

How to guide for Re-Affiliate your club to OUSA in the Clubs Portal

Affiliation is required for every club at the end of each year.

If you require the Clubs Portal password to be reset, please email a copy of the AGM minutes (confirming your election for the following years Committee) to the Clubs Development Officer cdo@ousa.org.nz

[Click here](#) to access the clubs portal.

Now you have access to your clubs portal! I should look a little something like this.

About this form

This is a request form to affiliate i.e. establish a new club or re-affiliate (continue on your affiliation status with OUSA). **A request submission does not equal automatic affiliation.**

Affiliation Requirements

- Uniqueness is what you are proposing
- An OUSA approved constitution
- Inaugural meeting minutes, consistent with the OUSA template
- Preferred contact details for the club, and the executive committee
- A minimum of 10 members, 75% of who are current University of Otago, or Otago Polytechnic students. This percentage should be reflected in your executive
- Agreement and compliance with recreation policy (see below)

Re-Affiliation Requirements

- Annual general meeting minutes, consistent with the OUSA template
- You'll need to inform OUSA if you want to make any changes to your constitution. Constitution changes require ratification from the OUSA executive.
- Preferred contact details for the club, and the new executive committee (with student ratio's as stated above)
- An updated membership list, which has at least 10 members (who meet student ratio's as stated above)
- A financial statement for the calendar year to date, where the club has a bank account
- Social/marketing/communication platforms are updated e.g. FB page/groups, websites, Instagram accounts
- Your locker list is updated if you have one
- Your asset register is updated if you have assets. This is a description and count of each item with a monetary value

Terms and conditions

In submitting your re/affiliation you are agreeing to adhere to our [recreation policies](#). These include the [Affiliation Policy](#), [Club Code of Conduct](#), [Complaints and Sexual Misconduct Policy](#), and [Grants Policy](#). The club is also expected to align its operations with OUSA's general values and principles, as dictated by the [OUSA Constitution](#).

As such, it's important you **read and understand each one** in advance of submitting your application.

OUSA delegates the duty of communicating policy content, to club members, onto each club executive. You will need to devise your own plan, for how you distribute out this key information. OUSA does have a mechanism to inform and bind individual members to the Club Code of Conduct. This is a mandatory requirement when signing on members each year and forms part of the membership form.

Get started

I understand and agree to these terms

[Get started >](#)

So, what's required to complete your clubs Re-Affiliation?

- **About the Club** – an updated paragraph about the clubs purpose
- **Email Address** – clubs own email address or best contact for club
- **Website link** – club's website
- **Facebook link** – clubs most used social media platform
- **Membership Registration Information to update**
- **Current Officers** – update in Members page
- **Annual General Meeting Minutes** – which include presidents report and officers election
- **Constitutional Changes** – any constitution changes that have been moved at the AGM need to be documented and sent to the CDO to be approved
- **Annual Financial Report** – presented at AGM by treasurer
- **Asset Register** – presented at AGM
- **Locker Access List** – members who are able to borrow locker key held at PUSA Clubs & Socs Reception
- ✓ to acknowledge you have read and understood the OUSA Affiliation Policy

There are plenty more sections which you can fill in, after all this is your clubs portal, fill it with as much information as your like, all files cannot be deleted so you will never lose your constitution again!

Once you have completed all of this, click the 'Request Affiliation' button. Kat will get a notification for your request and check everything is looking good, she will mark your club as affiliated, and you will gain all the benefits of being affiliated to OUSA!

Confused? give the CDO an email cdo@ousa.org.nz

Please note, you are required to complete a continuing affiliation each year to remain affiliated to OUSA.

RE - AFFILIATIONS FOR 2023 ARE DUE 30th NOVEMBER.