

**MASSEY UNIVERSITY  
CLUBS, SOCIETIES AND CULTURAL GROUPS (CSCG)  
GRANTS POLICY AND PROCEDURES  
2019**

**1. PURPOSE**

The purpose of this paper is to articulate the policy and procedures, which govern the establishment and administrative support provided to all clubs, societies and cultural groups (Groups) at Massey University.

**2. BACKGROUND**

The Ministerial Direction governing the permitted expenditure of Student Services Levy funds clearly identifies student clubs, societies and cultural groups as an approved expenditure category.

Since 2012, Massey University has contracted, through annually negotiated Contract for Service Agreements with the Massey University Students' Association (MUSA), Albany Students' Association (ASA), and Massey at Wellington Students' Association (MAWSA), the responsibility to administer Groups.

The CSCG Policy and Procedures document is intended to be sufficiently flexible to ensure that irrespective of the maturity level of the Group environment on each campus, it will provide a useful framework to work within.

**3. PRIVACY ACT**

The respective Student Association will be required to publish relevant information. Therefore, the Privacy Act provisions regarding disclosure must be adhered to. In other words, the information gathered can only be used for the purposes for which it is disclosed.

**4. CLUB MEMBERS CODE OF CONDUCT**

If the respective Student's Association (ASA, MAWSA, MUSA), has a Clubs' Code of Conduct, groups and their members must abide by it. Additionally all student club members must abide by the Massey University Code of Student Conduct.

**GOVERNANCE**

**5. CSCG COMMITTEE**

Each campus will establish a CSCG committee, which will be responsible for considering applications for grants, ensuring these meet agreed policy and procedures, and to advise whether a grant has been approved/not approved. The membership of each CSCG committee will be:

- Campus Operations Manager or nominee (Chair)
- A Student Services (SS) representative (as nominated by the SS directorate)
- Manager, Recreation Centre
- Clubs and Activities Coordinator (CAC) or equivalent
- Student President or nominee
- Student Association Clubs Officer (CO, CDO)
- Up to two further members at the discretion of the committee chair

**The CSCG committee will:**

- a. Hold a minimum of four (4) meetings per year; a minimum of two (2) each semester
- b. Call additional meetings if required, at the discretion of the Committee Chair
- c. Ensure that all successful grant applications adhere to the CSCG policy and procedures
- d. Only reimburse expenditure that adheres to the CSCG policy and procedures
- e. Ensure that all Groups supported by approved grants are affiliated to their respective Students' Association – **Refer Appendix B**
- f. Periodically review grants to ensure that expenditure is spent wisely and efficiently
- g. Check that all conditions associated with the approving of a grant have been met
- h. Have the discretion to request copies of a Group's asset and equipment audits.
- i. Advise the proceeding year's meeting dates at the final meeting of the current year

**POLICY DOCUMENT REVIEW**

1. This document will be reviewed biennially
2. CSCG Committee members are encouraged to submit recommendations for change or additions to the existing document.
3. Changes to the policy document will be ratified by each campus committee.

**6. GROUP TERMS AND CONDITIONS:**

- a. All Groups must be affiliated to their campus Student Association, which includes agreeing to and signing the Student Association Group Affiliation Constitution (**Refer Appendix C**).
- b. An Association may accept or decline the affiliation of any club, or may disaffiliate any club at any time and on any terms that they deem fit, in line with their own constitution.
- c. Any Group also affiliated to an external (non-Massey) Group must provide evidence attached to their Group's application form when affiliating to their Student Association.
- d. Each member of a Group will pay a membership fee, minimum \$1 per annum, or the group will provide evidence of how members will cover the remaining costs not covered by a grant.
- e. Any external funding application should be referred to the CAC/CDO/CO prior to application.
- f. Any Group that brings the University or their Students' Association into disrepute will not be able to apply for a grant for a period that the CSCG committee deems appropriate.
- g. The committee may decline to consider an application where they deem that the club is not in a position to successfully organize a trip or event, for example where there is dispute among the executive of a club or other issues first need to be resolved.
- h. Any item of equipment purchased through a CSCG Grant will nominally remain the property of the University, to be held on behalf of Massey University students but wholly entrusted to the respective Students' Association to manage on behalf of student Groups.
- i. Should a Group dissolve during the year, this matter must be referred to the CSCG committee to manage any issues relating to equipment etc.
- j. All Uniforms, including one-offs, will only be funded if essential playing uniforms for sport/physical activity or cultural costumes for performances. These must also have a life expectancy of more than one year. Uniforms must remain the property of the Group—not individuals, and must be kept in the Sport/Recreation Centre Clubs storage room if possible. At the end of the year/season, all uniforms must be placed in Groups storage area.
- k. The decisions of the grant committee are final, and no further discussion will normally be entered into, except where the committee has sought further information from the club.

