

2023



**OUSA Affiliated  
Clubs & Societies Handbook**  
#comeplayousa [ousa.org.nz/clubsandsocs](https://ousa.org.nz/clubsandsocs)

**Clubs  
& Socs  
ousa**

**Clubs and societies are all about getting together to do the things you love, make new friends, find a place to belong, give things a go, and have fun. Clubs create a sense of community, and help make sure you leave Otago with awesome memories!**

**We want to make running a club easy for you by holding workshops for clubs leaders, clubs days to help you promote your club, supporting clubs with governance and a lot more. Running a club is a great way to enhance your university experience and the benefits stretch beyond your tertiary life and onto your CV.**

**This reference will help you with applying for club grants, fundraising, planning events, learning the roles of the executive, and will tell you about all the resources that are available to you. Read it carefully, do not be afraid to ask questions, and make sure you keep a copy to refer to when you need it.**

This resource was first issued **Jan 2023** and was accurate at this time. For a variety of reasons sometimes information changes. The most up to date information (along with additional resources) can be found at [bit.ly/clubsreferences](https://bit.ly/clubsreferences)  
**#comeplayousa**



## **OUSA Clubs & Societies Centre**

**84 Albany Street,  
North Dunedin, 9016**

### **Hours**

9am – 10pm 7 days a week (semester time)  
*Reduced hours through summer school,  
mid/semester breaks and public holidays.  
Check us out on social media for updates!*

### **Contact**

03 479 5960  
clubsandsocs@ousa.org.nz  
ousa.org.nz/clubsandsocs

**f @**

**#comeplayousa**

**Clubs  
& Socs  
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# Key Support People

## Clubs Development Officer (CDO)

The CDO is your go to person for anything club related! From Affiliation to general enquiries and advice to Clubs day, Grants and the University of Otago & OUSA Blues & Golds Awards – the CDO has the answers for you (and if they do not, they will find them). The CDO is on hand to help you with your day-to-day operations.

If you have any questions, email [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) or call 03 479 5962 / 022 233 7233

## OUSA Clubs & Societies Representative

The OUSA Clubs & Societies Representative is a part of the OUSA Executive. They are elected each year and work to foster recreation within the University environment.

### They do this by:

- Representing Clubs & Societies in appropriate OUSA panels, committees and councils e.g. Grants Panel, Affiliated Clubs Council and The University & OUSA Blues & Golds Awards Panel
- Building and maintaining good working relationships with OUSA Clubs & Socs staff, University Recreation Services staff and other key stakeholders
- In addition to the above responsibilities, the Clubs & Societies Representative also performs general duties required of all the Executive, allocated ten hours per week to perform these. They play a lobbying role on clubs behalf with the Executive and OUSA.

# Important Dates

## Proposed dates for 2023

### Semester 1

- 30 Jan Grants open for Round 1 at 9am
- 20 Feb Ori
- 23 Feb Ori Clubs Day
- 25 Feb International Food Festival
- 28 Feb Applications for Grants Round 1 Close 5pm
- 2 March Clubs Welcome and Info Session
- 14 March Affiliated Clubs Council Meeting 3pm
- 31 March Applications for Grants Round 2 Close 5pm
- 17 April Art Week 2023
- 19 April Radio One Market Day
- 30 April Applications for Grants Round 3 Close 5pm
- 30 June Applications for Grants Round 4 Close 5pm

### Semester 2

- 1 June\* University of Otago & OUSA Blues and Golds Awards Nominations Open
- 1 Aug Affiliated Clubs Council Meeting
- 10 July Re:Ori
- 13 July\* Re:Ori Clubs Day
- 31 July Applications for Grants Round 5 Close 5pm
- 4 Aug\* University of Otago & OUSA Blues and Golds Awards Nominations Close
- 31 Aug Applications for Grants Round 6 Close 5pm
- 4 Sep Diversity Week Radio One Market Day
- Sep-Nov AGM Season!
- 9 Sep\* International Cultural Expo
- 27 Sep\* Otago University & OUSA Blues & Golds Awards
- 24 Nov Re-affiliations Due

### \*Proposed dates only

*There will be various opportunities for clubs to get involved with OUSA events throughout the year. Keep an eye out on the main OUSA Facebook page for details:  
OtagoUniversityStudentsAssociation*

# Engagement with Clubs & Socs

## **Affiliated Clubs Facebook Group** (Closed group for committee members) *bit.ly/affiliatedclubs*

The Clubs Development Officer administrates this page; all you will need to do is request to join the page. It is designed for informing club administrators, gathering feedback and important announcements.

## **Email**

Our CDO will email out important notices to your club email. It is important that you update the Clubs Portal with the club email if this changes.

## **OUSA Clubs & Societies Facebook Page and Instagram**

*Facebook: ousaclubsandsocs*

*Instagram: @ousaclubsandsocs*

Informing users of the services offered, clubs & societies, news, promoting and fostering recreation in and around campus.

## **OUSA Website**

[ousa.org.nz/clubsandsocs](http://ousa.org.nz/clubsandsocs)

You will find all relevant policies, guidelines and resources, as well as the Social Club and what's on across Clubs & Societies!

## **Affiliated Clubs Council**

Biannually Affiliated Clubs Councils are chaired by the OUSA Clubs & Societies Representative and facilitated by the CDO. This gives clubs a chance to discuss topics and connect with both staff and executive, but also your fellow clubs officers.

## **Open Door Policy and One-on-one's**

Booking a meeting with the CDO is the ideal scenario so we can make sure we are free to talk and secondly we will be more prepared. However, if something pops up you can try your luck dropping in and if they are there, they will be available.

## **Club Training Sessions**

The CDO facilitates training sessions throughout the year. It is a good opportunity to learn more about a specific area and interact with fellow club administrators. Any feedback or ideas regarding trainings please let the CDO know at [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)

## **Pigeon Holes**

If you request a club mail box, one will be allocated for you at Clubs & Socs reception. The club will be emailed when mail is to be collected by the President or Secretary.

## **OUSA - Otago University Students Association Facebook Page and Instagram**

*Facebook: OtagoUniversityStudentsAssociation*

*Instagram: @ousanz*

Managed by OUSA Marketing and Comms staff for informing our stakeholders and the wider community of the services offered, news, events and everyday news.

## **Clubs and Societies Noticeboard**

We have a dedicated Clubs and Societies Noticeboards in the Clubs & Socs Centre. You are welcome to use these for club advertising posters.

# OUSA Club Related Policy

**All Clubs, Societies and individual members are bound by the following OUSA policy.**

It is important that all clubs executive offices, and therefore all members are familiar with each policy. If you do not understand something or feel like you are not meeting the current expectations please approach the CDO at [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz). We would never penalise someone for reaching out for help and have always taken an improvement-focused approach.



**Scan to view the following policies:**

- *OUSA Grants Policy*
- *OUSA Affiliation Policy*
- *OUSA Affiliated Clubs and Societies  
Sexual Misconduct Policy*
- *OUSA Affiliated Clubs and Societies  
Resolution (and Complaints) Policy*
- *OUSA Club Conduct Policy*



# Affiliation

**An affiliation is a connection to something. In being affiliated to OUSA we will distinguish, support and provide a range of benefits for your group on campus.**

The group will still remain a separate entity from OUSA and hold your own governance and management. OUSA has specific criteria and requirements for affiliated clubs. These requirements are set for the primary purpose of creating safe and enjoyable experiences for students.

Starting a club is a big deal and requires effort. So too does keeping a club afloat, often weighing on the shoulders of a few. It is not an anomaly for clubs to both establish and fall over with a singular individual as they begin and de-commence studies. Have a good think about the time you have available to kickstart and support your club long-term. Set realistic goals and allow for the club to build organically. Encourage and support new members to take on additional responsibilities, sharing the load and encouraging sustainable practices.

## Benefits of Affiliation

- Advocacy and support from the OUSA staff and Executive
- Regular room bookings at the OUSA Clubs & Socs Centre
- Access to borrow equipment two weeks in advance, booked by the President or Secretary only (including a projector, P.A. system, BBQ's, marquee)
- Access to OUSA Van hire at reduced rates (pending availability and terms of the van hire agreement are met)
- Eligibility to apply for OUSA Grants (criteria and terms and conditions are to be met)
- Free printing for the OUSA Clubs Days (A4 black and white copies free of charge for Clubs Day only)
- Club specific workshop and training opportunities
- Delivery of mail at the OUSA Clubs & Socs Centre
- Club lockers at Clubs & Socs (pending availability)

- Opportunity to book facilities and space on campus free of charge for club activities via Uni timetables
- Exclusive use of the OUSA name
- A club listing on the OUSA website
- Participation at the OUSA Clubs Days (terms and conditions apply as well as capacity restrictions)
- Eligibility for Cubs and Society specific awards at the Otago University & OUSA Blues and Golds Awards
- Promotional support - digital television screens, social media posts, posters (terms and conditions may apply)
- Assistance to sell event tickets through OUSA (terms and conditions may apply)

## Initial Affiliation

If you would like to start a club that is distinctly different from those we already have, fosters recreation, arts or culture on campus, and is aligned with our values, we'd like to hear from you! Email or call the Clubs Development Officer to make an appointment to discuss your club.

