



UNIVERSITY of CANTERBURY
**STUDENTS'
ASSOCIATION**
Ākonga tū, ākonga ora

Affiliation Policy

Category:	Governance
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Approved By:	Executive Committee
Contact Person:	Events and Communications Manager

1. PURPOSE

- 1.1 To explain and regulate the relationship between the University of Canterbury Students' Association (UCSA) and the affiliated bodies under section 18 of the UCSA Constitution.
- 1.2 To recognise that UCSA affiliated clubs exist as separate and distinct legal entities to the UCSA, usually in the form of an unincorporated or incorporated society.
- 1.3 To recognise and value the positive outcomes structured clubs can bring to campus. As such in affiliating to the UCSA, clubs are offered advice, support, training, and resources.

2. REQUIREMENTS FOR AFFILIATION

- 2.1 The objectives of the club must align with UCSA's mantra to represent and support all students at the University of Canterbury, while helping and guiding students to succeed and belong.
- 2.2 The club must:
 - 2.2.1 Have a membership of a minimum of 20 members, of whom at least fifty percent are University of Canterbury students.
 - 2.2.2 Commit to representing all student diversity, including but not limited to; culture, religion, gender, ability, age and sexual orientation, and to supporting equality in theory and practice.
 - 2.2.3 To recognise and act consistently with Te Tiriti O Waitangi | The Treaty of Waitangi.
 - 2.2.4 Have a focus that is student oriented.
 - 2.2.5 Have a President that is a current University of Canterbury student or is a University of Canterbury Alumni.
 - 2.2.6 Attend mandatory clubs training – whether it be delivered online or in person.

3. PROCESS FOR FIRST TIME AFFILIATIONS

- 3.1 Applications for a first-time affiliation may be made at any time.
- 3.2 Any new club requesting affiliation shall be required to show that they provide a service to students which is not currently provided by an existing club.
- 3.3 All applications for first time affiliation must include:
 - 3.3.1 A list of the full names and contact details of the Club's executives,
 - 3.3.2 A signed copy of the UCSA Clubs' Code of Conduct,
 - 3.3.3 A full membership list, which includes both student and non-student members, and includes student ID numbers for student members.
 - 3.3.4 The minutes of the club's Inaugural General Meeting
 - 3.3.5 A signed copy of the club's constitution.
- 3.4 All new applications for affiliation will be considered by the UCSA Executive.

4. PROCESS FOR RE-AFFILIATION

- 4.1 Affiliation is renewed on an annual basis. Applications should be made by the end of the academic year for the next coming year.
- 4.2 All applications for reaffiliation must include:
 - 4.2.1 A list of the full names and contact details of the Club's executives,
 - 4.2.2 The minutes of their most recent Annual General Meeting,
 - 4.2.3 A copy of their most recent financial statements, including a Statement of Current Financial Position, and a Statement of Income and Expenditure,
 - 4.2.4 A full membership list which includes both student and non-student members, and includes student ID numbers for student members, must be provided within two weeks of that year's Clubs Day.
 - 4.2.4.1 Failure to supply the membership list may result in the club's affiliation being suspended by UCSA staff until the membership list is supplied.
- 4.3 For all re-affiliation applications, if there are no material changes to the club's aims or purpose, UCSA staff may deem a club to be provisionally re-affiliated upon receipt of the required documentation, with full re-affiliation confirmed at the next available Executive meeting.
 - 4.3.1 At their discretion, or in the event of a material change to the club's aims or purpose, UCSA staff will withhold conditional affiliation, and the club will instead be presented directly to the UCSA Executive for full approval at the next available Executive meeting, upon receipt of the required documentation.

5. DISAFFILIATION AND DISSOLUTION

- 5.1 A club may disaffiliate from UCSA at any time by notifying the UCSA in writing.
 - 5.1.1 Such notification shall provide reasons why the club is disaffiliating from the UCSA.
 - 5.1.2 This should be accompanied by General Meeting minutes approving such an action.

- 5.2 The UCSA has the right to disaffiliate a club if they are in breach of any of the requirements of affiliation outlined in this policy or in breach of the Clubs Code of Conduct, as per the procedure outlined in the Clubs Code of Conduct.
- 5.3 Should any club also choose to dissolve, upon the dissolution of any affiliated clubs all funds and assets shall be distributed as stated in the club's constitution.
- 5.4 Where a Clubs constitution does not outline how funds and assets are to be distributed on dissolution, they will be held by UCSA and used by other clubs.
- 5.5 Should the UCSA be unable to contact a club via any of the nominated communications methods for a period of 6 months, the club will be assumed to have dissolved.

6. OBLIGATIONS UPON AFFILIATED CLUBS

- 6.1 All Clubs and Societies must ensure that:
 - 6.1.1 Their activities are lawful;
 - 6.1.2 Their activities are not for the financial gain of their members;
 - 6.1.3 Their activities are authorised by their own constitution / rules;
 - 6.1.4 Their activities do not breach and align with the UCSA constitution and policy, and the Clubs and Societies Code of Conduct;
 - 6.1.5 Their activities do not undermine UCSA's role as the overarching representative body for all UC students;
 - 6.1.6 Their activities do not breach University of Canterbury policies and regulations; and are legal;
 - 6.1.7 Their activities are conducted with sufficient consideration given to health and safety, and to ensure the club takes all reasonably practicable steps to ensure the health and safety of all participants.
- 6.2 UCSA shall not be responsible for any liabilities or debts incurred by the club, including any and all legal or financial liability.
- 6.3 Clubs cannot endorse candidates in any manner, running in the UCSA Elections.