**7. CRITERIA FOR FUNDING (refer Appendix A)**

**i) Purpose:**

The purpose of providing financial grants is to support the development and enhancement of student life with a particular focus on contributing to campus student life.

**ii) Grants:**

These are available to promote participation and excellence in sport, visible culture, social and ethnic diversity, inclusion and advocacy with an emphasis on, but not limited to, on-campus activities. Activities can include off-campus activities but these must be in line with the aims and objectives of the Group.

**On receipt of a grant, Groups must also agree to:**

- **Provide a report to the CSCG at the next meeting after the activity has occurred.**
- **Have sought reimbursement of the approved grant within 3 months of approval of the grant.**  
Exceptions to this point, e.g. for grants sought for the following year, must be discussed with the Student Association Clubs Officer (CO, CDO) and CAC when making the application.

**iii) Number of Grant Applications per year:**

- A Group may apply for funding to up to 75% of the number of CSCG meetings held during the current year.
- Each Group application will usually be for one event/item/set of items.
- Additional applications will be considered at the discretion of the Campus Operations Manager or designated committee chair in consultation with the CSCG committee

**iii) What grants can be used for:**

Grants can be used to support the establishment and promotion, purchase of items and services, travel and other expenses, such as food and other consumables, which are required to support the success of Groups at Massey University. For more information see 7.v, 7.vi, and Appendix A

Each campus CSCG Committee may:

- Allocate a sum for capital purchases to be used for the use of Groups such as a bookable BBQ or a digital camera.
- Allocate a sum to be held in a discretionary account to be managed jointly by the CAC and respective Student Association for the purpose of providing Groups with quick turn-around, low value grants to enable vibrancy on campus. A report must be provided at each campus CSCG committee meeting.

**iv) What grants cannot be used for:**

- Grants will not be approved for projects of a political, ideological or evangelical nature, or to clear any Club debt, to pay for alcohol, or for any activity, which is not consistent with Massey University policy or with the terms and conditions of the CSCG Policy and Procedures. No retrospective funding will be granted.
- Non-student members of Groups (with the exception of Massey University Alumni) cannot directly benefit from the Club grants, only indirectly. For example, non-student members can benefit from asset/event purchases/negotiated discounts, but not where a personal subsidy is being provided, e.g. entry fee.

**v) Grant Streams in Manawatū include: (detailed in Appendix A)**

- Administration
- Events, Cultural Activities, Special Projects,
- Travel & Accommodation
- Health & Safety
- Capital items, asset purchases
- Fees, subscriptions, registrations
- Promotion
- Start up (New Group)
- Consumables/Food
- Sport Team/Individual support
- Cross Campus Members

**vi) Grant streams in Auckland and Wellington include: (detailed in Appendix A)**

- General grant
- Special Project
- Start up (New Group)
- Food
- Health & Safety
- Cross Campus Members

## Funding Caps:

The following funding tiers/caps apply:

| Tier   | Membership Numbers | \$ Cap per round |
|--------|--------------------|------------------|
| Tier 1 | 10 - 50            | Up to \$1,000    |
| Tier 2 | 51 - 100           | Up to \$1,500    |
| Tier 3 | 101 - 150          | Up to \$2,000    |
| Tier 4 | 151 - 200          | Up to \$2,500    |
| Tier 5 | 201 - 250          | Up to \$3,000    |
| Tier 6 | 251 - 300          | Up to \$3,500    |
| Tier 7 | 301 plus           | Up to \$4,000    |

### Note:

The above rates are the expected norm however in special circumstances and on the recommendation of the CSCG committee, the Chair has the authority to award additional funds.

