



CONTINUING AFFILIATION FORM 2010

Forms must be returned to the Clubs Development Officer by 4pm 10 March 2010.

Name of Club: _____

Email of Club: _____

Website Address: _____

PRESIDENT (or CONTACT 1)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

SECRETARY (or CONTACT 2)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

TREASURER (or CONTACT 3)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

COUNCIL REPRESENTATIVE

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____



LEGAL STATUS

- Non-Constituted Body (not a legal entity)
- Incorporated
Registered under the Incorporated Societies Act 1908
- Charitable Organisation
Registered under the Charitable Trust Act 1957

INCOME TAX STATUS

- Taxable Body
- Non-Profit Body (limited tax exemption)
Attach letter from IRD confirming this status
- Amateur Sports Body (full tax exemption)
Attach letter from IRD confirming this status
- Registered with Charities Commission (full tax exemption)

GST REGISTERED

No Yes GST No: _____

OUSA WEBSITE

<http://www.ousa.org.nz/events-and-recreation/clubs-and-courses/clubs-list/>

The clubs listing on the OUSA Website has been reviewed.

- Do not make any changes
- Please make the following changes:

Contact:

Email:

Website:

Call :

Please note that the information provided here will be available to the public.



ANNUAL GENERAL MEETINGS

Date of the Clubs Annual General Meeting: _____

*Attach Minutes of Last Annual General Meeting

MEMBERSHIP NUMBERS

OUSA Members: _____ OPSA Members: _____ Other: _____

*Attach Membership List – must include Student ID Numbers

BANK ACCOUNT DETAILS

Bank: _____ Branch: _____

Account Number: _____

*Attach OUSA Bank Authority Letter

BANK ACCOUNT SIGNATORIES

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

3. Name: _____ Phone: _____

Address: _____

ASSETS AND EQUIPMENT

*Attach an Asset Inventory – must include the item, number of that item, purchase price, purchase date.

The clubs assets are stored at: _____

Storage at Clubs and Societies Centre: Room No: _____ Locker No: _____

*Attach completed Locker Access Form



OTHER BODIES THE CLUB IS AFFILIATED TO (as ratified by the OUSA Executive):

SUBSCRIPTION/LEVY

Ordinary Levy: \$_____

Other Fees: \$_____

DECLARATION

In signing this form on behalf of the club, I undertake that the information given is true and correct. The club also understands that it must operate under the Club's and OUSA's constitution and abide by the rules and policies of the Otago University Student's Association.

President (or Contact 1)

Secretary (or Contact 2)

Date: _____

Date: _____

INCLUDE THE FOLLOWING

- Minutes of Last Annual General Meeting
- Membership List – must include Student ID Number
- OUSA Bank Authority Form
- Asset Inventory
- Locker Access Form

OFFICE USE ONLY

Date Received: _____

Signed: _____
OUSA Clubs Development Officer



LOCKER ACCESS FORM 2010

CLUB: _____

Room No: _____ Locker No: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

The names on this list must be supported by minutes from the club. Minutes must also be supplied indicating any changes to this list throughout the year.



Your Students' Association



*This letter must be type written and each Club's own information inserted in the square brackets.

[Date]

The Manager
[Name of Bank]
PO Box [Number]
DUNEDIN [Post Code]

RE: [CLUB'S NAME] – BANK ACCOUNT [NUMBER]

This letter serves as notification that, under our Constitution, should the [Club's Name] be dissolved or its bank signatories for any reason not be contactable, the Otago University Students' Association (OUSA), to whom we are affiliated, has exclusive rights over our assets including bank accounts.

In such circumstances signing authority is held by the duly elected OUSA Clubs & Societies Representative and the duly appointed OUSA Club Development Officer.

Yours sincerely

[Presidents Name]
President

[Treasurers Name]
Treasurer