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**OUSA Affiliated
Clubs & Societies Handbook**

ousa.org.nz/clubsandsocs

**Clubs
& Socs
ousa**

This resource was first issued in 2025 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
ousa.org.nz/clubsandsocs/clubs/club-resources

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. Closed on public holidays*

Contact

03 777 3901
clubsandsocs@ousa.org.nz
ousa.org.nz/clubsandsocs
f @ @ousaclubsandsocs

**Clubs
& Socs
OUSA**

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Key People

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, days to help you promote your club, support with governance and a lot more. Running a club is a great way to enhance your tertiary experience and the benefits stretch beyond your social 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.

Clubs Development Officer (CDO)

The CDO is your go to person for anything club related! The Clubs Development Officer is on hand to help you with your day-to-day club operations. From affiliation, general enquiries and advice - to Clubs Day, grants and the University of Otago & OUSA Blues & Golds Awards - they've got the answers for you (and if not, they will find them for you!).

If you have any questions, email cdo@ousa.org.nz or call **03 777 3913**

OUSA Clubs & Societies Representative

The OUSA Clubs & Societies Representative is a part of the OUSA Executive. They are elected by the student body 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 Executive, allocated ten hours per week to perform these. They play a lobbying role on clubs behalf with the Executive and OUSA.

If you have any questions, email clubsrep@ousa.org.nz

OUSA Club Related Policy

Every club, society, and member is held to the OUSA policy outlined below. It's crucial for all club executives/officers and, by extension, all members to be well-versed in each policy. If there's anything you find unclear or if you feel you're not aligning with current expectations, don't hesitate to reach out to the Clubs Development Officer. Seeking assistance is never grounds for penalties; we're here to help and are consistently focused on fostering improvement.



Scan to view the following policies:

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

Important Dates to Know

Semester 1

January

- Summer School

February

- Grants Round 1
- Ori Week / Clubs Day / International Food Festival

March

- Grants Round 2
- OUSA Market Day
- Affiliated Clubs Council Meeting

April

- Grants Round 3
- Hyde Street Party
- OUSA Market Day

May

- Grants Round 4 Opens
- Capping Show

June

- University of Otago & OUSA Blues and Golds Awards Nominations Open
- Grants Round 4 Closes

Semester 2

July

- Grants Round 5
- Re:Ori Week / Clubs Day #2
- OUSA Market Day
- Winter Wellbeing Week
- University of Otago & OUSA Blues and Golds Awards Nominations Close

August

- Grants Round 6
- Affiliated Clubs Council Meeting
- OUSA Market Day
- Art Week

September

- AGM Season starts!
- Diversity Week
- Mental Health Awareness Week
- OUSA Market Day
- University of Otago & OUSA Blues and Golds Awards Night

November

- Drop for Good

December

- Re-Affiliations Due

Proposed dates only. All events are subject to change. 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*

Affiliation

In being affiliated to OUSA we will support and provide a range of benefits for your group on campus.

Your club 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 kick-start 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 for free and hire the OUSA van at a reduced rate
- Eligibility to apply for OUSA Grants
- Free/reduced A4 and A3 printing
- Workshop and training opportunities
- Delivery of mail at the OUSA Clubs & Socs Centre
- Opportunity to book facilities and space on campus free of charge for club activities
- Listing on the OUSA website
- Opportunity to be at the OUSA Clubs Days
- Eligibility for awards at the Otago University & OUSA Blues and Golds Awards
- Promotional support - social media posts, posters etc.

New Clubs or Societies Checklist

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!

The following steps must be completed in order to become an OUSA Affiliated Club or Society:



Admin

Do the mahi! Read through the OUSA club related policies. Make an appointment with the Clubs Development Officer to go over the club idea. Create a club email address, social media accounts, logos and write up the clubs key plans and objectives.



Membership

Recruit, recruit, recruit! You need at least 10 members to start (90% of which are Otago University or Otago Polytechnic students) and present at your Inaugural General Meeting.



Constitution

The constitution of a club or organization 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.



Inaugural General Meeting

Hold an IGM, advertising to members at least 14 days before the set meeting date and list the officers' positions to be elected. Allocate someone to take minutes (notes), and make sure to document 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 the two signatories on the new bank account, and type of account required. Set membership fees.