## 8. PREPARING A GRANT APPLICATION

*This applies to a Group grant application but will also be a useful guide if applying elsewhere for financial assistance. Please note that your CAC/CO/CDO is available to assist you while you are completing your grant application form.*

Before you start to write a grant application, consider carefully the following points, which are likely to be asked by the CSCG Committee when they are assessing your application. Some of these points should also be covered in your covering letter:

- a) Why is your application necessary?
- b) How does it help to fulfill your club's goals and objectives?
- c) How does it fit with the longer-term development plans of the club?
- d) Who will benefit from it?
- e) How will it benefit student life?
- f) How are you going to raise the extra funds required?
- g) Have you involved all Group members in the decision to apply for a grant?
- h) Spend time considering how to write your grant application to ensure it is very clear as to why you require a grant.

**NOTE: For a Group preparing its first grant application, you must work closely with your CAC/CO/CDO, who will support you through this process. Please follow this process or your application may not be considered by the CSCG committee.**

### Application Guidelines

#### A successful application will contain:

- a) A covering letter addressing the above points.
- b) A completed typed or online grant application form. Please mark any irrelevant section as "not applicable" or N/A.
- c) If not banking through the association, please provide your Group's current year financial status.
- d) Attach two (2) quotes for ALL capital items. Quotes must be clear, easy to interpret and understandable by the CSCG committee.
- e) If not applying for capital items, please prepare a budget in support of your application. Sport New Zealand provides user-friendly tips on budget planning for non-profit groups (<http://www.sportnz.org.nz/managing-sport/guides/financial-management>). The ASA, MUSA and MAWSA websites also provide a template for grant applications and budget preparation. Please ensure your application includes appropriate supporting documentation such as two (2) quotes, itineraries, invitation, links to events/tournaments etc. There will be occasions when only one (1) quote is attainable. If so, please provide an explanation in the application.
- f) For travel using your own vehicle, please provide a reasonable estimate, based on online calculators such as <http://www.drivingnewzealand.co.nz/#>
- g) Please do not exaggerate costs. Try to seek out the best price to support your grant application. The CSCG committee may query costs that appear to be unrealistic. If so, they will request additional evidence from the Group, which will delay your application for a grant.
- h) Please state all other applications for funding applied for or received in the previous 12 month period.

#### Points to remember:

- i) A commitment to submitting a report within 1 month of the completion of the event, covering the event that was held/the item(s) purchased, usually including a photo(s), of a standard that can be published in all student media (radio, websites, Facebook, etc.). If your event extends over a length of time, you may

- be required to provide a progress report of events to date, and a final report when the event has finished. Failure to provide a report will impact negatively on future applications.
- j) Before submitting your application, check that all questions have been answered clearly and succinctly.
  - k) Work closely with your CAC/CO/CDO/CEC because they will be presenting your application to the CSCG Committee meeting.
  - l) Note that the CSCG Committee will treat each application on its respective merits.
  - m) Note that submission of an application does not constitute approval of the request. The committee will have the discretion to amend an application in line with this policy, or to set conditions upon the use or payment of grant money.
  - n) Be aware that Groups that show commitment to achieving their goals are likely to receive favorable consideration (e.g. evidence of active fund-raising), including those groups that volunteer for events on campus.
  - o) A Group's attendance at Association-run Workshops will be viewed favourably by the CSCG Committee.
  - p) Funds will only be reimbursed when receipts have been provided.
  - q) Remember that current year receipts associated with funding applications MUST be received by the relevant person before the 1<sup>st</sup> December of the year the application was made. Reimbursements will only be made in the year expenditure was incurred, unless an application has been made to the CSCG Committee for approval to carry the funds over to the next academic year.
  - r) A risk assessment and management form (RAMS) should be submitted with any application to fund activities that pose a moderate or high level of risk, for example any outdoor pursuits or events at which alcohol is to be served (Host Responsibility). This is to include contact details for the person(s) responsible throughout the event or trip, and the person(s) responsible for first aid. CAC/CO/CDO are able to provide guidance in the completion of a RAMS form, where necessary.