Our CDO can guide you through this process and you will need to:

- Read through the OUSA Clubs related Policies
- Come up with a club name and document your key aims and objectives
- Recruit ten + members, 90% of which are Otago University or Otago Polytechnic students
- Create a club constitution (template available)
- Advertise and hold an Inaugural General Meeting (template available)
- Email the CDO with the info documents above

When the CDO is content with your proposal, they will put it on the agenda for the OUSA Student Executive general meeting. They will then approve or decline your application (or ask for further information).

[bit.ly/startingaclub](https://bit.ly/startingaclub)

# New Student Clubs or Societies Checklist

The following steps must be completed in order to form an OUSA Affiliated Club or Society.



## Administration

Do the Mahi! Create a clubs email address, and write up the clubs key plans and objectives. Make an appointment with the Clubs Development Officer to go over the club idea.



## Membership

Recruit, recruit, recruit! Requirement is at least 10 members (90% of which are Otago University or Otago Polytechnic / Te Pūkenga students), all of which need to be present at the Inaugural General Meeting.



## Constitution

The constitution of a club or organisation contains the fundamental principles that govern its operation. The OUSA Clubs Constitution Template establish the specific rules of guidance by which the group is to function. All clubs and societies must have a basic structure and methods of operation in writing on file in the Clubs Portal.



## Inaugural General Meeting

Hold an IGM, advertising to members at least 14 days before the set meeting date and listing the officers positions to be elected. Allocate a minute taker, documenting the members present and student ID numbers. Discuss the aims, objectives, read the constitution of the club (adopting the constitution, via a majority vote). Hold the first election of the Club executive, minimum of 3 as per your constitution, appointing one to serve on the Affiliated Clubs Council. Agree on the two signatories on the new bank account, and type of account required. Set membership fees.



## Submit Documentation

Once you have completed your IGM, submit the documentation to the CDO [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) to pass them onto the OUSA Executive for ratification. You will then be notified of the decision.



## Club Bank Account

All club funds and disbursement transactions must go through the club bank account. You will need to apply for a not-for-profit IRD number and complete a tax return each year. OUSA sets aside funding for Affiliated Clubs & Societies to apply for specified projects, expenses, and events. While there are criteria and conditions on those funds, it is a helping hand to facilitate the overall operations of our clubs.





## How a New Club Affiliates

Further information found at [ousa.org.nz/clubsandsocs/clubs/start-a-club](https://ousa.org.nz/clubsandsocs/clubs/start-a-club)

Contact [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) for help or more information about club affiliation

2

Once the club has 10 members (90% students), create a constitution and discuss out club objectives



4

Send documents to the CDO who then forward to OUSA Exec for ratification

- Constitution
- IGM minutes
- Paragraph explaining club

6

Once approved, CDO advises the next steps and sends Introduction information



1

Meet with Club Development Officer to discuss creating club



3

All members meet for an Inaugural General Meeting to elect an executive/committee, approve constitution, discuss and make a plan for the year

5

OUSA Exec meet and ratify the clubs affiliation



7

**CLUBS AWAY!**

Templates and information on how to run a meeting can be found under Club Resources: [ousa.org.nz/clubsandsocs/clubs/club-resources](https://ousa.org.nz/clubsandsocs/clubs/club-resources)

# Re-Affiliation

**We ask clubs to re-affiliate every year, to ensure the handover of the club to the incoming executive is successful, and we, OUSA, have the correct contact details for the club.**

This also allows the incoming club executive to avoid the paperwork at the beginning of the year, and focus on planning and events.

On re-affiliation we ask clubs to (in the clubs portal) update key information and membership list, submit AGM minutes, reports and an updated constitution (if amendments were passed at the AGM).

Remember, in order to access regular room bookings, clubs day, equipment hire, and grants, you need to be affiliated to OUSA by the required date in November.

- AGM
- Update Clubs Portal
- Request Re-Affiliation
- Wait for approval from Clubs Development Officer

Re-affiliations do not go to the OUSA Executive for ratification unless there is a substantial amendment to your constitution or the Clubs Development Officer is requiring guidance.

### 2023 AGMs

Please ensure you have also updated your constitution to include relevant clauses from the new template.

# Club Executive Handover

## One of the biggest challenges facing clubs is the annual turnover of members and officers.

This can mean a hugely successful club one year, then can cease to exist the next if the whole committee leave uni and no one is trained or willing to take their place.

A handover is when committee members train the incoming committee on clubs procedures, officer's roles, key contacts, and any general information that is helpful to ensure a smooth transition for the following year. By completing a handover process, no knowledge is lost when committee members leave, ideas can be built on, and the club can develop each year.

### Don't just drop the mic and run!

- Get fresher members involved ASAP. It is today's first years who will go on to continue your legacy in the years to come - but only if you train them well!
- Elect next years' Executive Officers at the club AGM (usually September or October).
- Make sure any interested new Execs attend some club meetings to learn the procedure and have a variety of Uni years to even out the experience.
- Ensure that all documentation is updated in the clubs portal, that the incoming President and Secretary have access to this and the clubs email account.
- Make sure all club members are notified of the changes after the AGM and who is the new point of contact. AGM minutes and any documentation should be circulated to all members.
- Make sure incoming Executive know where supplies and equipment is kept and how to access it.
- Get the CDO to speak to the new committee if anyone is still unsure.

## Club Executive Handover

Each Executive member should be writing a handover document which is thoroughly filled in and sent to the executive elect. The aim of this document is to:

- Ensure that information is successfully passed down to the executive-elect
- Ensure that information is successfully passed down to future executive-elect
- Ensure that information is not lost between years

### Document to include:

- Year & Role
- Name
- Contact details
- About the role
- Summary of the function and operations of the committee
- Summary of the year
- Project update (tasks left to complete, further opportunities and challenges, or barriers to implementation)
- Ongoing feedback that is yet to be resolved
- Key contacts within the Club and externally
- Recommendations for future work to be completed by the Executive
- Any other comments or recommendations to assist future Executive members
- Top tips for the role

# Club Status

## Clubs and Societies generally start with a smaller number of people informally getting together.

With growth, this can drive a need for a more organised structure. This could be an Unincorporated group or an Incorporated society or Charitable Trust. All of our clubs should remain not-for-profit.

### Un-incorporated Clubs and Societies

Un-incorporated means you are not an incorporated society (charitable trust, business or other legal entity recognized by NZ law). Most of our clubs start and remain un-incorporated and generally this works seldom affecting the day-to-day operations.

### Rules and Processes

As a matter of good practice, an un-incorporated group should record its processes for managing the group's businesses and making decisions. These rules could be based on the group's past practice and should be agreed upon by all your members. Although there is no legal requirement for writing down your rules, it will help your group operate smoothly and will be useful if any disputes arise, especially if there are assets or money involved. These rules could also be included in your Clubs Constitution.

*Note:* OUSA has its own affiliation policy.

### Key Advantages

- Fewer legal and administrative requirements
- More flexible structure, with fewer rules or restrictions

### Key Limitations

- Committee and Members can be held personally liable
- No legal standing to enter into contracts, own property or borrow money
- Less external grant funding available

### Incorporated Societies

An incorporated society is set up under the Incorporated Societies Act 2022. Once incorporated, it means a society can legally run its affairs as though it were an individual person. The NZ Companies Office is responsible for administering the Societies and Trust Register that registers Incorporated Societies.

### Rules and Processes

Incorporated Societies must include specific clauses under the Incorporated Societies Act 2022 in the Clubs Constitution. The constitution also needs to include relative aspects of the OUSA Clubs Constitution Template.

### Key Advantages

- You may be eligible for community funding
- You may enter into contracts, own property or borrow money (noting the OUSA Affiliation Policy has its own requirements around this)
- The society's rules must meet the minimum requirements set out in the Incorporated Societies Act 2022, therefore ensuring certainty and consistency in the way the society is run
- An incorporated society may be entitled to an income tax exemption
- Incorporated society can register as a charity under the Charities Act 2005, if its activities are considered to qualify it

### Key Limitations

- Additional legal and administrative requirements
- Infringement fees if yearly filing of documents is not received by the NZ Companies Office
- Your structure is less flexible, with more rules or restrictions
- Former officers remain liable for past acts, omissions and decisions during their election period

*If your club is interested in being recognised as an incorporated society head to Community Net Aotearoa for more information.*

# Committees & Your Roles

**Governance is how your Club or Society is run. It covers all the strategies, systems, processes and controls that enable a group to decide what it will do and to make sure it happens.**

Good governance is crucial for your group because it enables you to look long term while making sure all your day-to-day stuff is sorted too.

