

# Affiliation Policy

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**APPROVED BY:** Executive Committee

**CONTACT PERSON:** Clubs and Administration Team Lead

## 1. INTRODUCTION

- 1.1 The University of Canterbury Students' Association (UCSA), as the overarching representative body for all UC students, is the affiliating body for student clubs, associations, societies and rōpū (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 rōpū 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
  - 2.1.1 Exceptions to the majority students requirement will be considered by the UCSA Executive only in the case of sporting clubs or societies; only where the UCSA Executive can see a mutual benefit to affiliation; and only where the nature or development of the club or society has necessitated the expansion of membership to the point where it is no longer feasible for the club or society to meet the requirement.
- 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 recognise the UCSA as the overarching representative body for all UC students
  - 2.3.2 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.
  - 2.3.3 To foster intellectual, sporting, cultural and social life in the University.
  - 2.3.4 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.
  - 2.3.5 To recognise and act consistently with Te Tiriti O Waitangi / the Treaty of Waitangi.
  - 2.3.6 To manage and control the assets of the Club or Society for the use and benefit of current and future members.
  - 2.3.7 To abide by all health and safety regulations as prescribed by law, UCSA and the University of Canterbury.
  - 2.3.8 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 university branch of such a 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.
  - 3.2.1 It is the responsibility of the affiliated body to ensure that they keep the UCSA Clubs Coordinator updated with any change in correspondence details.
- 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 provided to the UCSA.
- 3.5 For new affiliations, clubs must provide:
  - 3.5.1 List of the full names and contact details of the Clubs' executives,
  - 3.5.2 Signed copy of the UCSA Clubs' Code of Conduct,
  - 3.5.3 Full membership list including non-students and student member (must include the full name and student I.D. number),
  - 3.5.4 Copy of latest IGM minutes,

- 3.5.5 Signed copy of the clubs' constitution,
- 3.6 For re-affiliations, clubs must provide:
  - 3.6.1 List of the full names and contact details of the Clubs' executives,
  - 3.6.2 Signed copy of the UCSA Clubs' Code of Conduct,
  - 3.6.3 Copy of latest AGM minutes,
  - 3.6.4 An acknowledgement that the committee has read and understood the club's constitution,
  - 3.6.5 In the case of any constitutional amendments, a copy of the updated constitution,
  - 3.6.6 Financial Statements for the most recent financial year, including a Statement of Current Financial Position, and a Statement of Income and Expenditure,
  - 3.6.7 Confirmation of a bank account held in the name of the club,
    - 3.6.7.1 Exceptions to this requirement can be made by prior arrangement with the UCSA.
  - 3.6.8 The club does not have to provide their full membership list at the time of applying for re-affiliation, however their full membership list including non-students and student members (must include the full name and student I.D. number) must be provided within two weeks of that year's clubs day, else the club's affiliation will be suspended.
    - 3.6.8.1 Exceptions to this two week deadline can be made by prior agreement with the UCSA.
- 3.7 Once submitted, the UCSA 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 undermine UCSA's role as the overarching representative body for all UC students;
  - 5.1.6 Their activities do not breach University of Canterbury policies and regulations;
  - 5.1.7 Their activities are conducted with sufficient consideration given to the health and safety, to ensure the club takes all reasonably practicable steps to ensure the health and safety of all participants.
- 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.

## **6. BENEFITS FOR AFFILIATED BODIES**

- 6.1 UCSA affiliated bodies will have the following benefits:
- 6.1.1 Advocacy and support from the UCSA Executive and staff;
  - 6.1.2 Listing on the UCSA website;
  - 6.1.3 Free participation in annual clubs day;
  - 6.1.4 Opportunity to apply for four successful UCSA Grants each year (after one year of affiliation);
  - 6.1.5 Opportunity to upskill executive members through training and information sessions held throughout the year, including a compulsory session on health and safety;
  - 6.1.6 A monthly printing allocation, details of which are available from the Clubs Coordinator, to be used at UCSA printer and photocopier in the UCSA office, with any printing that exceeds the allocation invoiced monthly to the club;
  - 6.1.7 Eligibility for UCSA Supreme awards;
  - 6.1.8 Promotional support; through access to UCTV screens, CANTA, poster bollards (through UCSA Clubs Coordinator) and noticeboards;
  - 6.1.9 Delivery of mail at the UCSA Office;
  - 6.1.10 Any other benefit the UCSA may make available from time to time.
- 6.2 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:
- 6.2.1 UCSA Events Centre, including The Foundry and Bentleys,
  - 6.2.2 Lecture theatres,
  - 6.2.3 The Undercroft and 101 seminar room,
  - 6.2.4 Jack Mann theatre,
  - 6.2.5 Green space around campus, including but not limited to the outdoor amphitheatre, C Block Lawn and S Block Lawn,
  - 6.2.6 The Living Room,
  - 6.2.7 Any other space the UCSA or UC makes available.
- 6.3 Ability to borrow certain UCSA equipment, upon payment of a bond of an amount determined by the Production and Resource Coordinator, to be refunded upon the safe

return of the equipment. A full list of available equipment is available from your Clubs Coordinator.

- 6.3.1 The UCSA reserves the right to refuse an Equipment Booking Request where it has reasonable grounds to do so. Nothing in this policy supersedes this right.

# 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 rōpū.

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 but not limited to: Sale of Liquor Act 2012, Health and Safety at Work Act 2015, Food Safety Legislation);
  - 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 parties 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 UCSA affiliated clubs, or between a UCSA affiliated club and an individual member:

- Any UCSA Affiliated Club, or a member of that club, wishing to elevate an issue should do so in writing to the UCSA President after which time:
  - The issue will be acknowledged, and the Club or individual will be informed of the process going forward (including timeframe);
  - The issue raised will be assessed, with a decision made regarding who is best suited to deal with it;
  - All parties involved will be actively involved in the investigation; this may include mediation;
  - Any resolutions/decision will be communicated back to all parties 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*

\_\_\_\_\_

*(Full club name)*

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

*Club President:*

*Club Executive Member:*

*(Vice President, Secretary or Treasurer to sign)*

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

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

*Date:* \_\_\_\_\_

*Date:* \_\_\_\_\_

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

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

### **Test for affiliating clubs where the majority of members are not students:**

The UCSA primarily exists to represent the students at the University of Canterbury, therefore the requirement is in place that all clubs must have a majority of members as current UC students in order to affiliate with the UCSA, and enjoy the benefits of being an affiliated body. However, the UCSA also recognises that sporting clubs sometimes need to expand beyond their student basis in order to survive or grow. Therefore the affiliation policy contains clause 2.1.1, which contains an exception to the majority student requirement.

The three stage exception test to affiliating clubs that do not meet the majority student membership threshold is thus:

1. It only applies to sporting clubs
2. It will only be used where there is a benefit for us as well as the club by affiliating them – i.e. continuing tradition, or the cricket club where there is no UC cricket club
3. It will only be applied to clubs who have historic links or were previously student focused, who have expanded to include more non-students in order to survive or develop.

To discuss if this exception applies to your club, please contact the Clubs Coordinator.