Club Committees & Your Roles



Submit Documentation

Once you have completed your IGM, submit your constitution, IGM minutes and club brief to the CDO cdo@ousa.org.nz to pass onto the OUSA Executive for ratification. They will then approve or decline your application (or ask for further information)

bit.ly/startingaclub



Club Bank Account

After you've been affiliated, it's a good idea to jump on getting a bank account that all club funds and disbursement transactions must go through. Choose a bank to go with (we recommend ANZ). The process is easier if you select a bank, one of your signatories personally banks with. It's recommended to have at least 1 or 2 other executive members than just the club Treasurer. For more information on bank accounts, check out our resource guide online here:

bit.ly/clubsfinance

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
- 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 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.

Committee Roles

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

These are:

- **A President** leads your committee and representing the club
- **A Treasurer** keeps the club's finances healthy and in check
- **A Secretary** 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 OUSA Affiliated Clubs Policy's.

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
- Manage governing body processes
- Set and conduct committee meetings
- 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

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:

- 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)
- Providing regular financial statements to the committee and providing explanations where required
- 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 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

There's plenty of other important roles that can be part of your committee – to learn more, check out our resource guide online here: bit.ly/committee-roles

Constitutions

Your club's constitution serves as the playbook that defines how things roll. It lays down the rules for operations, decision-making, and the steps to keep things running smoothly, transparently, and accountably to your members. Some parts are mandatory by OUSA or NZ law, while others are your club's call.

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 it! 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 amendment's. 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/clubs-constitutions

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 un-incorporated 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 unincorporated 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. Of course, OUSA has its own unique requirements for affiliation, so make sure you still abide by the OUSA 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

Yearly Re-Affiliation

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 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 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 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 recognized as an incorporated society head to **Community Net Aotearoa** for more information.*

We ask clubs to re-affiliate every year, to ensure the handover of the club to the incoming executive is successful, and that OUSA has the correct contact details and information.

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

The basic steps are:

- Hold AGM during Semester 2
- Update Clubs Portal information and documents
- Submit Re-Affiliation Request form
- Wait for approval from Clubs Development Officer

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

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

Remember, in order to access regular room bookings, clubs day, equipment hire, and our grant funding, you need to be affiliated to OUSA!

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 leaving Uni and not encouraging anyone to take their places.

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 keep developing each year.

Don't just drop the mic and run!

- Get the new team 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!
- 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.
- Elect next year's Executive Officers at the yearly club AGM
- 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 your Clubs' Development Officer to speak to the new committee if anyone is still unsure.

Handover Document

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 future executive-elect and not lost in-between years

It should include:

- Year & Role
- Name
- Contact details
- About the role and any hot tips on doing the job
- 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

Engagement with Clubs & Socs

Email

Emails are the most used form of communication. The CDO will send out important notices and regular newsletters to your club email. It is important that you update us if your account ever changes.

OUSA Clubs & Societies Facebook Page and Instagram

[ousaclubsandsocs](https://www.facebook.com/ousaclubsandsocs)

Letting you know all about OUSA services, clubs & societies events, news, and promoting recreation in and around campus.

Our Instagram page has a dedicated Affiliated Clubs chat group, so you can share events and information with your fellow clubs. We will also post club specific information from time to time.

OUSA Website

ousa.org.nz/clubsandsocs

Best place to find all relevant policies, guidelines and resources. Each club has their own listing on the website and should direct members to sign up there.

Affiliated Clubs Council

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

Open Door Policy and One-on-one's

The CDO will have regular "open office hour" days where you can pop into Clubs & Soc's anytime to meet and chat.

However, if something pops up you can always drop by to try and see the CDO during weekdays 9 – 5pm. But booking a meeting ahead of time with the Clubs Development Officer is the ideal scenario so you can make sure they are free and prepared to chat. Just email cdo@ousa.org.nz

Lockers

There are dedicated club lockers throughout the Clubs & Soc's building, allocated on a first come/first served basis. To access a club locker, you must be named on the club "locker list" and show ID at reception to receive the key.

Equipment

Affiliated Clubs also have access to equipment that can be borrowed for free and used off-site. Just note that borrower will be liable for any damages.

Here's examples or what you can borrow:

- Portable BBQ and gas bottle
- Party lights
- First aid kit
- Mobile phone gimbal
- Marquee
- PA systems & microphones
- Projector / portable screen
- Trestle tables
- Folding chairs
- A-frame whiteboard
- 9 Seater OUSA Van (charges and restrictions apply)

Pigeon Holes/Mail Boxes

If you request a club mail box, one will be allocated for you at Clubs & Socs reception. You may be reminded to come pick things up if it's been sitting around for a while.

