

APPLICATION FOR AFFILIATION TO OUSA

OUSA is an organization that is run by students for students. Each year 15 students are elected to form the OUSA Executive. Together with the paid staff they help students to achieve what they want from university life.

All University of Otago clubs are required to be affiliated to the Otago University Students' Association (OUSA). Affiliation is the legal act of your group becoming associated with OUSA. It allows OUSA to be aware of your intentions, finances, and membership etc, to protect both itself and the members of the club/society.

Benefits of Affiliation

- Access to regular weekly bookings at the OUSA Clubs and Societies Centre (including dance studio, car maintenance shed, sauna) and other campus facilities.
- Access to the OUSA Clubs and Societies Centre minivan for regular or casual bookings.
- Access to the Club Committee Room which includes a computer, printer, photocopier, fax machine and work space for club committee members.
- Pigeonhole at the OUSA Clubs and Societies Centre for the delivery of mail.
- Use of the OUSA Clubs and Societies Centre noticeboards.
- Use of lockers at the OUSA Clubs and Societies Centre
- Listing on OUSA Website
<http://www.ousa.org.nz/events-and-recreation/clubs-and-courses/clubs-list/>
- Use of OUSA Club Message Board
<http://www.ousa.org.nz/events-and-recreation/clubs-and-courses/the-clubs/>
- Club email address including spam protection paid for by OUSA.
- Free 20 Megabyte domain name on the OUSA website
- Clubs Development team that supports, advises and provides resources.
- Financial assistance from OUSA by way of grants, subsidies for USNZ UNlgames and training opportunities.
- Insurance cover under OUSA's policy.
- Free participation in Clubs Day.
- An OUSA Clubs and Societies Representative who attends to the interests of affiliated clubs.
- OUSA Events Office is available to provide advice on how to run and publicise club events.
- Access to campus bollards to place advertising posters (subject to availability). 50 x A3 posters must be supplied to OUSA Events on a Friday. The posters will be pasted on bollards the following week. The OUSA logo (uplifted from OUSA Designer only) must be included on the poster.
- OUSA reception will send press releases for clubs to all local media for \$1 and to all national media for \$2.
- Critic publishes a news roundup from OUSA clubs on a monthly basis.
- Acknowledgement of excellent performance through the Blues and Golds Awards. The Sports Club and Society of the Year each receive \$1000.
- Access to equipment hire (DVD player, video camera) through OUSA Events for a small rental fee. Bond applies.
- Access to PA system (book through Clubs and Societies Reception)

Affiliation of New Clubs

To affiliate your new club please contact the Clubs Development Officer.

Conditions of Affiliation

Refer to OUSA Affiliation Policy.

APPLICATION FOR AFFILIATION TO OUSA

Please Return Forms to the Clubs Development Officer

Name of Club: _____

Email of Club: _____

Website Address: _____

AIMS/OBJECTIVES (of the club)

PRESIDENT (or CONTACT 1)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

SECRETARY (or CONTACT 2)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

TREASURER (or CONTACT 3)

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

COUNCIL REPRESENTATIVE

Name: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

Student ID #: _____

LEGAL STATUS

- Non-Constituted Body (not a legal entity)
- Incorporated
Registered under the Incorporated Societies Act 1908
- Charitable Organisation
Registered under the Charitable Trust Act 1957

INCOME TAX STATUS

- Taxable Body
- Non-Profit Body (limited tax exemption)
Attach letter from IRD confirming this status
- Amateur Sports Body (full tax exemption)
Attach letter from IRD confirming this status
- Registered with Charities Commission (full tax exemption)

GST REGISTERED

No Yes GST No: _____

OUSA WEBSITE

<http://www.ousa.org.nz/events-and-recreation/clubs-and-courses/clubs-list/>

The clubs listing on the OUSA Website has been reviewed.

- Do not make any changes
- Please make the following changes:

Contact:

Email:

Website:

Call:

Please note that the information provided here will be available to the public.

ANNUAL GENERAL MEETINGS

Date of the Clubs Annual General Meeting: _____

*Attach Minutes of the Annual General Meeting

MEMBERSHIP NUMBERS

OUSA Members: _____ OPSA Members: _____ Other: _____

Does the Club have 10 or more members? Yes / No

Are 90% or more of the members OUSA / OPSA members? Yes / No

*Attach Membership List (must include Student ID Numbers)

BANK ACCOUNT DETAILS

Bank: _____ Branch: _____

Account Number: _____

*Attach OUSA Bank Authority Letter

BANK ACCOUNT SIGNATORIES

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

3. Name: _____ Phone: _____

Address: _____

ASSETS AND EQUIPMENT

Does the club have any existing assets or equipment? Yes / No

*Attach an Asset Inventory – must include the item, number of that item, purchase price, purchase date.

The clubs assets are stored at: _____

Does the club require storage at the Clubs and Societies Centre? Yes/No

OFFICE USE ONLY

Storage at Clubs and Societies Centre: Room No: _____ Locker No: _____

*Request Locker Access Form

OTHER BODIES THE CLUB INTENDS TO AFFILIATE TO:

*Attach a Conflict Management Schedule

*Attach "Other Bodies" Constitution

SUBSCRIPTION/LEVY

Ordinary Levy: \$_____

Other Fees: \$_____

CONSTITUTION

*Attach the clubs Constitution.

DECLARATION

In signing this form on behalf of the club, I undertake that the information given is true and correct. The club also understands that it must operate under the Club's and OUSA's constitution and abide by the rules and policies of the Otago University Students' Association.

President (or Contact 1)

Secretary (or Contact 2)

Date: _____

Date: _____

INCLUDE THE FOLLOWING

Constitution

Membership List (include Student ID No)

OUSA Bank Authority Form

Conflict Management Schedule/Other Bodies Constitution

Asset Inventory

Minutes of Annual General Meeting

OFFICE USE ONLY

Affiliation Ratified on:
Date

Signed:
OUSA Clubs and Societies Representative

Confirmation Letter Sent

List on OUSA Wiki Site

Pigeon Hole

File Documentation

Create E-Folder

Add to Outlook Contacts

Request Email/Website/Computer Password

Locker Allotted/Access Form Received