Website and in the Clubs Guide



### Signed & up-to-date Constitution

It is important all your exec have read your constitution. By signing your constitution you are indicating that you have read it.



### AGM Minutes

These should be signed by your incoming officers - Your President, Vice-President, Secretary, Treasurer as appropriate.



### Signed Clubs Code of Conduct

The code of conduct can be found here: [www.ucsa.org.nz/code-of-conduct](http://www.ucsa.org.nz/code-of-conduct)



### Statements of *Income and Expenditure & Financial Position*

These will have been prepared by your treasurer for the AGM.



### Recent Bank Statement

This is to allow us to check the bank account number we have on file for you, and to verify that account number. All clubs who handle ANY money should have a club bank account.

## Step 3: COMPLETE the affiliation form

Once you have all the documentation, head to [www.ucsa.org.nz/affiliate](http://www.ucsa.org.nz/affiliate) and complete the form! Easy as! The Clubs Coordinator will then check over the information you've supplied, and may ask some follow up questions - make sure you check your emails!

## WHAT HAPPENS NEXT?

Once the UCSA has this information, and it has been checked by the Clubs Coordinator, you'll get an email to let you know everything is good! Then, as long as re-affiliation is completed before the deadline, we'll ensure the club is included in the **Clubs Guide**, as well as the **Orientation Clubs Days**. The Clubs Coordinator will then present the club for affiliation at the first available UCSA exec meeting, which will usually be around February.

HAVE A QUESTION? NEED HELP? NOT SURE OF THE DEADLINE?

CONTACT US! EMAIL: [CLUBS@UCSA.ORG.NZ](mailto:CLUBS@UCSA.ORG.NZ)