Clubs and Societies Noticeboard

We have a dedicated noticeboards and spaces for flyers in the Clubs & Societies Centre. You are welcome to use these for club advertising.

Room Bookings

Clubs & Socs Room Bookings

OUSA Affiliated Clubs and Societies are able to apply for one or two regular room bookings per year in the OUSA Clubs & Socs building. These can be used for weekly committee meetings, fortnightly practices and monthly member events – whatever you need!

One of your bookings can be during peak hours, with a second during off-peak. 5pm to 8pm on week nights is a peak time for room bookings for both clubs and the OUSA Recreation Programme. You can apply via the Regular Room Booking form in the portal.

You can also make one off room bookings through the OUSA website anytime bit.ly/clubsroombookings

Other Spaces

Otago University may have alternative venues on campus available. For more information and to place bookings for University Venues - otago.ac.nz/externalbooking

To inquire regarding booking casual use of University teaching spaces, please email 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 well ahead of the event date. Email martin.jones@otago.ac.nz for more information

Dunedin City Council now have a useful community facilities register for Dunedin 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

Clubs Portal- Sporty

The Sporty portal is the one stop shop for all things clubs related. Your club will have its own log in page, please email the CDO for more information.

Here's a breakdown of the different features of the Portal you may find useful:

SuperCRM

SuperCRM Member Manager provides a 360° view of your members. Keep all contacts, notes and information in one place. You can apply tags to create groups, customise reports with one-click export to Excel, accept payments online and more.

Documents and Media

Store all clubs documents, meeting minutes, your constitution, registers, and reports.

Online Registrations

Create your own forms and manage records of members e.g trip sign ups, merch order forms, surveys etc. The OUSA Club Registration form is available here as well – add your club specific questions, membership options and fees for getting people signed up!

Knowledge Library

Club related info and documents are available here. Check it for key contacts, useful templates and written resources, guides. This is also where you'll find all the OUSA forms for Grants, Room/ Equipment Bookings, Event Sign-Ups and more!

News & eNewsletters

Option to bulk email all members, specific members or groups. Easily create and save eNewsletter templates to send professional email comms.

Websites

No software needed. Simply login and drag and drop to update text, photos and other content.

Check out Sporty online to check out more sporty.co.nz

Clubs Training Workshops

Across the calendar, we organize several club training sessions featuring workshops that delve into various key areas. Here are examples of some of the topics we cover...

- Club Finances
- Mental Health and Wellbeing
- Bystander Awareness
- Sporty Portal Training
- Events/Fundraising/Promotion

If you can think of any other workshops we could hold or if you've been thrown in the deep end and need some help - please let your Clubs Development Officer know! cdo@ousa.org.nz

Univeristy of Otago & OUSA Blues & Golds Awards

The awards, co-ordinated by OUSA in collaboration with the University of Otago, recognise and celebrate the highest degree of sporting, cultural, community and arts achievements among University students.

There are specific awards set aside for clubs in addition to many others which some of your individual members may qualify for!

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

Nominations open in June! For more information on each award and the nomination and selection processes, head to bit.ly/otagobluesandgolds or email the Clubs Development Officer for more information cdo@ousa.org.nz

Promotion

Promoting your club offers a world of possibilities! Here are some tried-and-true methods that work well for tertiary groups at Otago:

Social Media

We all know that using social media can be a powerful tool. It's best used for building interest in your group and connecting with members. To make the most of it, consider these tips:

When setting up your group's social media account, have at least two committee members as admins to ensure smooth maintenance and oversight.

- Remember, a group account isn't the same as a personal one. Keep your posts suitable for a broad audience.
- Ensure that the information shared aligns with OUSA Club Conduct Policy and doesn't bring disrepute to the club, University, or OUSA.
- Stay positive on your platforms. Negative posts can harm your group's image and won't engage members effectively.
- Be mindful of the content you post, avoiding anything that could be offensive or damage the reputation of your group, its members, or others.

Keep in mind that external groups, including potential sponsors and OUSA, might check your club's social media. What you post reflects on you personally, so think twice before sharing anything you wouldn't want sponsors, employers, family members, or us to see.

Websites

Having a dedicated website may be appropriate for some clubs. For those that are interested – Sporty offers all our clubs the ability to create their own website for free! Check out the portal or contact cdo@ousa.org.nz for more information

Flyers/Posters

For designing something eye catching and professional, OUSA highly recommends [canva.com](https://www.canva.com). This is a free online platform that can help you design posters, social media posts and invitations amongst a bunch of other things. There are also approved OUSA logos for Affiliated Clubs and Societies to use on posters – just ask the CDO to send them to you!

