

## How to Re-Affiliate your club to OUSA in the Clubs Portal.

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

Prior to getting started on the re-affiliation form, please have read and updated all documents required that are listed <https://www.ousa.org.nz/clubsandsocs/clubs/club-resources/re-affiliation>

If you require the Clubs Portal password to be reset, please email a copy of the AGM minutes (confirming your election to the committee) to Kat, the Clubs Development Officer [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)

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

The screenshot shows the 'Re-affiliation Request' form in the OUSA Clubs Portal. The page has a green header and a dark sidebar on the left with navigation options like Dashboard, Club overview, Affiliation, Members, Groups, Documents, Club forms, Invoices, Resources, Emails, SMS, OUSA forms, Grants, OUSA website, and Club account. The main content area is titled 'Re-affiliation Request' and contains several sections:

- About this form:** Explains that this is a request form to re-affiliate and that a request submission does not equal automatic affiliation. It lists 'Re-Affiliation Requirements' such as having a minimum of 10 members, updated AGM minutes, constitution, financial statements, and social media updates.
- Terms and conditions:** States that by submitting the re-affiliation, the club agrees to adhere to OUSA Club Related Policies, including the OUSA Affiliation Policy, OUSA Club Conduct Policy, OUSA Affiliated Clubs and Societies Sexual Misconduct Policy, and OUSA Affiliated Clubs and Societies Resolution (and Complaints) Policy. It also mentions that the club must align with OUSA's general values and principles.
- Get started:** Includes a checkbox for 'I understand and agree to these terms' and a 'Get started >' button.

## What's required to complete your clubs Re-Affiliation form?

- **About the Club** – an updated paragraph about the clubs purpose and objectives
- **Annual General Meeting Minutes** – held as per the guidelines and constitution requirements
- **Club Constitution with changes** – any constitution changes that have been moved at the AGM need to be documented and sent to the CDO to be approved
- Contact information for incoming President and Secretary
- Updated 'OUSA website' section of the clubs portal with current information.
- **Locker Access List** – members who are able to borrow locker key held at PUSA Clubs & Socs Reception
- **Asset Register** – presented at AGM
- ✓ to acknowledge you have read and understood the OUSA Affiliation Policy

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!

Additional requirements to be updated in the Clubs Portal to complete affiliation criteria

- **Email Address** – clubs own email address or best contact for club
- Update **Membership Registration Information** which includes membership fees and criteria
- **Current Officers** – update titles in Members page
- **Annual Financial Report** – presented at AGM by treasurer
- **Membership list** has been archived (except incoming club executive/officers)

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!

**Confused?** Contact Kat, the Clubs Development Officer  
[cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) / 03 4795962 / 022 233 7233

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

**RE - AFFILIATIONS FOR 2023 ARE DUE Friday 25<sup>th</sup> NOVEMBER.**