## **Effective Governance = Making Your Club Successful**

Good functioning clubs have a committee with:

- A good mix of skills and experience
- An effective chairperson for well managed and efficient meetings
- Officers for specialist tasks e.g. social media, event planning, sponsorship
- Dynamics that allow free expression of different perspectives
- An effective chairperson, backed by a strong vision for the organisation and clear protocols, can make sure all perspectives are taken into account
- Good self-evaluation

## **Governance Verse Management**

In basic terms, governance (your committee) is the role of leading a club providing direction, leadership and making decisions. This can be tricky, particularly when roles are blurred or overlap. It is not uncommon within our clubs and societies for the same people to be involved in both leading and running the group. For example, you may be the vice president of your group but also the head coach or you could be the treasurer but also the team manager.

A “real world” example of this is the OUSA itself. The OUSA executive may decide they want to put a swimming pool and spa in the Clubs & Socs Centre (hypothetical of course). It is then the Clubs & Socs Centre Manager’s responsibility to do further investigation, reporting back to the CEO (who will keep the executive fully informed) and if feasible, project manages the venture.

## **Your Committee**

OUSA affiliated clubs and societies must have a minimum of three officers (roles) on their committee. These are:

- A president who is in charge of leading your committee and representing the club
- A treasurer who is in charge of keeping the clubs finances healthy and in check
- A secretary who is in charge of administration, minutes and membership

All officers within your committee have a general duty to act in good faith and in the group’s best interest as well as take reasonable care to exercise their duties. Officers will then have specialised functions, duties and powers as set out in your club’s constitution.

Executive Officers can be held personally liable under NZ law for committing crimes e.g. the theft of club equipment or finances or drink driving on a club trip. Officers or the club as a whole may be liable for breaching any of the OUSA Affiliated Clubs Policy.

# Committees & your Roles continued

## President Duty Examples

In addition to general governing body duties, the president represents your group to members, the general public, OUSA and other stakeholders. Tasks may include:

- The ability to think long term for your club
- Be able to manage relationships
- Ensure risks to the organisation are managed
- Ensure that all committee members can contribute to debate and decision making
- Manage governing body processes
- Conduct efficient committee meetings
- Set annual meeting times
- Help prepare meeting agendas
- Distribute relevant information prior to meetings
- Ensure accurate recording of meeting decisions
- Represent the group to external stakeholders e.g. the Affiliated Clubs Council
- Make sure the governing body's resources are being well and appropriately used
- Can book Clubs & Socs equipment

## Treasurer Duty Examples

The treasurer oversees the financial administration of your club and society and reports to your committee. They are responsible for the group's finances, ensuring they are clearly accounted for, and that all reporting requirements are met. This means ensuring the club is currently in a healthy financial state, and assuring its ongoing viability. Tasks may include:

- Ensuring that the finances of the society are managed appropriately
- Making recommendations to the committee about income and expenditure, investments and debts
- Keeping records of all incoming and outgoing payments

- Reviewing the annual statement of financial performance (profit and loss) and statement of financial position (balance sheet)
- Where applicable ensuring that the annual audit process is undertaken in a timely fashion according to legal requirements
- Providing regular financial statements to the committee and providing explanations where required
- Where applicable drawing up the annual budget in consultation with the committee and members
- Paying bills
- Managing petty cash

## Secretary Duty Examples

The secretary carries out administrative tasks to help the club run smoothly and effectively. Tasks may include:

- Convening meetings, preparing agendas for meetings (in consultation with the chairperson)
- Dealing with correspondence
- Taking the minutes of meetings
- Maintain files of legal documents such as constitutions, leases and titles. Ensuring back-up information is available at meetings where required e.g. your clubs constitution or the OUSA Affiliation Policy
- Maintain clubs portal registers of members, life members and sponsors
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies

# Constitution

## **A club's constitution is a “rule book” by which your club operates.**

It sets out how the club runs, how decisions are made and the procedures followed to ensure you are efficient, transparent and accountable to your members. Some of these processes are required by OUSA or the NZ law, whilst others are at the discretion of your club.

### **Using your Constitution**

Get to know your constitution! Read over it carefully and make sure others on your committee do the same. Highlight anything that does not make sense and bring it up with your fellow officers. If there is still confusion come in and see us. We highly recommend having a constitution on hand at all meetings as a reference document.

### **Amending your Constitution**

Your constitution should be a working document, relevant and specific to your club. If the provisions within your constitution do not suit your club anymore: amend, amend, amend. The best time to do this is your Annual General Meeting, although if you really can't wait you could hold a Special General Meeting.

To kick things off, refer to your current constitution around guidelines for meetings and constitution amendments. If you breach your changes may be considered invalid. Make sure you allow members to discuss the change and have a fair process lined up to vote. A secret ballot can be helpful for sensitive topics so people do not feel pressured to vote a particular way.

Our Clubs Constitution template is available on our website [bit.ly/startingaclub](http://bit.ly/startingaclub)



# Meetings

## **Meetings are essential for discussions, sharing information, making decisions, solving problems and developing relationships.**

It is important to run meetings that are efficient and productive so you can reduce the amount you require and the time in each (freeing up time to do the actual activities you love).

### **Inaugural General Meeting**

The Inaugural General Meeting is a club's first meeting. The goal of the first meeting should be simple and straightforward: Introduce students to your club mission and goals, introduce the members to the club's constitution and vote in your club's new executive positions. The club may also want to discuss some activities or projects which the club would like to do or inform their members of any relevant information.

### **Regular Meeting**

A regular meeting is a meeting held by the club executive, and is generally held weekly, fortnightly or monthly to track business, and plan forward. For clubs this could be to evaluate an event, plan for club day or another event, plan for new club equipment or plan for grants etc.

### **Special General Meeting**

The special general meeting is a meeting that the club president can call at any time throughout the year to address any urgent matter if it cannot wait until the AGM. Urgent matters could include changing the club's constitution or electing a new executive officer.

### **Annual General Meeting**

An AGM is a meeting held annually for all club members to attend. At the AGM the key items on the agenda will be the president's annual report, the treasurer's annual financial report both of which will be presented to the club, the club will elect their new executive positions for the following year, and possibly change the club's constitution.

Meeting templates are available on our website  
[bit.ly/clubsmeetingtemplate](http://bit.ly/clubsmeetingtemplate)

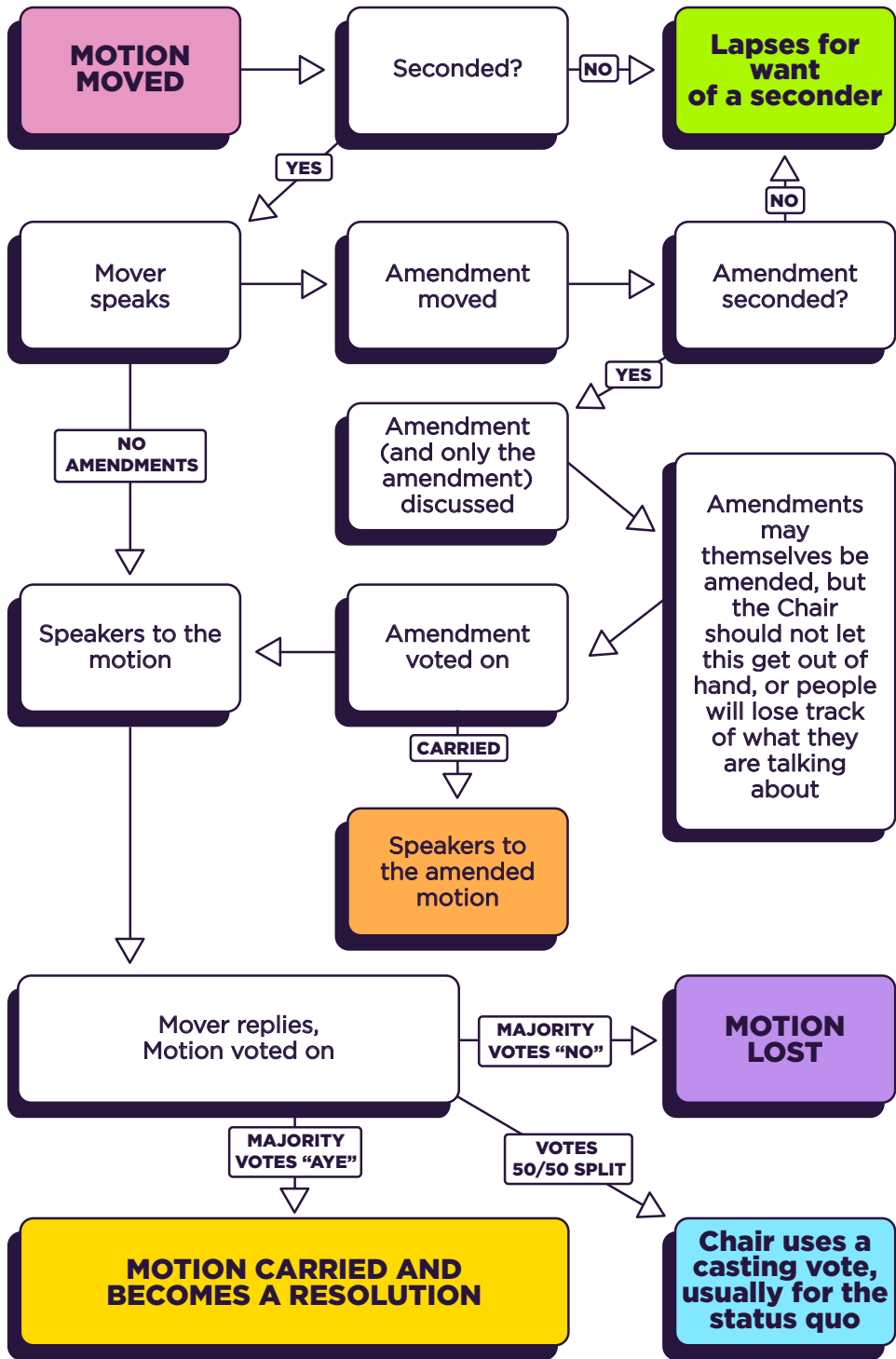
### **Annual General Meeting Sample Agenda**