## Clubs, Societies and Cultural Groups Grant Criteria (MANAWATŪ)

| <b>Club Grants</b>   | <b>Society &amp; Cultural Grants</b>  |
|--|---|
| Promote sporting excellence and participation  | Promote culture, social and ethnic diversity, inclusion and advocacy with emphasis on, but not limited to, on-campus activity   |
| Support <b>sports clubs</b> ONLY   | Support <b>non-sport</b> clubs ONLY   |
| Club must be representing Massey University  | Focus must be on improving student lifestyle and open to all Massey University students   |
| <b>New Clubs Admin:</b> Once a Club is officially affiliated, and upon attendance of a minimum of two relevant workshops, \$100 will be transferred into the group's accounts to cover photocopying, printing, postage   | <b>New Clubs Admin:</b> Once a Club is officially affiliated, and upon attendance of a minimum of two relevant workshops, \$100 will be transferred into the group's accounts to cover photocopying, printing, postage  |
| <b>Special Projects:</b> (up to 60%) training, coaching, venue hire, equipment hire hosting intervarsity event, and one-off grants for sports teams  | <b>Special Projects:</b> (up to 60%) training, costumes, venue hire, equipment hire, guest speakers, hosting of national conference/hui   |
| <b>Travel &amp; Accommodation:</b> (up to 70%) recognized competitions, excluding regional tertiary competitions & TSNZ competitions   | <b>Travel &amp; Accommodation:</b> (up to 70%) recognized competitions and conferences/hui, travelling to academic/cultural events or sights  |
| <b>Capital:</b> (up to 70%) team uniform or essential equipment such as banners and flags with life expectancy of more than one year which remains the property of the University and must be accounted for at the end of the year                                   | <b>Capital:</b> (up to 70%) team uniform, essential equipment such as banners and flags with life expectancy of more than one year which remains the property of the University and must be accounted for at the end of the year                                    |
| <b>Fees:</b> (up to 25%) affiliation fees to sports bodies. Registration fees (up to 40%) to national competition i.e. finals  | <b>Fees:</b> Affiliations fees to competition ONLY  |
| <b>Promotion:</b> (up to 75%) Newspaper and radio ads, poster printing, banners etc  | <b>Promotion:</b> (up to 75%) Newspaper and radio ads, poster printing, banners etc   |
| <b>Consumables/Food:</b> may be funded provided it is in direct support of an event (up to 60%) Alcohol is excluded  | <b>Consumables/Food:</b> may be funded provided it is in direct support of an event (up to 60%) Alcohol is excluded   |
| <b>Individual team support:</b> within a Group application for Regional and National assistance (up to 60%)  | <b>Individual application:</b> within a group for Regional or National assistance (up to 60%)   |
| <b>Health &amp; Safety:</b> (up to 100%) Items that have a clear link to improving the health and safety of club members, or minimising the risk of incident. This can include (but is not limited to), first aid kits, fire extinguishers, or appropriate training. | <b>Health &amp; Safety:</b> (up to 100%) Items that have a clear link to improving the health and safety of club members, or minimising the risk of incident. This can include (but is not limited to), first aid kits, fire extinguishers, or appropriate training |
| <b>Cross Campus Membership</b><br>Provision for grants for clubs with members across multiple campuses-same percentage of support applies to each award category;  | <b>Cross Campus Membership</b><br>Provision for grants for Societies and Cultural Groups with members across multiple campuses; same percentage of support applies to each award category;  |
| Clubs Day Grant:<br>Clubs eligible to a \$50 grant towards expenses. Paid after participating in Clubs Day   |   |

## **Clubs, Societies and Cultural Groups Grant Criteria (AUCKLAND & WELLINGTON)**

**General Grant:** (Up to 70%)

This is the usual grant stream and covers most activities a group wants to do.

