EXPERIENCE AND BELONGING
· clubs & communities ·

autsa
YOUR VOICE AT AUT

2024 Clubs Handbook

Contents

Introduction

Clubs are a terrific addition to anyone's university experience. It gives you a chance to meet new people, form bonds and work on something you all feel passionate about.

Starting a club can feel like a daunting task but AUTSA is here to help with lots of resources at our fingertips! This manual is designed to guide your club whether it is new or existing. Affiliating with us will take away the stress of policy requirements, financial security, and administration.

We love to support clubs so that they can focus on the positive aspects such as: building a community, holding amazing events and establishing skills for the future. If full Affiliation with AUTSA is not right for your club, we also welcome groups to a supported or recognized club.

Please feel free to contact us to find out whether being a supported group, recognized club or associated club will work best for you.
Email: autsa.studentcommunities@autsa.org.nz

Starting a club

Before starting your club, you should ask yourself the following questions:

- What will your club be about?
- Do similar clubs exist and are they active?
- How will this club benefit AUT students?
- Who will join your club?
- Will this club be a positive contribution to AUT?

Once you have answered these questions, we can either talk you through the application process the benefits and different tiers of affiliating with AUTSA or you can be taken straight to the application. Do not forget that you will need at least 3 members to begin your new club, this includes yourself. When submitting your application be sure to have completed the Constitution beforehand as you will need to send this in with your application. Students are welcome to create their own constitutions or use a template from AUTSA, all you need to do is fill in the blanks that are highlighted with the yellow.

The Student Community Committee meet once a month to discuss grant applications as well as the new club applications. *(These are seen after the 14th of each month).* If your clubs application is accepted, a approval letter will be sent. Clubs are affiliated with us for 3 years, the send year of affiliation, clubs will have the option to re-affiliate with AUTSA.

Necessary roles in a club

There are roles that need to be filled to start your club. As appropriate, your club may need to create roles outside of those listed below. Some examples may be a Performance Coordinator, Media Officer, or a Wellness Officer.

President

- Leads and manages the club/group.
- Chairs all meetings that do not require a returning officer.
- Exercises financial responsibility for the club and is a co-signatory on the accounts.
- Responsible for seeking out sponsorships and grants.
- Gives a yearly report at the AGM. Helps transition the incoming president into office.

Vice President

- Supports the President in their administration and management roles.
- Can seek sponsorship and grants.
- Act as the President when they are unable to perform their duties.
- Organize room bookings and facilitate events.

Secretary

- Keeps a permanent record of minutes from all club/group meetings.
- Keeps an up-to-date record of membership.
- Notifies members of upcoming meetings.
- Reports to AUTSA on any changes to the club.

Treasurer

- Receives all club/group money and keeps proper bank accounts in the name of the club/group.
- Pays all bills after the approval of the President.
- Keeps an exact record of all financial transactions.
- Gives a treasurer report at the AGM.
- Is a co-signatory on the club/group account.

Events Coordinator

- Plans and coordinates club-based activities and events.
- Collaborate with the wider executive team to ensure the club is supplying a range of events throughout the year which engage club members.
- Work closely with the Treasurer to apply for grants and keep a record of club activities throughout the year.

Affiliating your club with AUTSA

AUTSA offers three levels of affiliation for clubs at AUT, with varying levels of support and requirements. When you apply for affiliation with AUTSA, the Clubs Committee, will make the decision of which tier of association to offer, based on the merit of the club's application.

Please see Appendix 2, for the breakdown of requirements and benefits associated with each tier of association.

Associated Clubs

If you are associated with AUTSA and continue to uphold our values, your group will be able to receive full financial aid from AUTSA, in the form of Clubs Grants and promotion funds. These groups do receive all other benefits, such as hire of Events Equipment and room bookings, and support from our full-time staff.

In exchange, AUTSA will need regular reports on the Clubs activities, finances, and membership. Information regarding this can be found further down the document.

Supported Clubs

These groups are supported by AUTSA and seen as contributing to student-life at AUT, however, this may not be their primary purpose. The leadership of the club may or may-not be student led. AUTSA is only able to provide some financial assistance. (This will be dependent on the available funds in our grant pool, associated tier will take priority in grant applications). However, these groups do receive all other benefits, such as hire of Events Equipment and room bookings.

AUTSA's oversight of the group extends only to ensuring the group continues to bring

positive benefit to the AUT members and is a suitable group to be associated with. These are groups are student-led clubs, but currently unable to meet all the criteria for associated clubs.

Recognized Clubs

AUTSA is not able to supply financial support for this group of affiliation. However, AUTSA will support these groups by aiding in directing students to them and promoting their activities where it helps AUT students.

AUTSAs oversight of these groups extends to receiving regular reports on the group's activities and finances.

Affiliation Documents

When a group chooses to affiliate, AUTSA will need the following documentation to bring forward to the Club Council.

Once you have provided AUTSA with these documents, we will take your application to the Club Council. At a Club Council meeting, the members will vote on which tier of association to offer to your club/society.

Associated Tier

1. Club Constitutions provided to AUTSA.
2. Club Plan and Summary of Activities.
3. Membership List to be provided to AUTSA. *(To verify the minimum AUT Membership clauses.)*
4. Documents and Reports. *(Only need to submit End of Year reports not quarterly).*
5. Constitutions includes AUTSA clause.
6. Financial documents.