- Welcome by Chairperson
- Apologies
- Confirmation of minutes from previous AGM
- Matters arising from the minutes
- Correspondence
- Chairperson's annual report
- Treasurer's report and presentation of financial statement
- Election of office bearers
- Constitutional changes (if any)
- General business
- Guest speaker (if appropriate)
- Date of next meeting
- Close of meeting

### **Moving a motion**

Ever wondered what these words mean? It is a whole new language and can be very confusing if you're not used to the meeting lingo when it comes to making decisions as a committee.

Check out the chart to see how to use them! Still not sure? Come and chat with your CDO!





# SGM and AGM Guidelines – How to run them

## SGM Means: Special General Meeting

This is a meeting you hold on special occasions during the year if you must change your constitution, vote in an executive member, or make decisions that have important or considerable impact on the club. It is not the same as an AGM.

You can have a returning officer (a person not a member of your club) to chair the meeting, the President/Vice-President of your club or the Clubs and Societies Representative.

You must meet quorum for this. Quorum is the minimum number of members who must be present in order to conduct business in the name of the group. This equates to over 50% of members. For example, if you have 9 members, then you need 5 people in attendance to meet quorum.

The way you conduct an SGM is similar to the AGM, except that you do not provide the Presidential or Treasurer's report (points 2 and 3). You can follow the guide below from point 4 onwards in conducting your SGM!

## AGM Means: Annual General Meeting

This occurs once a year and is the meeting which rolls over the new executive for the coming year. This is a formal meeting and there are few things that must happen at the AGM. Use this as a checklist/guide.

You must meet quorum for this. Quorum is the minimum number of members who must be present in order to conduct business in the name of the group. This equates to over 50% of members.

For example, if you have nine members, then you need 5 people in attendance to meet quorum.

## Ways to conduct voting

### Paper vote

Give a piece of paper to everyone and they write their vote which is then collected and counted by a member of the club who is not running for any position to avoid bias. This can be time consuming especially if your committee is large. You can collect all votes at the end of all nominations and count all votes collectively to announce at the end, or do after each position and announce the new committee as you go.

### Google form

You can write each person's name in the form and at the end of the nominations and presentations for all roles, everyone can vote. This can then be tallied up on excel.

- You are free to do any way of voting you like as long as it is deemed fair.
- Every member of your club is allowed to vote, including those who have been nominated for a role in the committee and even the chair. However, the person counting votes should not vote so as to avoid any bias.
- For all of the roles you may conduct a “no confidence” option for voting.
- If only one person has been nominated for a role, you must conduct a no confidence vote. If “no confidence” is above 50% of those voting, then that nominee is not to be elected for the role and it will remain open.

*Remember that votes must be counted and recorded in the minutes!*

# SGM and AGM Guidelines – How to run them continued

## The Process Explained

### 1 Returning officer/President/Clubs Rep to open the meeting, introduce and welcome everyone to the AGM

Remember to include the date and time the meeting opened/started.

### 2 The President must give their report for the year

Distribution of presidential report. “I will now present the presidential report”

What the report should contain:

- Membership information, increases, decreases, demographics
- Yearly aim/s review, suggestions for continuation, amendments or deletion
- Yearly events review, suggestions for continuation, amendments or deletion
- Acknowledgements and thank you
- Q and A and discussion
- “Would someone move that this report is true and correct?”
- “Will someone second this?”
- “All those in favour?”

Record the names of those who move and second the report in the minutes, then write: Motion carried that the president’s report is accepted.

### 3 Treasurer must give their financial report for the year. This must include the asset register.

### 4 Financial Report

Chair of the meeting will say: “I now call on the treasurer to present the financial report”

Distribution of annual financial statement

Annual financial report delivered by the treasurer should include:

- Purchases
- Grants/sponsorship
- Equipment purchases/hire
- Event budget summaries
- Account balances
- Debt owing
- Q and A and discussion
- “Would someone move that this report is true and correct?”
- “Will someone second this?”
- “All those in favour?”

Record the names of those who move and second the report in the minutes, then write: Motion carried that the financial report is accepted.

### 5 Any constitutional changes

Any constitutional changes must also be spoken by the president/returning officer/clubs rep and moved by the members present. This must be recorded into the minutes.

Describe to the members the changes that are being made to the constitution and why. Also ask if there are any issues with this.

- “I move that the “X Club/society” constitution be amended to include/remove.... X”
- “Will someone second this?”
- “All those in favour?”

Record the names of those who move and second the changes in the minutes, then write: Motion carried that changes to the “X Club/society” constitution be accepted

# SGM and AGM Guidelines – How to run them continued

## 6 Election of new officers

The next item on the agenda is the election of officers/general executive/committee. When beginning this section of the AGM, include:

- Summary of positions (what each position is and what the role will entail)
- Make sure when opening nominations (including self-nominations) that each must be seconded by a club member, record the names of all of these nominees, nominators and seconders in your minutes
- Nominees should each give speeches
- Election shall be done by ballot/vote (see bottom of this document on ways to conduct voting)

The chair will then say: “I am very pleased to declare that the following people have been elected into the following roles...” / “I am very pleased to declare that ‘X’ has been elected into the role of ‘Y’ for 20XX.”

After election of the new treasurer, ensure that the chair mentions the handover of the club bank account from current President and Treasurer to the new President and Treasurer. There MUST be two signatories on the club bank account. This must be recorded in the minutes.

It is acceptable for people to nominate themselves for a position, but they must still be seconded by another member of your club.

## General Business

- 7 Raise a question to the members whether there is any correspondence from sponsors etc or an item for others to raise that is of issue.

## Close the meeting

- 8 Make sure you record the time the meeting closed.

### Summary checklist that your minutes must contain:

- Start and end time of the meeting
- Presidential report – which can/should be done with the Vice-President – attached and provided with minutes of AGM for reaffiliation
- Financial report presented by the Treasurer – preferably with a visual aid – attached and provided with minutes of AGM for reaffiliation
- Nominations for each role, who they were nominated by, and who it was seconded by
- Voting results of new Executive Officers’ election – number of votes per person, including no-confidence votes or abstaining
- Any constitutional changes
- The handover of the club bank account from current to the new President and Treasurer must be recorded in the minutes – there are templates for these on the website [bit.ly/clubsmeetingtemplate](http://bit.ly/clubsmeetingtemplate)
- New President/Executive should reaffiliate their club to OUSA as soon as applications open to avoid delay and not being denied affiliation to OUSA
- [bit.ly/clubsreaffiliation](http://bit.ly/clubsreaffiliation)

All documents from the AGM need to be uploaded into the clubs portal. The club can then request re-affiliation.

### 2023 AGM:

Please ensure you have also updated your constitution to include relevant clauses from the new template.

# Health & Safety

## **As a club or society committee member, you have accepted the responsibility of leading others.**

You have a 'duty of care' to your members, which means ensuring that they are not exposed to a foreseeable risk of injury, as far as is reasonably possible, in taking part in your group's activities.

