

Policy Title	ASA Clubs Policy
Last Review Date	5/2/12 (Draft)
Next Review Date	August 2023
Effective Date	August 2021

# ASA Clubs Policy

## Contents

1. Purpose and Scope .....	1
2. Definitions .....	1
3. Affiliation .....	2
4. Club Membership .....	2
5. Duplication of Club Activity .....	3
6. Religious Clubs.....	3
7. Prohibited Activities .....	3
8. Club Constitutions .....	3
9. Club Committees .....	3
10. Club Finances.....	4
11. Club Assets.....	4
12. Club Grants .....	4
13. Access to ASA Equipment and Facilities.....	5
14. Winding up a club.....	5
15. References.....	5

## 1. Purpose and Scope

This policy outlines the Association’s rules for clubs that apply for affiliation to the Association.

All clubs affiliated to ASA shall be bound by this policy. Any Club that fails to adhere to the ASA’s Clubs Policy risks being disaffiliated by the Executive Committee.

## 2. Definitions

**ASA** means Albany Students’ Association Incorporated

**ASEC** means Albany Students' Association Executive Committee

**CSCG** means Club, Society or Cultural Group

**University** means Massey University

**Club** means any of the following: Club, Society or Cultural Group

### 3. Affiliation

The Association has a constitutional obligation to:

- To encourage the growth of student clubs, societies, and cultural activities
- To join with any other person, Association or Corporation for the accomplishment of any of the objects of the Association

Any Club wishing to affiliate with the Association must do so **annually**.

Affiliation applications must be lodged using the online process on the ASA website.

Complete affiliation applications are considered by the ASEC at their regular committee meetings. The outcome of affiliation applications is communicated to the clubs by the ASA General Manager.

The ability to affiliate to any other outside group is at the discretion of the ASEC. Affiliation must be to a recognised regional, national, or international body.

### 4. Club Membership

Clubs shall be open to any Massey University student wishing to join and willing to pay any required membership fee. Any such Society or Club shall have its membership open to all students of the University, but the office bearers of any such body may be confined to a particular College.

A club must have a minimum of 7 members to apply for affiliation with ASA.

At least 75% of the membership must be Massey University students or alumni.

Any Club whose annual membership drops below 7 members shall be disaffiliated from the Association at the discretion of the ASEC.

Any affiliated Club is responsible for providing up-to-date membership information by semester upon request.

The ASA President is an ex-officio member of each affiliated club.

## 5. Duplication of Club Activity

Affiliation of clubs seeking to duplicate activities of a pre-existing affiliated club is discouraged and would not usually be successful, although, the ASEC after seeking advice from the University's Clubs' and Activities Coordinator may grant an exception.

## 6. Religious Clubs

Any Club whose main activity is religious will be referred on to the Massey University Albany Spiritual Advisory Committee for a recommendation prior to affiliation. Providing no significant change is made to the Club's constitution, in all future periods they will be affiliated without having to be referred again.

## 7. Prohibited Activities

Clubs will not be affiliated whose principle aims include any of the following:

- Gambling
- Prostitution or the sex industry
- Alcohol promotion
- Racism
- Sexism
- Homophobia
- Transphobia
- Any breach of ASA Policy, University Regulation or Statute
- Any illegal activities
- And any others that may be deemed unsuitable or which may bring either the Association or the University into disrepute.

## 8. Club Constitutions

All clubs must agree to terms of the Massey University CSCG model constitution which must be signed by the President, Vice-President, Secretary and Treasurer of each club.

Clubs that were established prior to 2012 or are externally affiliated to a National or International group may use their own constitution provided it does not contradict any statements in the Massey CSCG model constitution.

## 9. Club Committees

Club committees are to be elected as per the Massey University CSCG Policy and Procedures.

## 10. Club Finances

It is expected that clubs will use the Association bank account. Only clubs that are affiliated to an external group, are an incorporated society or were established prior to 2012 are exempt from this rule. Whilst the ASEC has the authority to allow a club to establish its own bank account, this is not recommended and will only be allowed in exceptional circumstances. Where clubs do have an external bank account, they will be required to provide the bank statement with both club grant applications and affiliation applications to show that they are a going concern.

The Association has a balance sheet account for each affiliated club.

Members' funds and grant funds are identified at a transaction level (exclusive of GST) within the club's balance sheet account. Clubs can request a copy of their account at any time from the ASA's accountant.

Club members can deposit funds to their club account by internet banking, providing the club name as a reference or by cash/Eftpos deposits at the Association reception.

To utilise club funds to either pay a supplier or reimburse a club member, two members of the club committee must sign a payment authorisation form, although a committee member may not authorise a reimbursement to themselves.

Cash is not usually to be given in advance to club members, but the General Manager will have the discretion to do this provided two members of the club committee have authorised this and provided that all receipts for any previous cash advances have been properly and promptly provided.

Club accounts may NOT be overdrawn. In exceptional circumstances, clubs can write to the ASA Executive to ask for a temporary loan. The ASA Executive will provide the criteria for repayment should the request be granted.

## 11. Club Assets

Clubs are required to maintain their own asset registers (equipment owned by the club). At the point of re-affiliation, clubs are required to demonstrate to the Clubs' and Activities Coordinator that they are still in possession of each asset or provide an acceptable explanation for any missing assets.

It is important that club members understand that equipment purchased with club funds belongs to the club and not to the individual members.

## 12. Club Grants

Clubs have access to grants once they have reached 10 members.

Club grants are awarded as per the Massey University CSCG Policy and Procedures.

Club grant cut-off dates will be available on the ASA website.

Club grants must be applied for using the online process on the ASA website.

### 13. Access to ASA Equipment and Facilities

Affiliated clubs benefit from the following services.

- Banking and accounts assistance
- ASA Club email account with access to Office 365
- Listing on ASA website including membership services and events calendar
- 2 hours once per week sports hall booking
- Room booking assistance
- Advertising on ASA social media (upon approval of General Manager and CCC)
- Use of some ASA resources:
  - Van
  - Mobile Eftpos
  - BBQ
  - Ad-hoc equipment

### 14. Winding up a club

Clubs and societies are required to notify the Association of their intention either to re-affiliate or to wind-up by the 31 March of the year following their original affiliation, after a motion to this effect has been passed at a General Meeting of the Club.

Should a club not re-affiliate or advise that it is to be wound-up, all assets are to be returned to the Association. If the assets were purchased with a club grant, they will be held in trust by the Association for the University as per the CSCG policy. Any non-grant related funds in the clubs' account will be transferred to the Association's disaffiliated clubs' account. Funds in the disaffiliated clubs account can be used to help similar clubs or for other club development projects. Any movement of funds to or from the disaffiliated clubs account must be agreed at an Executive Committee meeting and recorded by a motion in the meeting minutes.

### 15. References

- Massey University Clubs, Societies, and Cultural Groups Policy and Procedures
- ASA Clubs' Code of Conduct Policy
- ASA Clubs' Manual
- ASA Financial Policy