**Start-up:** (Up to 100%)

Clubs can apply for a 100% grant for essential equipment/ club launch costs.

**Special Project:** (Up to 100%)

In special circumstances, e.g. projects which will benefit a large number of students, a grant can be put forward for consideration in this category. (Club should have a plan to cover costs if 100% not granted.).

**Food:** (up to 60%) Food may be funded provided if it is in direct support of an event.

**Health & Safety:** (up to 100%) Items that have a clear link to improving the health and safety of club members, or minimising the risk of incident. This can include (but is not limited to), first aid kits, fire extinguishers, or appropriate training.

**Clubs' Development Grants:**

Clubs will receive \$50 for each Clubs' Development Workshop they are represented at. There will be a Clubs' Development workshop held in both Semester 1 and Semester 2.

**Clubs Day Grant:**

Clubs eligible to a \$50 grant towards expenses. Paid after participating in Clubs Day

**Cross Campus Membership**

Provision for grants for clubs, Societies & Cultural groups with members across multiple campuses-same percentage of support applies to each award category.

### **Process for grants**

1. New Clubs MUST meet and work with the CAC before preparing their first grant application. Other clubs are encouraged to discuss their grant application with the CAC prior to submission.
2. Albany groups should follow the online grant application found on the ASA's website (**asa.ac.nz**)
3. Once the grant has been submitted with all relevant documentation, the CAC will review it and make a recommendation to the grant committee. It is especially important for your club to outline how they will fund any costs that will not be met by the grant. The final decision regarding the amount of funds to be awarded will be made by the CSCG committee.

**STUDENT ASSOCIATION AFFILIATION FORM**  
 [INSERT ASSN LOGO]

**CSCG Details**

*(these will be posted on the [insert name of Student Association] website)*

Group Name: \_\_\_\_\_

Group Type:  Sports  Academic  Social  Society  Cultural

Age of Group: \_\_\_\_\_

CSCG Aims & Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Group Contact person: *(for administrative purposes)*

Name: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email/website: \_\_\_\_\_  
 \_\_\_\_\_

I understand that my name will be included on both the [insert name of Students' Association] and the Massey University websites as well as on other literature related to CSCG life at Massey University.

Signature: \_\_\_\_\_

**Group Committee Members (please print clearly)**  
**(Refer Appendix D for a larger form)**

| Title     | Name (Print) | Email | Contact phone Number | Student ID No. |
|-----------|--------------|-------|----------------------|----------------|
| President |              |       |                      |                |
| Secretary |              |       |                      |                |
| Treasurer |              |       |                      |                |
| Member    |              |       |                      |                |
| Member    |              |       |                      |                |
| **        |              |       |                      |                |
| **        |              |       |                      |                |

\*\* please include all other committee members and their titles

**Membership Information**

1. How many members are students of Massey University? \_\_\_\_\_
2. How many members are not students of Massey University? \_\_\_\_\_
3. What is your membership fee? \_\_\_\_\_
4. Are you affiliated to other external bodies?  Yes  No  
 If Yes, which ones? \_\_\_\_\_  
 \_\_\_\_\_



*Official Declaration*

By signing below we verify that the above information is true and accurate and that we have read and agreed to the terms and conditions outlined in the **CSCG Policy and Procedures and to the Student Association Affiliated Group Constitution as set out in Appendix C.**

**Group President:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Group Secretary:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Final checklist***

- Have you filled in all relevant sections of this form?
- Have you signed the declaration?
- Have you signed the declaration at the bottom of Appendix C: CSCG Affiliation Constitution
- Have you completed or updated your:
  - Constitution?
  - Membership list? (Appendix D)
  - Budget?
- If re-affiliating have you attached your:
  - AGM minutes?
  - Asset register?
  - Previous year's accounts?