### **Health and Safety Work Act 2015 (HSWA)**

The Health and Safety Work Act 2015 sets out the principles, duties and rights in relation to workplace health and safety. Its primary goal is to give the highest level of protection from workplace health and safety risks, as is reasonable. It does this by making particular actions mandatory such as identifying, assessing, controlling and monitoring hazards. Under the HSWA everyone has a role to play e.g. it's not just the employer or president but the employee, club members and everyone else involved or impacted.

A dominant term in the HSWA is PCBU which stands for person conducting a business or an undertaking. This refers to businesses in general, governmental departments or agencies, councils, schools and organisations such as SPCA. A PCBU includes officers such as directors and board members.

### **What does this all mean for you?**

The HSWA identifies clubs, societies and other non-for-profit volunteer organisations as PCBUs, if you have one or more employees. If you have no employees, you will not be considered a PCBU. For the majority of our clubs you are then not recognised as a PCBU and therefore have no legal obligations under the HSWA.

You do however have obligations to OUSA in being an affiliated club, Otago University if hosting events on campus and lastly but most importantly moral obligations to your club members.

### **OUSA Health and Safety Expectations**

OUSA expect the committee members of our affiliated clubs and societies to:

- Identify, assess and control hazards
- Involve and inform your members of the above processes
- Monitor identified hazards
- Ensure members have the appropriate safety clothing and equipment
- Ensure club equipment is fit for purpose

### **OUSA Health and Safety Support**

Keeping our students safe is our top priority. We are more than happy to assist you in developing and progressing your health and safety systems. We also have a variety of templates you customise to simplify things. If you require assistance, you can contact your Clubs Development Officer who will get you sorted and or refer you onto others who may be better suited to offer you support.

### **Health & Safety and Risk templates are available on our website**

*[bit.ly/clubshealthandsafety](http://bit.ly/clubshealthandsafety)*

If your club requires equipment which is health and safety related, you may be able to receive an OUSA grant. Refer to the raising funds section for more information.

Your affiliation to OUSA may be jeopardised if we have reasonable grounds for concern over your club's health and safety management systems.

### **University of Otago Health and Safety Compliance**

# Health & Safety continued

The University of Otago have their own specific policies, procedures, guidelines and codes of practice. You will need to abide by these if you are operating on campus property e.g. hosting a cultural evening in an auditorium or running an expo in the link. Links to the key documents can be found below:

[bit.ly/adminpolicies](https://bit.ly/adminpolicies)

## **University of Otago Health and Safety Support**

The University of Otago have a dedicated team to develop and maintain health and safety systems and provide a safe workplace for staff, students and visitors. The Health and Safety office is happy to offer advice to our Affiliated Clubs & Societies. This could be anything from a quick call with a specific question to scanning over your hazard register. **03 479 4903 / [hsa@otago.ac.nz](mailto:hsa@otago.ac.nz)**

## **Workplace First Aid Training Support**

Workplace First Aid Training (WPFAT) are OUSA's preferred first aid provider. They are a local company who offer affordable prices, modern training equipment, relevant and professional instruction. WPFAT offer a variety of training including workplace first aid, comprehensive first aid, outdoor first aid, pre-hospital emergency care and a bunch of others. For more information about WPFAT head to [wpfirstaid.co.nz](http://wpfirstaid.co.nz)

Additional support for first aid training may be available through our grants system. Contact your CDO for more information. Note: First aid training is something we think everyone should have (irrelevant of your club membership status). Get the word out! [#firstaidsaveslives](https://twitter.com/firstaidsaveslives)

## **New Zealand Mountain Safety Council (MSC)**

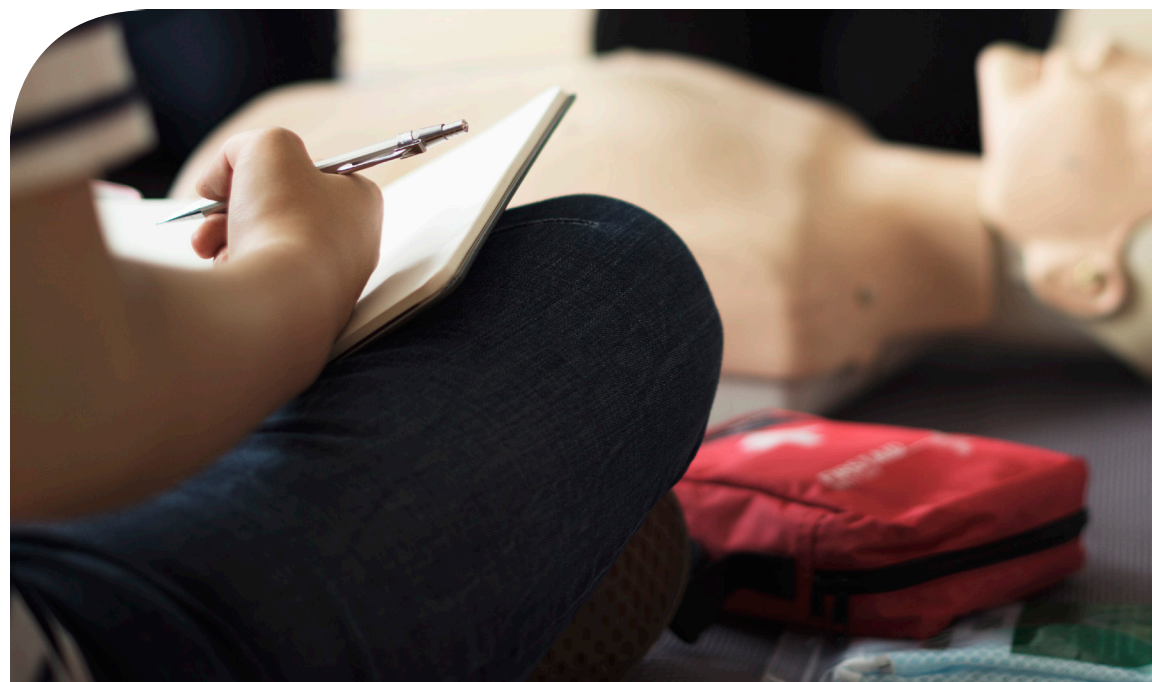
MSC is a national organisation with a mandate to encourage safe participation in land-based outdoor activities. Their engaging website has a bunch of resources which are invaluable for clubs and societies who want to get into the outdoors. They also have some really great videos on Youtube.

[mountainsafety.org.nz](http://mountainsafety.org.nz)

[bit.ly/getoutdoorsvideo](https://bit.ly/getoutdoorsvideo)

## **WorkSafe**

WorkSafe New Zealand is the work health and safety regulator. One of their key functions is to provide guidance, advice and information on work health and safety. Their website [worksafe.govt.nz/worksafe/](http://worksafe.govt.nz/worksafe/) provides a good amount of this however you may want to talk to someone directly. **0800 030 040 / [info@worksafe.govt.nz](mailto:info@worksafe.govt.nz)**



# Support On Offer

## Here is a small list of support available for students and OUSA Affiliated Club members.

There are many other support avenues available, if you are wanting more information please email our CDO who can offer resources [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)

### **OUSA Student Support** [ousasupporthub.org.nz](http://ousasupporthub.org.nz)

Student Support is available to all students enrolled at the University of Otago free of charge. OUSA Student Support is here for anything life can throw at you! Be it questions or concerns related to academics, flatting, finances, wellbeing or safety; or just a general chat to someone who gets it, the professional team at Student Support are here and ready to help!

Services are confidential and no appointment is necessary. We are independent from the university, and have a unique team of highly trained professionals, but the kind of highly trained professionals who still understand everything about student life.

*For everything **life** throws at you*

ACADEMIC   EATING   FINANCIAL   RELATIONSHIPS   ADVOCACY

QUEER SUPPORT   SAFETY   WELLBEING   FLATTING

**ousa** student support

OUSA Student Support Hub- 5 Ethel Benjamin Place  
[helpousa.org.nz](http://helpousa.org.nz) • [ousasupporthub.org.nz](http://ousasupporthub.org.nz)  
[facebook.com/OUSAQueer](https://facebook.com/OUSAQueer) • [instagram.com/ellabellaousa](https://instagram.com/ellabellaousa)

### **Te Whare Tāwharau** [bit.ly/tewharetawharau](http://bit.ly/tewharetawharau)

The Centre is one unified space that provides sexual violence related support within the campus community. We support students who are dealing with incidents of sexual violence that are recent or historical.

### **Student Health - Mental Health & Well-being**

[bit.ly/otagostudenthealth](http://bit.ly/otagostudenthealth)

Student Health provides short-term mental health support and counselling to Otago students on Dunedin campus to help them to achieve their academic and personal goals.

