



Club Affiliation Policy

Category	Procedural
Version	12
First ratified	2000
Last ratified	November 2018
Review date	2020

Note: This policy outlines the appropriate procedures for club affiliation.

Related Polices and Documents: Club Constitution Template.

1. Purpose

- 1.1 To explain and regulate the relationship between the Otago University Students' Association (OUSA) and the affiliated bodies under section 18 of the OUSA Constitution.
- 1.2 OUSA recognises and values the positive outcomes structured clubs can bring to campus. As such in affiliating to OUSA, clubs are offered advice, support, training and resources.

2. Affiliation Requirements

- 2.1 The objectives and actions of the club must remain consistent with the OUSA Constitution.
- 2.2 Affiliated OUSA clubs must meet particular conditions but remain their own separate legal entities.
- 2.3 The Club must primarily benefit students.
- 2.4 The Clubs membership must be at least three-quarters University of Otago Students and Otago Polytechnic Students.
- 2.5 The governing body at least two-thirds University of Otago students and Otago Polytechnic Students.
- 2.6 The Club must:
 - 2.6.1 Not pose a risk, reputation or otherwise, to the Association;
 - 2.6.2 Be distinctly different from those already affiliated;
 - 2.6.3 Must not be formed for the financial gain of its members; and
 - 2.6.4 Must be lawful in all respects.
- 2.7 The Club must have:
 - 2.7.1 A Club Constitution;
 - 2.7.2 A full membership list, of at least ten (10) members which includes full names, and student identification numbers;
 - 2.7.3 Minutes of an Inaugural General Meeting (IGM) with the adoption of the club name and constitution and election of officers as a minimum; and
 - 2.7.4 Any other documentation the OUSA Executive or the OUSA Clubs Development Officer (CDO) deem necessary.
- 2.8 Newly affiliated Clubs will be deemed affiliated until the end of that year.

- 2.9 The affiliation of any Club is subject to the overall approval of the OUSA Executive.
 - 2.9.1 Affiliation may be accepted or declined at the discretion of the Executive.

3. Affiliation to Other Bodies

- 3.1 Where affiliation does not jeopardise the Club's ability to comply with the OUSA Constitution, clubs may affiliate to an external body.

4. Continuing Affiliation Requirements

- 4.1 Clubs who wish to continue their affiliation must apply to re-affiliate by the date stipulated by the OUSA Clubs Development Officer.
 - 4.1.1 It is the responsibility of the affiliated club to ensure they keep the CDO updated with any change of correspondence details.
- 4.2 Re-affiliating clubs must provide the following:
 - 4.2.1 Minutes of the Annual General Meeting (AGM) which must include a financial reports, presidents report and election of officers;
 - 4.2.2 Updated Membership List with full name and student identification numbers;
 - 4.2.3 Asset List; and
 - 4.2.4 Updated contact details of the Executive to the CDO.

5. Powers of the Association

- 5.1 With respect to any affiliated Club, where there are reasonable grounds for concern and or a breach of this policy the OUSA Executive may:
 - 5.1.1 Request additional information from the Club;
 - 5.1.2 Convene a Special General Meeting of the Club;
 - 5.1.3 Withdraw a benefit or benefits of affiliation; or
 - 5.1.4 Impose a temporary suspension of affiliation, or disaffiliate a club.

6. Obligations Upon Affiliated Clubs

- 6.1 All Clubs must ensure that:
 - 6.1.1 Their Clubs activities are lawful; and
 - 6.1.2 They are practicing proactive health and safety management.
- 6.2 Clubs are fully responsible for any financial liabilities they incur including loan agreements.
- 6.3 Proposed amendments to any Clubs Constitution must be ratified at a General Meeting of the club and shown in the minutes of that meeting.
 - 6.3.1 The minutes of this meeting must be approved by the OUSA Executive.

7. Disaffiliation and Dissolution

- 7.1 A Club may disaffiliate from OUSA at any time by notifying OUSA in writing.
 - 7.1.1 Such notification should provide reasons for why the Club is disaffiliating from OUSA.
 - 7.1.2 Such notification must be provided alongside supporting General Meeting minutes.
- 7.2 Upon the dissolution of any affiliated Club all funds and assets shall be distributed as stated in the Club's constitution.
 - 7.2.1 Where a Club's constitution does not outline how funds and assets are to be distributed on dissolution, they will be held by OUSA until another club with a similar purpose is affiliated.