Once you have your poster you will want to stick it up somewhere.

- Clubs & Soc's building has several dedicated noticeboards and flyer stands for Affiliated Clubs. There's also places for posters and flags – just reach out if you've got something you'd like to show off!
- Around campus - feel free to pop your posters on any general noticeboard that aren't ones for specific Division or University groups (unless given permission!). It's best to avoid putting them on windows, walls, or posts around the Dunedin campus – those tend to get taken down pretty swiftly.

Clubs Day

There is a Clubs Day each semester during Ori week and Re:Ori week. Clubs Day is one of the biggest recruitment events for the entire year and the best way to reach students who are looking for activities to get involved in. For Semester 1 it's run as part of Tent City outside the Otago Museum and for Semester 2 Re:Ori are generally held in the Link and MCR.

Space is limited, so make sure to snag your spot early by pre-registering through our CDO. Keep an eye out for when applications open – we'll give you the heads up!

OUSA, Executive and Clubs & Soc's Facebook/ Instagram Pages

- If you would like us to promote an event your club is doing please email Clubs Development Officer cdo@ousa.org.nz or direct message/tag our OUSA accounts
- Clubs & Soc's (best chance for promo!) [@ousaclubsandsocs](https://www.facebook.com/ousaclubsandsocs)
- OUSA Main page [@ousanz](https://www.facebook.com/ousanz)
- OUSA Executive [@ousaexecutive](https://www.facebook.com/ousaexecutive)

Don't forget to like and share all the OUSA pages!

If you're keen to promote something on the OUSA main page, it will need to be a bit extra special and sent through to OUSA Marketing and Communications team (communications@ousa.org.nz) for approval well in advance. But please do not be upset if we cannot accommodate your requests (but it's always worth a try)!

Finance & Budgeting

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 all over campus. Critic provides a free notice service for all Otago University Students and Affiliated Clubs. If you would like to send something through, email news@critic.co.nz or contact critic@critic.co.nz for more info.

Radio One

Radio One is a student radio station operating right here on campus! The station is run largely by volunteer announcers, with a small paid staff. It runs a wide variety of specialist shows and local content. Want to broadcast your club out to the masses? Get in touch with Radio One about having a chat live on-air with one of their hosts – manager@r1.co.nz

Collaborate and Co-host with other Clubs

Team up with other clubs for events or initiatives. Co-hosting can expand your reach and introduce your club to new audiences. Not only does it enhance your club's visibility but also fosters a bigger sense of community here within the university. It's a win-win strategy that can bring diversity to your club's activities.

University Departments/Classroom Announcements

Connect with university departments that align with your club's focus. If possible, make announcements in relevant classes to reach students who share an interest in your club's activities.

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 an IR596 non-individual IRD number application form and send it through to IRD. This form is found here 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

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

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.

Fundraising

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 not a quick fix. 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, bake sales, car washes, working bees etc. Reach out to the CDO to see if Clubs & Soc's can help with space to do your thing!

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 update to date information on the DCC website

dunedin.govt.nz/services/food-for-sale

OUSA Market Days

The OUSA Market Days are coordinated by our Events Department. If you are interested in getting a table to sell products (non-food related), please keep an eye out for promotion for this or contact our event department events@ousa.org.nz. There is generally a small fee to host a stall however, Affiliated Clubs and Societies can ask for a waiver.

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.

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

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

Dunedin City Council dunedin.govt.nz/services/funding-and-grants

Otago Community Trust oct.org.nz

Sport New Zealand bit.ly/sportnzfunding

OUSA Grants

Each year OUSA sets aside funding for specified projects, expenses, and events of affiliated clubs and societies. We also have designated funds for individual students who have been selected for particular events and competitions. There are 6 grant rounds over the course of the year (with an additional 7th Wild Card round if there are leftover funds available). Clubs are allowed up to 3 successful grants per year – to a grand total of \$2000. Applications can be made via the Clubs Portal.

For more info on requirements and how to apply – reach out to the CDO or check out the website: bit.ly/ousagrants

OUSA are renowned for fun events and activities, and we're fully supportive of club efforts —as long as they prioritize safety and enjoyment for all participants. To help streamline the event planning process, here are some key considerations to keep in mind.