### **University of Otago Campus Chaplains**

[otago.ac.nz/chaplain/index.html](http://otago.ac.nz/chaplain/index.html)

The campus chaplains offer pastoral care and spiritual support for all students and staff at the University of Otago and Otago Polytechnic.

### **Clubs Development Officer (CDO)**

[cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) / 03 479 5962 / 022 233 7233

The CDO is available for all Clubs related questions, support and guidance for with Club Committee or Members. Whether it be misconduct, governance, finances, membership, health & safety, executive, meetings, bullying, they are willing to help where possible.

### **Otago Polytechnic / Te Pūkenga Students**

[studentsupport.op.ac.nz/health-and-wellbeing](http://studentsupport.op.ac.nz/health-and-wellbeing)

[opsa.org.nz](http://opsa.org.nz) / 034776974

Otago Polytechnic / Te Pūkenga have support available for physical, spiritual, family and mental health.

# Finance & Budgeting

## One of the most essential parts of running a successful activity group is effective budgeting.

You will need to know how much effects cost and make sure you end the year without spending more than you started with. Budget, Budget, Budget!

### IRD Number

If you are going to open up a bank account, you will need an IRD number. To do this you will need to fill out a IR596 non-individual IRD number application form and send it through to IRD. This form is found here [bit.ly/irdnumberhelp](http://bit.ly/irdnumberhelp)

### GST and Income Tax

Some non-profit organisations (like most of our Clubs and Societies) may qualify for a \$1,000 income deduction from IRD. If your club has a net income below \$1000 per year this effectively means you are exempt from income tax. Therefore, you will not be taxed on any income you earn and do not need to file any income tax returns. You should however still keep records of any financial transactions that have occurred. If your club has a net income above \$1000 per year, you may be eligible for a deduction of up to \$1000. If you subtract this amount from your club's income, you will reduce the amount of tax you will need to pay. You will need to apply for this deduction through IRD who will request some additional info about your club. We recommend talking to them directly as each club's situation will be slightly different.

For more information about your clubs legal financial obligations head to [ird.govt.nz/roles/non-profits](http://ird.govt.nz/roles/non-profits)

### Dunedin Community Accounting (DCA)

DCA offer free accounting advice for not-for-profit organisations needing help with budgets, accounts, tax returns or financial reporting. This is an invaluable service for clubs and societies treasurers. Bookings are necessary [dca.org.nz/book](http://dca.org.nz/book)

DCA periodically run specific seminars for treasurers. These will be listed on their website and we will do our best to promote you through our own communication channels.



# Raising Funds – Self-funding, External & OUSA Grants

## Raising Funds - Self-Funding

**Raising funds, like most activities, is easier if you have a plan.**

### Plan like a Pro

- Why are you fundraising? What is your purpose? It is always easier to fundraise for a particular project e.g. national championships or paint night
- Do you need to fundraise? Instead of purchasing something, could you hire it or perhaps borrow from another club?
- Does your committee have enough time to organise this project or do you need a subcommittee?
- Complete a budget. There is no point in fundraising if the exercise is going to cost you money. Make sure if you are selling sausages, you are pricing them correctly to cover your costs and allow for some “man over boards” and unsold product. Also, think more broadly and make sure you are not missing misc. items like hand sanitiser or oil.
- Set realistic time bound goals. National champs might be six months away and your registration fees could be due in three. You might also need to book accommodation and flights in advance. Can you raise enough money for the initial costs? Can you raise enough for the total project? It is worth noting applying for grants is a LONG process. Chances are if you require the money in a month, you are already too late.
- Whom will you approach? This can have a big impact. Students may be more sympathetic to your cause but have little disposable income.
- How will you fundraise? Self or external?

## Funding Options - Self-Funding

- Membership fees; these are not compulsory but your club does have the power to set these. Set them to low and you may be missing a funding opportunity, set them to high you may turn off members. Even \$5 year can cover general stationery and clubs day giveaways
- Tickets for events or activities e.g. a cultural night or showcase
- Various others e.g. sausage sizzles\*, stadium clean ups, bake sales, scratchy trees, working bees etc.
- Can book outside Clubs & Socs for bakesales (see CDO for details)

\*Sausage sizzles and food stalls do not always require a permit from the council where they are for the purposes of fundraising for a not-for-profit organisation. You do however have a responsibility to make sure the food you provide is safe and suitable. You can check up to date information on the DCC website [dunedin.govt.nz/services/food-for-sale](http://dunedin.govt.nz/services/food-for-sale)

## Raising Funds - External Funding

### Donations

These could be from individuals or businesses in the form of cash or “in kind”. “In kind” is a term used for free services e.g. free or discounted physio or donated goods like old or discontinued merchandise from a store.

### Sponsorship

This is a two-way agreement where a company offers cash, product or service for recognition or promotion within your club. More details on sponsorship follow below.

You will need to clearly outline the potential benefits from an association with your club to a prospective sponsor. Long story short, if they do not see a benefit, they will not sponsor you. Push for benefits such as brand exposure and increased sales.



# Raising Funds – Self-funding, External & OUSA Grants Continued

## Create a sponsorship strategy – do not run around like a headless chicken

- Identifying activities suitable for sponsorship
- Writing a clear summary of, and budget for, the proposed activity
- Identifying potential benefits for the sponsors
- Establishing the value to the sponsor
- Identifying potential sponsors and selecting who you will approach
- Writing the sponsorship proposal
- Approaching the sponsor, and
- Follow-up with the sponsor (this is key, especially if you want ongoing sponsorship)

## Push the Benefits

- Brand exposure; stick their logo on everything (clothes, promo material and social media)
- Public recognition; specific shout outs on social media or during live events
- Allow the sponsor to use photos of events for their own promotions
- Distribute the sponsors advertising material to your members
- Offer a free motivational speech from a top notch athlete in your club
- Offer a free trial session for their employees or discounted membership

## OUSA Grants

OUSA sets aside funding for specified projects, expenses, and non-profitable events of affiliated clubs and societies. There are six grants rounds each year and applications are via the Clubs Portal. For information regarding criteria please visit our website. [ousa.org.nz/clubsandsocs/grants](http://ousa.org.nz/clubsandsocs/grants)

## External Grants

In addition to OUSA grants, there are external grant providers for which you may be eligible to apply. The best advice we can give you for this is you will get as much as you give (in terms of effort) and you will need to be extremely organised. External grants are in no way a hand out but for those who are willing to put the work in you may reap some great rewards. The key funding providers (or tools to seek these out) are:

### Generosity NZ

[generosity.org.nz/giv-us](http://generosity.org.nz/giv-us)

### Dunedin City Council

[dunedin.govt.nz/services/funding-and-grants](http://dunedin.govt.nz/services/funding-and-grants)

### Otago Community Trust

[oct.org.nz](http://oct.org.nz)

[bit.ly/octfunding](http://bit.ly/octfunding)

### Sport New Zealand

[bit.ly/sportnzfunding](http://bit.ly/sportnzfunding)



## OUSA Clubs Grants

1

Club completes the online grant application form.

Attached to form:  
Activity/Event Information,  
Budget, Quotes & Risk  
Assessment.

2

CDO checks the info provided is filled in correctly and relevant docs are supplied.

Before CDO collates grant applications for the panel, club may be asked for further info (if time allows).

3

The Grants Panel meet and discuss the grant round applications the week following closing date, minutes are sent to OUSA Exec.

4

OUSA Exec meet and ratify the panels decisions.

Club may be asked to provide further information or evidence to get their grant approved, by either the panel or OUSA Exec.

5

Club informed of results of application. If grant is approved, conditions may be set and documented on the Contract to be signed.

6

Approved sum is paid into clubs bank account.



7

After the event, project or purchase, send receipts and photos to the CDO [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)

Further information found [ousa.org.nz/clubsandsocs/grants](https://ousa.org.nz/clubsandsocs/grants)

Application form is found in the Clubs Portal.

Applications close at 5pm on the last day of February, March, April, June, July & August

Contact your Clubs Development Officer [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) for help or more information about grants and the process.



# Events

## **OUSA Clubs and Societies are known for their thriving events and activities.**

We encourage this and are all behind you (as long as it is safe and enjoyable for those participating). To assist you in your event planning we have listed some key considerations below. We have further information available on our website

[bit.ly/clubseventsmanagement](http://bit.ly/clubseventsmanagement)

### **What is your event purpose?**

e.g. to fundraise, increase membership, celebrate membership achievement, or perhaps engage with the general public.

### **Who is your target audience?**

e.g. if you are looking to fundraise, some clubs may have more disposable income than others or if you're looking to engage with the general public you might want to choose a venue outside of campus.

