



# Membership 'Opt Out' Policy

**Category:** Governance  
**Last Modified:** July 2014  
**Review Date:** July 2015  
**Approved By:** Executive Committee  
**Contact Person:** The President

## Policy Statement:

This policy highlights the existing provisions in the Education Act 1989, Sections 229A-CA and the Constitution of the University of Canterbury Students' Association Incorporated (**Association**), Clause 1.5. It also highlights the existing practice of the University of Canterbury and the Association regarding the rights of students to resign or opt-out of becoming a member of the Association, those rights being ensured by law and the governing document of the Association.

## Procedure:

Should a student of the University of Canterbury, either concurrently at time of annual enrolment at the University, or at any time during their term of enrolled study, choose to resign/'opt-out' of membership from the Association they must undertake the following:

Formally notify, by letter (post or electronic pdf mail), their wish not to be a member of the Association, to either the:

- Student Administration of the University of Canterbury or;
- President of the Association

The action taken upon receipt of this notification shall be:

- That the student's details will be removed from the data extract file from UCSMS (Jade) exported by the University or held by the Association.
- That a note regarding the 'opting out' will be placed on the student's UCSMS (Jade) file.

Those students who have opted out, may choose at any time during their study to become a member of the Association by the above procedure.