



AGM

DO YOU  
NEED ONE?

You only need to hold an Annual General Meeting (AGM) in March if you did not have one in semester 2 last year or if you need to elect a new committee. Remember you've got to give your members 7 days notice of an AGM should you need one.

DOCUMENTS

MAKE SURE  
YOU HAVE  
ELECTRONIC  
COPIES OF:

- Club AGM Minutes
- Club Membership List
- Club Asset List (this is a list of all of the equipment that your club owns)
- Signed Venue & Space Terms of Use

There are templates for each of these documents at [asa.ac.nz/clubs/club-documents](http://asa.ac.nz/clubs/club-documents)

ONLINE

SIGN IN TO  
YOUR ASA  
ACCOUNT

ASA.AC.NZ

On the clubs' menu, take the option: **Club Affiliation** and enter the information requested.

You will be asked to upload the documents listed above. You'll receive email confirmation with a Zip file.

SIGN

MAKE IT  
LEGIT

The emailed Zip file contains the documents that you uploaded and the **club affiliation application document** and **club constitution document**. Your committee members must sign **BOTH** of these documents.

Bring the signed documents to the ASA Reception

ASA

ASA EXEC  
MEET TO  
AFFILIATE  
CLUBS

The ASA Executive team meet fortnightly and review **correctly completed** club affiliation applications. Usually, affiliation is straightforward, sometimes, the ASA Exec ask for more information.

You will be notified of the outcome by email.

HELP?

CAC clubs.auckland@massey.ac.nz  
ASA gm@asa.ac.nz

**ASA Affiliated**

### WE'RE A NEW CLUB - HOW DO WE START?

If you are a new club, you will need to meet with the CAC (Kay-Leigh). Kay-Leigh will help you to have your first AGM to elect your committee and will show you where to find the resources to run a successful club.

### WHAT ARE AGM MINUTES?

AGM minutes are a record of what happened at your Annual General Meeting and importantly record who was elected to the club committee.

### WHAT IS OUR ASSET LIST?

This is a spreadsheet which lists all of the equipment (assets) owned by your club. It can include banners, sports equipment etc. You must list all assets that have been purchased with club grants but you should also list any other assets that the club has. This is very useful information for an incoming committee and ensures that assets do not go missing from year to year. Of course, assets do wear out and need to be replaced, so you need to keep this up-to-date throughout the year.

### WHY DO WE HAVE TO SIGN THE DOCUMENTS?

The club committee is responsible for running the club and for ensuring that the club follows the club rules (constitution) and signing these forms is your declaration that you will do this. It is the club committee who are able to sign payment reimbursement forms to access club funds.

### WHO SHOULD BE OUR CONTACT PERSON?

The contact person is usually the President or Secretary of the club. It is the contact person who is responsible for circulating any communications that come into the club. The contact person must sign the affiliation document to confirm that they are happy for their details to be displayed on the ASA website.

### WHAT SHOULD WE PUT FOR CLUB CONTACT EMAIL ADDRESS / WEBSITE?

ASA allocate each club a [clubs.asa](mailto:clubs.asa) email address that is displayed on the ASA website. Your club will also get access to online Office 365 with Onedrive which is a great place to save important documents.

We need the URL address for your club Facebook/website.

### WHAT HAPPENS IF WE DO NOT RE-AFFILIATE BY 31ST MARCH?

If your club does not lodge its ASA affiliation application online by 31st March, sports hall bookings, room bookings and access to your club funds may be suspended. So, don't risk it! Lodge your affiliation application online in time! (If there is a reason why this can't happen, make sure you let Jacqueline at ASA know!