



CONDITIONS OF AFFILIATION

Updated January 2017

These are the terms and conditions of affiliating your club with MAWSA. By submitting an affiliation form you agree to abide by these terms and the Code of Conduct below.

Each club or society must affiliate annually by submitting a completed affiliation form to the Clubs Development Coordinator. Clubs and societies can affiliate at any time of the year. Existing clubs and societies must renew their affiliation before 31st March or the club's affiliation shall lapse. Affiliation is subject to approval by the MAWSA Executive, and can be revoked at any time for any reason at the discretion of the executive.

The affiliation of each club or society will be considered on a case-by-case basis and MAWSA shall have the discretion to waive or place conditions on any club in line with the purposes and values of MAWSA.

The rules of the affiliated club or society are subject in all respects to the rules of MAWSA.

At least half of the members of an affiliated club or society must be currently enrolled at Massey University Wellington.

Each club or society must have a minimum of 7 members who are currently enrolled at Massey University Wellington.

Clubs and Societies must elect an executive committee who will be responsible for the administration of the club or society. At a minimum, this must consist of a President, Secretary and Treasurer. These positions must be held by currently enrolled students at Massey Wellington Students' Association unless there is a satisfactory reason that this is not possible.

Membership must be open to all Massey Wellington students although it can be limited to a particular gender or members of a particular faculty, e.g. Women's Basketball club or Vet Students Association.

The contact details given on the Affiliation form will be used on websites and given out for queries directly relating to your club or society. The contact person must sign the Affiliation form to acknowledge that they are aware of and agree to this.

The President, Secretary, and Treasurer must submit their contact details on the Affiliation Form. There is additional space on the form for other committee members' details. These individuals will receive email updates from the Clubs Development Officer about upcoming events, administration, and general information of benefit to clubs and societies.

Clubs and societies must keep a membership list including ID numbers and contact details (emails or phone numbers). Each club can choose how to define 'members', but this usually includes any Massey University students, non-Massey University students, committee members, coaches, administrators, community members, staff and alumni who are associated with your club.

Clubs and Societies must conduct their banking and financial management through the MAWSA banking system held with ANZ bank. No club may operate an account at any bank or financial institution outside of this system

All clubs and societies are required to hold at least one meeting a year (your AGM) which is open to all club members, and at which the President and Treasurer should each present a report on the previous year and members must elect a committee for the following year. This meeting will look different for each club and society—the Clubs Development Coordinator can advise you on how to run an effective AGM.

Each club or society must keep a record of any capital assets or equipment which belongs to the club and which is valued at \$15 or more. This should include description of the asset, storage location, the value of item at time of purchase, and age of the item. This can be difficult if record keeping has not been maintained - please discuss with the Club and Development Coordinator if you have queries about this.

Where possible, uniforms should be in Massey University colours (navy blue and old gold), and have the University and MAWSA logos printed on them. Logos and colour numbers are available from the Clubs Development Coordinator. Uniforms purchased with grant funds must remain the property of the club, not individuals.

Affiliated clubs and societies are eligible to apply for grants from Massey University. These grants are considered by the Grants Committee each month of the academic year. The committee has the authority to approve or decline grants at their discretion, and are governed by the Massey University Clubs, Societies and Cultural Groups Grants Policy, which is available online or from the Clubs Development Coordinator. All clubs and societies who wish to apply for grants are required to charge subscription fees, or demonstrate how members will contribute to the costs of the club. Fees may be as much or as little as you decide but should reflect the actual and realistic costs associated with your activities.

Clubs and societies are responsible for the health and safety of individuals attending their events. The Clubs Development coordinator will advise you on how to manage risks and prepare strategies that will help keep people safe. Most events will require you to submit a Risk Assessment and Management Strategy. Incidents or injuries should be reported to the Clubs Development Coordinator or the Association Manager as soon as practically possible.

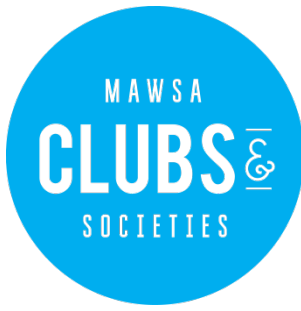
The President and Treasurer must present a report to the club AGM annually. A copy of these reports must be given to the Club Development Coordinator.

A report must also be submitted to the Clubs Development Coordinator after a club sends delegates to national conferences, or for any event of equipment funded by a club grant.

A club or society shall be disaffiliated if it is deemed to be acting unconstitutionally, in a way that contravenes these conditions or to be abusing its status as a MAWSA affiliated club. Any club or society that gets heavily into debt may be shut down and its assets seized in order to pay the debt. If MAWSA deems a club or society to have permanently lapsed, the bank account will be closed and its assets forfeited.

Special circumstances which arise during the affiliation process will be dealt with on a case-by-case basis by the Clubs Development Coordinator.

MAWSA reserves the right to intervene with the management of the club or society if MAWSA feels the club executive is unable to perform their duties or act in the interests of the club. The Clubs Development Coordinator will try to work with the clubs executive to resolve any issues in the first instance.



CLUBS & SOCIETIES CODE OF CONDUCT

Club and society executives and members of clubs agree to:

- Treat each other, MAWSA staff, University staff and students with courtesy and respect.
- Compete in a manner of good sportsmanship, regardless of the nature of the competition, when representing MAWSA and the University in any sports fixture
- Operate within the rules of the sport or activity.
- Not use any form of peer pressure.
- Not be unduly intoxicated at any event or activity where such behaviour could be deemed unacceptable or unprofessional.
- During social events to be aware of behaviour and the impact on others, particularly members of the local community.
- Not to consume alcohol whilst being transported to or from any activity organised under the umbrella of the Student Group, MAWSA or the University.
- Comply with the financial policies governing the use of funds to clubs and societies.
- Report any concerns for the health and safety or welfare of its members

Misconduct by individuals identified as being part of an affiliated club or society could lead to disaffiliation or suspension from being affiliated at the discretion of the Clubs Development Coordinator and the MAWSA Executive. Poor behaviour is deemed to be any behaviour that could bring MAWSA or Massey University into disrepute.

The following shall constitute misconduct:

- Violent, indecent, disorderly, threatening, abusive or offensive behaviour to any student, employee of MAWSA or the University or any visitor to the University or any member of the local community.
- Abusive, threatening or offensive language (verbal or written - including social media websites) to any student, employee of MAWSA or the University or any visitor to the University or any member of the local community.
- Action likely to cause injury or impair safety on University premises;
- Harassment, including racial or sexual harassment and harassment on the grounds of disability of any student, employee of MAWSA or the University or any visitor to the University
- Damage to, or defacement of, MAWSA or University property or the local community caused intentionally or recklessly
- Misuse or unauthorised use of University premises or items of property (including computer misuse, fire alarms or fire extinguishers)
- Failure to comply with the MAWSA's Financial Regulations or with any decision on the use of grant funds made by the grants committee.
- Failure to comply with the regulations for conduct of elections and meetings.
- Behaviour which could bring the MAWSA or the University into disrepute;
- Failure to abide by MAWSA and University policies and procedures.