### **What is your timeline?**

When would you like to run your event? Does this give you enough time to plan (can you plan everything necessary before this date)? Does your timeline work for your target audience? e.g. how might your event be affected by semester breaks, exam periods, existing sporting competitions or other one off events? Is there a suitable venue available at this time? Will you have enough time to promote the event? What is the timeline of the event itself? For example most medium scale events have "run sheets".

As a general guideline we recommend allowing a month for a small event and three months for a medium scale event.

# Events continued

## **Where will you hold your event?**

There are many great venues on and off campus. Make sure you clarify all the associated costs (which could include preferred caterers). Never sign a venue hire agreement until the rest of your committee have looked over it. Some venues leave out additional costs such as set up fees and add ons like A.V. gear, cutlery or security.

If you want to check on room availability at Clubs & Socs, email [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) to check availability.

[ousa.org.nz/clubsandsocs/3d-tour](http://ousa.org.nz/clubsandsocs/3d-tour) Please refer to Clubs & Socs Room Hire Terms & Conditions in Clubs & Socs Room/Venue Booking.

In addition to the Clubs and Societies Centre there may be alternative venues on campus. You will need to apply for these well ahead of time. For more information and to place bookings for University Venues head to [otago.ac.nz/externalbooking](http://otago.ac.nz/externalbooking) You may be eligible for a hire fee waiver. To inquire regarding booking casual use of University teaching spaces, please email [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz)

Booking a space, or having a table, in the Link is also a possibility, but needs to be approved by the manager Martin Jones again, well ahead of the event date. Please email [martin.jones@otago.ac.nz](mailto:martin.jones@otago.ac.nz)

Dunedin City Council now have a useful community facilities register for Dunedin [bit.ly/dunedinfacilities](http://bit.ly/dunedinfacilities)

Smithells Gym at the School of Physical Education, Sport and Exercise Sciences can be booked outside teaching hours via Unipol. [+64 3 479 5888](tel:+6434795888) / [recreation@otago.ac.nz](mailto:recreation@otago.ac.nz)

# Events continued

## What resources do you require?

This could be people, equipment or facilities. Try to think past the obvious and outside the box e.g. toileting, parking and rubbish is often overlooked but essential.

## What is the budget for your event?

What are all of your expenses and income? Are you relying on income from sales? What happens if you do not sell what you expected? Remember it is always better to over predict your expenses and have a misc. line for unexpected items.

## What kind of risks might exist within your event?

Once again, over predicting gives your event better chances of omitting risks. Remembering that risks do not just exist at the event but the lead up and post event e.g. transportation to or the post clean up.

## How are you going to promote your event?

How much do you need? When do you start? Are there any specific deadlines e.g. enough notice to send promo to Clubs & Socs to add to their social media.

## Does your event have any legal obligations?

Do you need traffic management? What is the occupancy cap of your venue or room? Sale and Supply of Alcohol Act 2012 can be found [bit.ly/alcoholact2012](http://bit.ly/alcoholact2012)

## What is your emergency plan?

If there were an injury, fire, gas leak, aggressive behaviour, unwanted media attention or another form of emergency what would you do? Would you have the resources to deal with it? Whom would you call for help? You can find Risk and H&S templates on our website [bit.ly/clubshealthandsafety](http://bit.ly/clubshealthandsafety)

## Do you need a contingency plan?

Is your event weather or ticket sale reliant? If these fall through what will you do e.g. cancel or postpone the event or perhaps move the event indoors. What happens if you need to still pay the vendor? What happens if you do not sell enough tickets and you have over ordered the catering, can you amend the numbers with enough time to spare?

## What will you do after the event?

Will you have evaluated how successful your event was? How can you do this e.g. number of sales, increased membership, amount of money raised, amount of people injured. If successful and your club may run it again we suggest recording everything down e.g. suppliers, what venue you choose, what grants you applied for etc. This will make the lives of future committee members so much easier.



# Promotion

**There are endless ways to promote your club. We have listed the most common methods for tertiary groups at Otago below.**

## Social Media

Social media platforms can be a very effective way of generating interest in your group and engaging with members. We recommend that you set up a Facebook page (or other relevant account) with at least two committee members as admins and taking the lead in maintaining and overseeing your social media profiles.

- A group social media account is not the same as a personal one! Do not post messages that are unsuitable for a wider audience.
- You should always be mindful that the information you give on social media does not bring the club, University or OUSA into disrepute and meets OUSA Club Conduct Policy.
- Never use language that could cause offence in posts. Facebook pages and Twitter are public and can be seen by anybody.
- Avoid posting negative posts, e.g. "It's disgraceful that none of you turned up to training last night". Negative posts or messages have a detrimental effect on your image as a group and will not engage members.
- Do not post photos or videos that could cause offence or compromise the reputation of yourselves, your members, or anybody else.

External groups like potential sponsors and OUSA may look at your club's social media profiles and these may reflect (positively or negatively) on you personally. Do not post anything on your group's social media accounts that you would not want potential sponsors, employers, family members or us to see.

## Websites

A website may be appropriate for some clubs. For those that are interested in this option there are several free website builders that should satisfy your requirements. OUSA recommends *wix.com* and *weebly.com* in particular.

## Posters

Let us start with poster design! For those of you who do not have experience with software such as Adobe OUSA highly recommend *canva.com*. This is a free online platform that can help you design basic posters, social media posts and invitations amongst a bunch of other things. Once you have your poster you will want to stick it up somewhere.

- Campus noticeboards; these are spread throughout campus and are generally cleared on Friday, so best be wise and stick things up on Monday.
- OUSA Clubs and Societies Noticeboards; these are spread throughout "Clubs and Socs" and cleared periodically.
- OUSA bollards and pin boards; OUSA have several bollards and pin boards throughout campus and within residential halls. OUSA Clubs & Soc as a department have a specific allocation most weeks of the academic year. We generally have enough going on to fill these spots, however, if you give us a good amount of notice e.g. a month plus, we should be able to give you a small allocation. If you are interested in this, please contact the Clubs Development Officer [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz).

## OUSA Logos

There are approved OUSA logos for our Affiliated Clubs and Societies to use on their posters.



# Promotion continued

## **OUSA Market Days**

For a couple of magical days a year, the Union Courtyard is turned into an eclectic shopping centre. There are various stalls, food trucks and live music. If we have a ripper of a day, the market attracts some great traffic. There is generally a small fee to host a stall however, our Affiliated Clubs and Societies can ask for a waiver. The OUSA Market Days are coordinated by our Events Department. If you are interested in attending please keep an eye out for promotion for this or contact our event department [events@ousa.org.nz](mailto:events@ousa.org.nz).

## **Critic Magazine**

The Critic Magazine covers a wide range of issues and topics relevant to students at University. It is distributed on a weekly basis (during semester on Sundays) all over campus and is entirely free. Critic provides a free notice service for all Otago University Students and Affiliated Clubs and Societies. If you would like to send something through email [critic@critic.co.nz](mailto:critic@critic.co.nz) for information.

## **OUSA Clubs and Societies Centre Facebook & Instagram Pages**

We have a dedicated page for the Clubs and Societies Centre with Facebook having 5.5k followers, and awesome engagement stats. On the page we notify students of our own upcoming events, other recreational opportunities on campus and in the wider community, share general notices e.g. changes to general operating hours and most importantly promote what our clubs and societies are up to. If you would like us to promote an event your club is doing please email or forward the post to the Clubs Development Officer [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz) / [facebook.com/ousaclubsandsocs](https://www.facebook.com/ousaclubsandsocs/) / [@ousaclubsandsocs](https://www.instagram.com/ousaclubsandsocs)

Don't forget to like and share our page so we can engage more students!

## **OUSA Facebook Page**

OUSA has a "main page" [facebook.com/OtagoUniversityStudentsAssociation](https://www.facebook.com/OtagoUniversityStudentsAssociation) with a whopping 35k followers. This page is content heavy representing all the areas of OUSA including events, governance, students support, recreation, student freebies and deals and heaps more. If you would like to promote something on here, it will need to be extra special and sent through to OUSA Marketing and Communications team for approval [communications@ousa.org.nz](mailto:communications@ousa.org.nz) well in advance. Please do not be upset if we cannot accommodate you on this page, (we will be able to get you on our specific one if this is the case).

## **Clubs Day**

There is a Clubs Day each semester during Ori week or Re:Ori week (situation permitting). Start of the year it is run in accordance with Tent City outside the museum and Re:Ori are generally held in the Link and MCR. It is the best time for your group to promote yourself to thousands of students who are looking for activities to get involved in.

Space is restricted therefore pre-registration is required in advance through our CDO and it will be advised via the Affiliated Clubs Facebook Group and Email when applications are open.