What is your event purpose? Are you fundraising, boosting the membership, throwing a big event, or just spreading good vibes to the public? If you're looking to recruit new members, some places are more high-traffic 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? It's important to give yourselves enough time to get all your ducks in a row and still promote it. What needs to happen before, during and after the event? Make sure it's a good fit for your group, considering holidays, exams, sports stuff, or other events. As a general guideline we recommend allowing a month of planning for a small event and three months for a medium scale event.

Where will you hold your event? There are many great venues on and off campus. Make sure you clarify all the associated costs so nothing is a surprise. 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 on's like A.V. gear, preferred caterers, cutlery or security.

If you want to check on room availability at Clubs & Socs, email cdo@ousa.org.nz. For more information on Room Bookings and available venues, read further in this handbook.

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. Also think about the resources/equipment that you require – is there a way to get things for cheap or free (from OUSA OR Unipol for example)

Meetings

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 OUSA to add to 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

What is your emergency plan? If there were an injury, fire, gas leak, aggressive behaviour, unwanted media attention or any other form of emergency - what would you do? Who would you call for help? These are all things that should be discussed with your committee ahead of any event. To help, you can find Risk and H&S templates on our website bit.ly/clubshealthandsafety

Do you need a contingency plan? Is your event weather or ticket sale reliant? In case these fall through, it's important to think about what you would do e.g. cancel or postpone the event or perhaps move venues. 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? It's always a good idea to post-event debrief. Discuss number of sales, increased membership, amount of money raised, injuries/near misses etc. 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 much easier!

For more in-depth guidance, you can check out the additional resources available on our website bit.ly/clubsresources - or write to us! We can put you in touch with a number of knowledgeable OUSA staff to help answer any questions.

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, go through the club's constitution and vote in the 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. The way you conduct an SGM is similar to the AGM, except that you do not provide the Presidential or Treasurer's report.

Annual General Meeting

An annual general meeting is a meeting held once a year 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 possibility of changing the club's constitution.

All meetings should be documented (i.e. meeting minutes) and uploaded to the club's portal. Meeting templates are available on our website bit.ly/clubs-constitutions

Meeting Terms and Tips

Chairperson

Generally it's the chairperson's responsibility to prepare the agenda, open the meeting, facilitate discussion and keep the conversation focused, flowing and balanced.

The President/Vice-President of your club would be the go-to for the chair, however you can also have a returning officer (a person not a member of your club) to chair the meeting, or the Clubs and Societies Representative help out.

Agenda

Created before a meeting begins, an agenda is a list of meeting activities and discussions that will be covered in your meeting. They are laid out in order, often as a list or set of bullet points. Make this available to the attendees before the day, and use it to take notes during the meeting.

Meeting Minutes

Meeting minutes are like the notes version of what went down in a meeting – they capture the chat and decisions made in written form.

It's important to get the following info:

- Start and end time of the meeting
- Names of the attendees
- Purpose of the meeting
- Agenda items and topics discussed
- Key decisions and action items
- Next meeting date and place

Quorum

Quorum is the minimum number of members who must be present in order to conduct business in the name of the group. For example, this equates to over 50% of members for an AGM - if you have 9 members, then you need 5 people in attendance to meet quorum. These requirements should also be outlined in your constitution.

Voting

- 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.

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.

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.

