



TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

Club Affiliation Procedure

July 2024

Purpose

To provide a procedural framework that allows clubs, societies, and cultural groups (Clubs) to become affiliated to Te Tira Ahu Pae (the Association).

Principles

The system is fair and equitable, upholds Ngā tikanga katoa rite tahi – equality, equity, equal outcomes, access, and participation.

Objectives

1. To support the development of Clubs at Massey University, providing students with access to extracurricular activities and opportunities.
2. To define the rules that Clubs must follow to gain and maintain affiliation to the Association.
3. To define the services that the Association supplies to affiliated Clubs.

Responsibility

1. Responsibility for the Clubs' service provided by the Association to Clubs sits with the Clubs' and Events Coordinators operating under the management of the Operations Manager.
2. The Association will be responsible for considering fully completed Club affiliation applications and any situations where a recommendation to disaffiliate an affiliated Club has been received.
3. Club committee members are responsible for the proper running of their Club and adhering to the rules of this policy.
4. Student club members are responsible for adhering to the Massey University Code of Student Conduct.

Standard Operating Procedures

1. Conditions of Affiliation

- 1.1. Clubs must have a minimum of 6 currently enrolled Massey University student members to apply for affiliation with the Association, with a committee consisting of at least a President, Treasurer, and Secretary.
- 1.2. Currently enrolled Massey University Students and Massey Alumni must make up at least 60% of the club membership.
- 1.3. A Club committee must be elected by **student** Club members and is to be responsible for the operation of the Club.
- 1.4. All new clubs must follow the Association's model constitution or must seek approval for the use of any other constitution. A Club may not change their Constitution without the Association's approval.
- 1.5. Clubs should not duplicate activities of already established clubs.

- 1.6. Clubs will not be affiliated should their principal aims include any breach of Association policy or University regulation or statute, illegal activities, or anything that may be deemed unsuitable, or which may bring the Association or the University into disrepute.
- 1.7. Affiliated clubs must be represented by at least one club student committee member at each Association Annual General Meeting if given appropriate notice. Students may only represent one club.

2. Club Affiliation

- 2.1. Clubs may apply for affiliation to the Association by completing the application process on the Association's website.
- 2.2. Affiliated clubs must supply updated documents annually by 30 April of each calendar year or may be considered for disaffiliation by the Association.
- 2.3. The Association may accept or decline an application for affiliation but must provide a valid reason for declining an application from a Massey University student-led club.
- 2.4. Where appropriate, the Association shall seek advice from the relevant Massey University department/s for consideration of affiliation.
- 2.5. Upon affiliation a club becomes a **Supporting Member** of Te Tira Ahu Pae.

3. Disaffiliation

- 3.1. If a Club is unable to form a Club Committee or meet membership minimums, the Club can be recommended for disaffiliation and winding up processes will take effect.
- 3.2. The decision for the Association to take action to disaffiliate a club must be agreed on by the Board. The Association may suspend Club activities until a decision is made.
- 3.3. Clubs opting to disaffiliate may be asked to return assets purchased with Club Grant funds and will lose access to Association services provided to affiliated clubs.

4. Board Process

- 4.1. Section 9 of the Te Tira Ahu Pae constitution identifies groups, clubs, or societies to be eligible for **Supporting Member** status, which must be applied for in writing and considered by the Board.
- 4.2. Operational management will provide the board with a list of clubs seeking affiliation together with their recommendations.
- 4.3. The board will consider an application from a club for affiliation:
 - The first time the club applies for affiliation to Te Tira Ahu Pae
 - Any subsequent affiliation application if affiliation has lapsed for more than 6 months and the club has been disaffiliated.
 - Clubs that continuously maintain their affiliation will not be required to be annually reviewed by the board unless operational staff have concerns regarding their affiliation status.
- 4.4. The board will provide affiliation outcomes to operational management with the corresponding motion number.
- 4.5. Operational staff will communicate affiliation outcomes to the individual clubs.