**Affiliation Information**  
*(please keep this page for your reference)*

**Conditions of affiliation**

- Affiliation of groups is at the discretion of the [Insert name of Students Assn] Executive
- **In respect to the Manawatū campus, The Centre (chaplainship) will meet with Christian clubs annually to discuss how these groups can achieve best practice in pastoral care;** On the Albany campus, religious groups will be vetted by the Spiritual Advisory committee. On the Wellington campus religious groups will be vetted by the Chaplaincy.
- When considering applications, the Students' Assn Executive will take into account the following; **CSCG Policy & Procedures**, intended purpose of group, tangible benefits to members, and other similar groups already established.

**What happens next**

- The CAC/CO will check the forms and contact you if anything else is needed/clarification.  
**All new groups are encouraged to meet with their CAC/CO/ CDO to review their application form and discuss with them their plans for the year.**
- The CAC/CO/CDO will submit your application to a Students' Association's Executive meeting for approval. (Contact the Students' Assn for the dates of meetings)
- The CAC/CO/CDO will contact you with the outcome of the decision.

**And after that**

- You will be provided with all the information needed on how to get your club started, although this may have been provided during the affiliation process and workshops.
- You will have access to the Students Assn clubs space and office resources, other spaces allocated to Groups on a particular campus.
- The CAC/CO/CDO will contact you with any important information throughout the year.
- The CAC/CO/CDO will remain available for your support in development and management of the club.
- You will be able to apply for funding during the CSCG funding rounds throughout the year. Please contact the CAC/CO to find out funding round dates and deadlines.

**Clubs & Activities Coordinator (CAC)**  
*(for more information contact)*

**NB: This only relates to Auckland campus as Massey Manawatū and Massey Wellington are CDO positions**

**Insert Name:**

CAC

Inset Mail address:

Insert phone no:

**Insert Name:**

Administration

Insert email address:

Insert phone no:

**Insert Name:**

Group President

Insert email address:

Insert phone no:

**CLUBS, SOCIETIES AND CULTURAL GROUPS**  
**STUDENT ASSOCIATION AFFILIATED GROUP CONSTITUTION**

- 1. NAME**
  - 1.1 The name of the Club, Society or Cultural Group shall be the “Massey University [name of campus, followed by name of Group]”.
- 2. OBJECTIVES**
  - 2.1 The objectives of the Group shall derive, and not be at conflict with, the aims and objectives of the *(insert name of Student Association)*: hereinafter referred to as *(insert acronym)*.
  - 2.2 The Group shall exist to enhance the university experience and student life of group members.
  - 2.3 The objectives of the Group shall be clearly articulated in a Group’s application to affiliate to a Students’ Association
- 3. MEMBERSHIP**
  - 3.1 Membership must be open to all students but final membership is at the discretion of Club/Society or Cultural Group Committee.
  - 3.2 Membership should be a minimum of 7 – 10 members. *(Massey Manawatu 10 minimum)*
  - 3.3 Current Massey University students or Massey Alumni should usually constitute no less than 75% of the total club membership.
  - 3.4 The Campus Clubs & Activities Coordinator (CAC/CDO) must be provided with a regularly updated Group membership list including members names and email addresses. (There will be some clubs exempt from this rule).
  - 3.5 The CAC and CDO will each maintain an up-to-date membership list on file.
- 4. SUBSCRIPTION**
  - 4.1 Membership fees are to be set by the Group Committee in agreement with Group members.
  - 4.2 Membership fees shall only be paid to the Group through the Students’ Association office. The fee income will then be transferred to your Group bank account held by the Students’ Association.
- 5. OFFICERS AND COMMITTEE**
  - 5.1 The Group Committee shall be elected at the Annual General Meeting, or, if necessary, at a Special General Meeting and shall hold office until the next Annual General Meeting, unless they:
    - a. Resign, or
    - b. Are called upon to resign by a simple majority of a General Meeting of the Group.
  - 5.2 All group members shall be eligible for election to the Committee and candidates for election must be proposed and seconded by members of the group at the General Meeting.
  - 5.3 All elections for officers shall be by a show of hands or secret ballot.
  - 5.4 The Committee shall at minimum consist of the following officers; President; Vice President; Treasurer, Secretary and the Group may decide to elect other members to the Committee up to a maximum of 10 members.
  - 5.5 The President, Vice-President, Treasurer and Secretary must be Massey University students on their respective campus. However, in some circumstances this may not be possible, but this will be the exception.
  - 5.6 The President and Secretary cannot be the same person.
  - 5.7 All officers shall be required to be members of the Group and at least half of the Group Committee must be a student of Massey University.
  - 5.8 **President**  
Shall have overall responsibility for the affairs of the Group and shall chair all committee and General Meetings of the Group.
  - 5.9 **Vice-President**  
Shall assume the responsibilities of the President should the President be absent or unable to fulfil his/her duties.
  - 5.10 **Treasurer**  
The Treasurer will manage the financial affairs of the Group. They will maintain the financial records of the Group with support from the Students’ Association Financial Officer prepare and present the end of year accounts with support from the Financial Officer. They will maintain and inform the CAC/CO of the record of any equipment or property purchased, cost, proof of purchase and storage location. The CAC will ensure that a complete list from all Groups is supplied to the CAC/CO at the end of each year.
  - 5.11 **Secretary**  
The Secretary shall keep accurate non-financial records of the Group including; membership list, issue notice of General Meetings, take and distribute the minutes of all Committee and General Meetings,