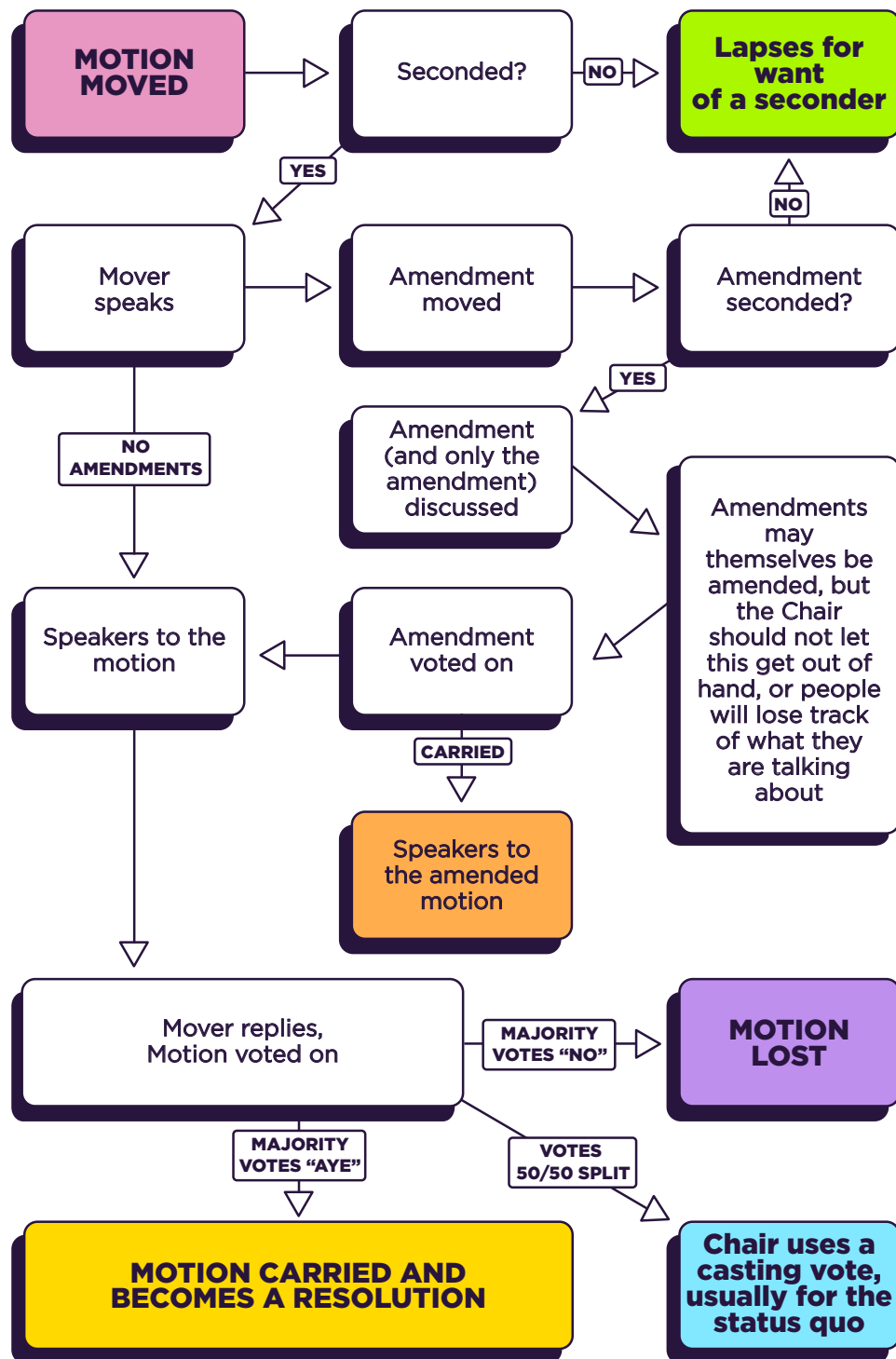
For sensitive topics, a secret ballot can provide a helpful way for individuals to express their opinions without feeling pressured.

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

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 on the next page to see how to use them!



Support on Offer

This list is a small example of the support available for Students and OUSA Affiliated Club members. There are many other support avenues and information available, so if you are wanting to know more please email Clubs Development Officer cdo@ousa.org.nz

OUSA Student Support

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. They 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.

Te Whare Tāwharau

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

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 Conflict Resolution and Mediation Services

otago.ac.nz/mediation

Otago University community members can utilize the Ethical Behaviour Network and Mediator to collaboratively resolve issues. These resources aim to assist you in deciding a course of action but without making any judgments or decisions for you. The process is voluntary, confidential and involves collaborative problem-solving facilitated by the mediator.

University of Otago Campus Chaplains

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.

Otago Polytechnic/Te Pūkenga

Otago Polytechnic Students Association have a variety of support specifically for OP students.

- ***opsa.org.nz***
- ***studentsupport.op.ac.nz***
- ***studentsupport.op.ac.nz/health-and-wellbeing***

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 PCBU's 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 recognized 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 customize to simplify things. If you require assistance, please 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

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 jeopardized if we have reasonable grounds for concern over your club's health and safety management systems.

University of Otago Health and Safety Compliance

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

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**

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

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!

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
bit.ly/nzmountainsafety

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/ provides a good amount of this however you may want to talk to someone directly. **0800 030 040 / info@worksafe.govt.nz**

OUSA Clubs & Socs
Clubs & Societies



JOIN A CLUB OR SOCIETY TODAY!

OUSA Clubs & Socs-
84 Albany Street Dunedin



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