# Clubs Training Workshops

**Throughout the year, we facilitate a number of clubs training, with workshops focusing on different but relative areas. Some Ideas for 2023 ...**

## **Committees Role and Meetings**

As a minimum, your club have a president, secretary and treasurer. Ideally, these roles will have a cross over period with the previous person in that position (however, that is not always the case). If you have been appointed/thrown in the deep end and do not have a clue as to what you are meant to do then this workshop watch is for you. We already have some useful videos on our website [bit.ly/clubsresources](http://bit.ly/clubsresources)

## **Mental Health and Wellbeing**

Clubs committees have the chance to have a session with the Mental Health Clinicians at Student Health Services. These sessions can be tailored to your clubs unique needs and cover a variety of topics in an informal setting, giving guidance to embed a positive culture and create psychological safety as well as creating awareness in your club community. Please let the Clubs Development Officer know if you are interested and this can be arranged.

## **Grants**

Grants can sometimes seem mysterious and technical, and it can seem if it takes some kind of magic mojo to obtain them. For this we will break everything down nice and simple for you and introduce you to the process of applying for grants (for groups/clubs or as an individual). You will learn what a grants is, which organisations you can apply to for funding from, eligibility, what organisations look for, how grants are processed, grants criteria, when to apply, making complaints, how to say thanks and a bunch of helpful hints.

## **Events**

Is your club looking to establish an in house, local, regional or national competition? Perhaps you are looking to host your first ball. Either way this course for you. We will talk about establishing an event from the ground up including budget setting, venue hire, health and safety, volunteers, resource requirements, consents and permits, insurance, parking, security, waste management, lighting, food, first aid, contingency plans and much more.

## **Fundraising**

Fundraising can sometimes seem boring, awkward or in some cases not worth the time but it need not be. Fundraising can be fun, boost morale and provide that all-important cash. In this training, we talk about fundraising basics supporting by some fun and unique ideas for pulling it all together.

## **Legal Considerations**

The words 'legal requirements' need not be daunting. This course will cover the main legal issues clubs should consider including the privacy, accident compensation, liquor licensing, employment law, tax obligations and health and safety.

## **Marketing and Communication**

What? Why? When? Who? And Hows? of communication so that you can market your message effectively. We will cover both traditional and untraditional forms of marketing in formal and non formal settings to both external audiences and "in house" members. There will be a strong focus on how to take advantage of OUSA media and Otago University platforms.

If you can think of any other workshops we could hold please let your Clubs Development Officer know at [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)

# Clubs & Socs Room Booking

## Each year OUSA Affiliated Clubs and Societies have access to two regular (weekly / fortnightly) room bookings in the OUSA Clubs and Socs building.

Your Clubs Development Officer will send you an email about this at the beginning of each year.

Keep in mind that 5pm-8pm on week nights is a peak time for room bookings for both clubs and the OUSA recreation programme, so if you do not need a peak hour booking, please do not request it. [ousa.org.nz/clubsandsocs/3d-tour](https://ousa.org.nz/clubsandsocs/3d-tour). Please refer to Clubs & Socs Room Hire Terms & Conditions in *Clubs & Socs Room/Venue Booking*. Please only have the club President or Secretary make bookings.

Alternatively, you can make one off room bookings through the following link. Please use clubs full name, not an abbreviation when making your booking. [ousa.org.nz/recreation/room-bookings](https://ousa.org.nz/recreation/room-bookings)

In addition to the Clubs and Societies Centre there may be alternative venues on campus. You will need to apply for these well ahead of time. For more information and to place bookings for University Venues head to [otago.ac.nz/externalbooking](https://otago.ac.nz/externalbooking). You may be eligible for a hire fee waiver. To inquire regarding booking casual use of University teaching spaces, please email [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz)

Dunedin City Council now have a useful community facilities register for Dunedin [bit.ly/dunedinfacilities](https://bit.ly/dunedinfacilities)

Smithells Gym at the School of Physical Education, Sport and Exercise Sciences can be booked outside teaching hours via Unipol. [+64 3 479 5888](tel:+6434795888) / [recreation@otago.ac.nz](mailto:recreation@otago.ac.nz)

Read all terms and conditions at [ousa.org.nz/clubsandsocs/room-bookings](https://ousa.org.nz/clubsandsocs/room-bookings)

## Clubs & Socs Room Hire Terms and Conditions

- 1** This booking is non-commercial
  - You are a current University of Otago Student or Otago Polytechnic Student OR
  - An OUSA Life Member, OR
  - An OUSA Affiliated Club or Society AND
  - Your booking is for personal use, i.e. you haven't booked on behalf of someone else AND
  - You're not on-charging in any capacity.If not, this is a commercial booking and we cannot accommodate you via this process. Inquires can be directed to centre management.
- 2** Regular Room Bookings for clubs will be facilitated via the Clubs Portal by the CDO. For all other bookings: Bookings are restricted to once per day (of up to two hours) for the day. Additional time may be requested via reception. This cap applies to both Clubs and individuals i.e. you can't place multiple bookings under different names when it's on behalf of the same thing/club. Our facilities are limited. We have hundreds of stakeholders and, unfortunately, limited facilities. This term ensures we can serve as many people and groups as possible.
- 3** Adhere to the occupation/compliance cap for the room (specified when booking)
- 4** You must check-in at reception on arrival. You have 15 minutes to do so. Otherwise, your booking may be deleted. If a club misses 3 x consecutive Regular Room Bookings without notifying Clubs & Socs or the CDO in advance, any further bookings will be cancelled.
- 5** You're expected to respect other patrons, and OUSA values.
- 6** You've assessed whether facilities are appropriate for hire in advance, including internet and AV provisions. The internet password can be found at reception, but coverage is limited.



# Clubs & Socs Room Booking continued

- 7** OUSA reserve the right to cancel any booking at any time, which may be at short notice or while the booking is in progress. While OUSA will try to avoid this, it is a possibility, particularly with unforeseen staffing shortages, building maintenance, the identification of hazards or human error. Booking requests should be made with caution. OUSA encourages the hirer to have contingency plans in place.
- 8** OUSA reserve the right to cease a booking in progress, requesting attendees leave if any terms of hire are not upheld.
- 9** You must take care of the room, ensuring that no damage occurs (fair wear and tear excluded). You'll be expected to reimburse OUSA for any damage incurred through negligence.
- 10** The Hirer is responsible for reverting the room to its pre-use condition, ready for the next users. Please exit on time.
- 11** Rubbish generated should be placed in the room bin. If it cannot fit, advise reception who'll provide information about our skip.
- 12** On departure, turn off electrical appliances, including the heater and ensure windows and doors are closed.
- 13** You have a responsibility to make sure your actions or inactions don't jeopardise the health and safety of others.
- 14** Please report hazards and incidents to reception immediately.
- 15** Children under the age of 10 must be supervised by someone 16 years or older.
- 16** You may be asked to leave if you are intoxicated, your behaviour is threatening, or reasonable instructions by staff are not followed.
- 17** Please don't move furniture around the facility without reception's knowledge. This extends to adjusting room dividers.
- 18** Appropriate, non-damaging footwear shall be worn.
- 19** Electrical equipment brought in must be tagged and tested.
- 20** NO ALCOHOL is to be consumed onsite.
- 21** The Facilities are strictly NO SMOKING OR VAPING.
- 22** Ensure noise does not unduly disturb other patrons or neighbouring properties. There is limited soundproofing in the facility. We can't accommodate band practices.
- 23** Emergency pathways must be kept clear at all times.
- 24** In case of a fire or evacuation, the Hirer must exit immediately, following directions from staff
- 25** Parking is not provided for patrons

## **Breaches to Terms and Conditions**

In the first instance, OUSA will take an educative approach. With Clubs, in particular, efforts will be made to contact the President or other Club Committee Members to relay communication. However, where there are serious breaches (particularly around safety) or repetitive occurrences, OUSA reserve the right to request patrons to leave or restrict access.

# University of Otago & OUSA Blues & Golds Awards

**Recognition at the University of Otago Blues and Golds Awards is the highest honour OUSA can present to students who have excelled in sport, culture or services to these.**

There are specific awards set aside for our clubs in addition to many more which your individual members may qualify for.

- OUSA Club of the Year
- OUSA Society of the Year
- OUSA Cultural Society of the Year
- University of Otago Blues Award
- University of Otago Gold Award
- OUSA Outstanding Contribution to Arts and Culture Award
- OUSA Silver Service Award
- University of Otago Sportsperson of the Year Award
- University of Otago Māori Sports Person of the Year Award
- OUSA Outstanding Member of the University Community Award
- OUSA Outstanding Member of the Dunedin Community Award

For more information on each award and the process of nomination and selection process head to [bit.ly/otagobluesandgolds](https://bit.ly/otagobluesandgolds) or email your Clubs Development Officer for more information [cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)