and manage the correspondence of the Group. They will also ensure that affiliation to the Student Association is completed each year.

## 6. COMMITTEE MEETINGS

- 6.1 The Committee as provided for in clauses 5.1 and 5.2 shall conduct the business of the Group.
- 6.2 Meetings of the Committee shall be held as the Committee deems appropriate or if the President or any two members of the Committee instructs the Secretary to call a meeting of the Committee. At least two days notice of committee meetings shall be given.
- 6.3 All committee members shall be entitled to attend and vote at such meetings.
- 6.4 The quorum for a meeting of the Committee shall be three members.

## 7. FINANCIAL

- 7.1 The Club bank account shall be held by Student Association unless otherwise approved by their Financial Officer.
- 7.2 The Committee shall appoint two group signatories, one of which must be the Treasurer.
- 7.3 No Group member shall receive personal pecuniary gain from any group activities or exchanges.
- 7.4 The expenditure of Group funds shall require a committee resolution signed by the two group signatories and a Student Association signatory.
- 7.5 Reimbursements to any Group member for group expenditure may only be authorised by the Group Committee upon proof of purchase.
- 7.6 Any sponsorship agreements made by the Group must not conflict with any existing or potential sponsorship or advertising agreements of the Student Association.
- 7.7 The Student Association shall not be liable for any debt incurred by the Group.

## 8 ASSETS AND PURCHASES

- 8.1 All equipment granted to the Group by the Student Association or bought with CSCG grants shall remain the property of Massey University.
- 8.2 All equipment must be held at the Recreation Centre Group storage room or proof of adequate storage provided to the CSCG committee. If the Group needs to use the equipment for training or a game, it must be signed out by a member of the Group and signed back in on return. It is the responsibility of the CAC to ensure that all equipment is returned.
- 8.3 All equipment and uniforms must be returned to the Group upon any member leaving the Group.
- 8.4 Equipment as set out in clause 8.1 may not be sold, bailed, encumbered, modified or disposed of without the permission of the Student Association.
- 8.5 Clothing and uniforms purchased with CSCG grants must have the Student Association and the Massey University logo on it.
- 8.6 Events supported by CSCG grants must display the Student Association and the Massey University logos on any promotional material and signage on the day.
- 8.7 Any sale of assets purchased with CSCG grants must be approved by the CSCG committee. Any proceeds of sale will be considered by the CSCG committee on a case by case basis.