APPENDIX 1

CLUBS CODE OF CONDUCT

Purpose: To ensure that all UCSA Affiliated Clubs deliver quality services that contribute to student success and sense of belonging at the University of Canterbury.

Interpretation: The term Clubs also refers to societies, associations and rōpū.

All UCSA Affiliated Clubs have a duty to;

1. Provide quality services to all its members

- a. Provide quality events and activities that benefit its members, and meets club objectives;
- b. Comply with Health and Safety regulations and other relevant legislation (including but not limited to: Sale of Liquor Act 2012, Health and Safety at Work Act 2015, Food Safety Legislation);
- c. Actively promotes and supports values of diversity and inclusiveness;
- d. Club Executives should practice and communicate code of conduct to all its members;
- e. Manage and govern the club in a professional, ethical and financially sustainable manner for the long-term.
- f. Ensure Club members are aware of their obligations to their club, UCSA and the University while engaging in club activities and events and the potential consequences of acting in breach of these obligations.

2. Represent the wider student body, University of Canterbury Students' Association & University of Canterbury in a positive manner

- a. Club must do their utmost to promote and encourage positive behaviour of club members during official activities and events occurring on and off campus;
- b. Abide by University of Canterbury policies and procedures as it relates to clubs;
- c. Clubs should not post messages or material containing or inciting personal attacks, hate speech or illegal material;
- d. All clubs must abide by UCSA Constitution and the UCSA Affiliation Policy.
- e. Ensure that all activities and events associated with the Club, reflect a culture whereby intoxication is not promoted and is not the focus of an activity/event.
- f. To, so far as is reasonably practicable, ensure that any activities associated with the Club ensure the Health and Safety of Club members and oblige the members involved to take reasonable care for their own health and safety and to ensure that members actions do not adversely affect the health and safety of others.
- g. To take all reasonable steps to ensure that the activities/events associated with the Club and that Club's member's actions during the course of any Club activities/events, do not cause disrepute to the Club, UCSA or the University of Canterbury.

3. Respect other UCSA Affiliated Clubs

- a. Actively encourage collaboration between clubs;
- b. Any official statements to the media on behalf of a club should only be made by the current Club President, or an authorised member of the Clubs Executive.
- c. Clubs should follow the clubs conflict procedure when officially making a complaint against another club (refer to page two for procedure).

4. Actively promote and support good working relationships with the external community including but not limited to; neighbours, community groups, liquor licencing, police and sponsors.

**The UCSA Affiliated Clubs Code of Conduct forms part of the UCSA Affiliation Policy.*

Breaches of the Affiliation Policy or the Code of Conduct

Upon identification of a breach of the code of conduct the process below will followed.

- Issues raised will be assessed by the UCSA President and UCSA Senior Management who will appoint a member of staff to investigate the complaint;
- The Club President will be notified in writing of the alleged breach and the process (including timeframe) going forward and will have the opportunity of responding to the complaint/allegation as part of the investigation;
- The investigator will provide UCSA Executive with the factual findings of the investigation.
- The UCSA Executive may, after giving the club the opportunity to make representations, reach a decision as to the appropriate outcome of the process, including whether it is appropriate to impose a penalty and the nature of such penalty.

Penalties imposed are at the discretion of the UCSA, but could include the following;

- Imposing a fine on the club, the maximum fine is prescribed in the University Regulations;
- Suspension of club affiliation to the UCSA for a duration to be specified by the UCSA Executive;
- Disaffiliation of a club;
- Withdrawal of benefit/s related to social events associated with being affiliated to the UCSA;
- Requirement for the Club to make an apology, either a public apology or direct to an individual or entity.

Conflict Resolution

In the first instance the UCSA encourages all parties to proactively resolve any issues before it is elevated to the UCSA. The UCSA Club Coordinator is available to facilitate a mediation process if clubs require assistance.

The following procedures will be followed for resolving conflict between UCSA affiliated clubs, or between a UCSA affiliated club and an individual member:

- Any UCSA Affiliated Club, or a member of that club, wishing to elevate an issue should do so in writing to the UCSA President after which time:
 - The issue will be acknowledged, and the Club or individual will be informed of the process going forward (including timeframe);
 - The issue raised will be assessed, with a decision made regarding who is best suited to deal with it;
 - All parties involved will be actively involved in the investigation; this may include mediation;
 - Any resolutions/decision will be communicated back to all parties involved in writing.
- Individual conflict between students involved in clubs should be direct to University of Canterbury- <http://www.canterbury.ac.nz/concerns/contacts.shtml>

Declaration

On behalf of the _____

(Full club name)

We acknowledge that we have read, understand and agree to abide by the UCSA Clubs Code of Conduct.

Club President:

Club Executive Member:

(Vice President, Secretary or Treasurer to sign)

Name: _____

Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

University of Canterbury Students' Association Affiliation Policy

APPENDIX 2

Test for affiliating clubs where the majority of members are not students:

The UCSA primarily exists to represent the students at the University of Canterbury, therefore the requirement is in place that all clubs must have a majority of members as current UC students in order to affiliate with the UCSA, and enjoy the benefits of being an affiliated body. However, the UCSA also recognises that sporting clubs sometimes need to expand beyond their student basis in order to survive or grow. Therefore the affiliation policy contains clause 2.1.1, which contains an exception to the majority student requirement.

The three stage exception test to affiliating clubs that do not meet the majority student membership threshold is thus:

1. It only applies to sporting clubs
2. It will only be used where there is a benefit for us as well as the club by affiliating them – i.e. continuing tradition, or the cricket club where there is no UC cricket club
3. It will only be applied to clubs who have historic links or were previously student focused, who have expanded to include more non-students in order to survive or develop.

To discuss if this exception applies to your club, please contact the Clubs Coordinator.