## 9. GENERAL MEETINGS

- 9.1 The Group shall hold an Annual General Meeting in the first 6 weeks of second semester of every year.
- 9.2 The regular business of the Annual General Meeting shall be to;
  - (a) Receive an annual report presented by the President;
  - (b) Receive a budget for the forthcoming year and financials of the previous year presented by the Treasurer;
  - (c) To elect officers and Committee members elections.
- 9.3 Motions are passed by way of simple majority except for constitutional changes.
- 9.4 No less than seven days notice of General Meetings shall be given by way of public notice and a posting on the Students' Association website.
- 9.5 Quorum of General Meetings shall be the smaller number of, one third or 20 members of the Club.

## 10. CONSTITUTION

- 10.1 This constitution has been agreed between the University and the respective Student Associations.
- 10.2 The Contract for Services to Massey signed by the Student Association on an annual basis, commits the Association to "Provide appropriate administration including banking, affiliation, and advice required to support CSCGs".
- 10.3 All Groups must be affiliated to this constitution.
- 10.4 The Group Secretary and Campus CAC shall keep copies of this constitution.
- 10.5 Copies will be provided to the CAC by the CO on request.
- 10.6 This constitution will be reviewed annually between the Student Associations and the University.

**NOTE:** *There are some clubs at the Manawatu campus that have a very long history therefore have their own constitutions – MUSA will work with those clubs to amend their constitutions to align, but it is noted that this will take time.*

**11. AFFILIATION TO A CAMPUS BASED STUDENTS' ASSOCIATION**

- 11.1 The Group shall apply for affiliation to the Student Association on an annual basis, and will abide by the decisions and rulings of its Executive. The affiliation period is for one year from the 1<sup>st</sup> April to 31<sup>st</sup> March.
- 11.2 Affiliation of any group is at the discretion of the Student Association Executive, however, there must be a valid reason for non-affiliation.
- 11.3 Affiliation will lapse upon breach of this CSCG policy.
- 11.4 The conduct of the affairs of the Group shall be in accordance with this constitution.
- 11.5 At least one club member must attend the Student Association General Meeting.
- 11.6 The Group agrees to abide by the Students' Association Clubs' Code of Conduct Policy.
- 11.7 Group members must agree to abide by the Massey University Code of Student Conduct Policy.

**12. WINDING UP**

- 12.1 The Group shall be wound up if a motion to that effect is passed by a two-thirds majority at a Group General Meeting.
- 12.2 The Group shall be wound up after failing to re-affiliate within 12 months of affiliation lapsing as set out in clause 11.
- 12.3 Upon windup or de-affiliation, all assets of the Club become the property of the University as set out in clause 8.1.

Group President Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Group Vice-President Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Group Secretary Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Group Treasurer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**CSCG MEMBERSHIP DETAILS**

| <b>Title</b> | <b>Name<br/>(Print)</b> | <b>Email</b> | <b>Contact<br/>Phone No.</b> | <b>Student ID<br/>No.</b> |
|--------------|-------------------------|--------------|------------------------------|---------------------------|
| President    |                         |              |                              |                           |
| Secretary    |                         |              |                              |                           |
| Treasurer    |                         |              |                              |                           |
| Members:     |                         |              |                              |                           |
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\*\* Please include all other committee members and their titles

## CAPITAL ASSETS/EQUIPMENT LIST

Please list all grant-purchased equipment valued at \$15 or more, held by your CSCG. You can use the form below or submit a spreadsheet of your list.

|           | Description of Asset | Location | \$ Value | Age of Asset |
|-----------|----------------------|----------|----------|--------------|
| <b>1</b>  |                      |          |          |              |
| <b>2</b>  |                      |          |          |              |
| <b>3</b>  |                      |          |          |              |
| <b>4</b>  |                      |          |          |              |
| <b>5</b>  |                      |          |          |              |
| <b>6</b>  |                      |          |          |              |
| <b>7</b>  |                      |          |          |              |
| <b>8</b>  |                      |          |          |              |
| <b>9</b>  |                      |          |          |              |
| <b>10</b> |                      |          |          |              |
| <b>11</b> |                      |          |          |              |
| <b>12</b> |                      |          |          |              |
| <b>13</b> |                      |          |          |              |
| <b>14</b> |                      |          |          |              |
| <b>15</b> |                      |          |          |              |