Supported Tier

1. Club Constitutions provided to AUTSA.
2. Club Plan and Summary of Activities.

3. Membership List to be provided to AUTSA. *(To verify the minimum AUT Membership clauses.)*
4. Documents and Reports. *(Only need to submit End of Year reports not quarterly).*
5. Constitutions includes AUTSA clause.
6. Financial documents.

Recognized Tier

1. Club Constitutions provided to AUTSA.
2. Club Plan and Summary of Activities.
3. Membership List to be provided to AUTSA. *(To verify the minimum AUT Membership clauses.)*
4. Documents and Reports. *(Only need to submit End of Year reports not quarterly).*

By providing financial reports, along with your clubs planned activities, allows AUTSA to expect where financial support may be needed.

At the point of application, the group needs a minimum of 3 AUT student members. The membership list is a live document, please see below, Clubs Membership Lists, for the advice on keeping this updated, and keeping the data safe.

Exemptions

If there is any reason your club cannot provide any of the documents, please include a written request for exemption to the Clubs Committee, as part of your application, for example it may be inappropriate for some groups to keep membership records. Each request will be judged on its own merits by the Clubs Committee.

Reaffiliation Documents

Clubs are affiliated for a period of three years. Once affiliation have been completed clubs will need to reaffiliate at the earliest possible point to ensure that they continue to have access to the benefits they held the previous years.

Your reaffiliation date will be the same date as you became affiliated with AUTSA. *(e.g.: If you became affiliated with AUTSA on the 2 March 2022, your reaffiliation date is 2 March 2026)* Once your affiliation is concluded, support to a club will be withheld until affiliation statues is granted again. When reaffiliating you will need to provide the following documentations:

- Reaffiliation: Administration Document
- Reaffiliation: Legal Document
- Reaffiliation: Financial Document
- Reaffiliation: Event Planning Document
- Reaffiliation: Presidential Document

Club Benefits

AUTSA Club Grants
AUTSA can give direct financial support to **Associated** and **Recognised Clubs.** This takes the form of Start – Up and Major Clubs Grants. For more information regarding this please see further below.

AUT Room Bookings -Free of Charge
You can book rooms on all 3 campuses by filling out the form online on Spaces. You must book a month before; all applications are checked on the 15th of each month. It will take 5 working days to complete your application. Confirmation of your room booking is sent to you email whether it is approved or denied, or an alternative room is given.

Please be aware that AUT allows us to use these facilities free-of-charge for student clubs and societies for the benefit of AUT students.

Please note: External groups would have to pay AUT for hire of these spaces.
If you have external guests, or a collaboration with an external group, please let us know in advance to ensure we can clarify with AUT that the event is booked for the benefit of AUT students through your club.

NOTE: Room allocation will be determined by the details you give for your event.
NOTE: <u>Recognised</u> groups are restricted to Monday to Friday classroom spaces only.

AUTSA Events Equipment

All clubs have access to hire AUTSA Events equipment. Majority of the equipment is free of charge; however, some higher end items will require a bond to cover any loss or damage costs. Where a bond is needed Associated Clubs will be able to apply for grant. Priority booking will be given to Associated Clubs. For full details of available equipment and booking forms please check SPACES.

Club Promotion

AUTSA will advertise and promote the activities of all clubs via our Clubs social media platforms and the AUTSA Website.
You will need to provide a poster for your event and any event details via email, we will them pass this onto our marketing team. Alternatively, you can tag us in your post and we will re-share.
You can reach us on Facebook and Instagram - @autstudentassociation @autsaclubs

Clubs Expo

Each Semester AUTSA hosts a Club Expo on each campus, so a total of 6 days per year. All Associated, Supported or Recognised Clubs are entitled to a stall at the Expo and are encouraged to use these events as a major recruitment tool to help grow your club and society. If your club is currently unaffiliated with AUTSA, priority will be given to our affiliated (Associated, Supported, Recognised) clubs.

Vesbar

Our very own venue on campus, Vesbar is available to hire Monday to Friday, weekends can be hired for private functions.
Contact the following people:
Main contact - debra.tutakitoa@autsa.org.nz
Alternative contact - niall.j.gardner@gmail.com

Locker Hire

All Affiliated and Supported clubs can hire, free of charge, a locker in WB or WG Building, additional lockers are subject to availability. Unfortunately, we do not currently have access to locker space on either North or South Campus.

AUTSA Staff Support

From marketing to admin, events to representation, AUTSA has a core of experienced and professional staff available to assist in your projects. Contact Student Communities Coordinator to help direct you to the right team for your needs.
Alternatively, you can check out our website: www.autsa.org.nz

AUTSA Clubs Account

AUTSA is working alongside ANZ to create a streamlined process that allows all clubs to set up their own independent bank account. Setting up a bank account is a large responsibility, and we want to make sure that we have a clear understanding between ourselves and the banks before we begin sending clubs to create their own club accounts.

Clear guidelines and information around what the bank require from the clubs will be available in the Appendices.

Additional Event Support: EAC (Events Activation Crew)

Needing some extra support with your upcoming events? The EAC team are AUTSA's Volunteer crew who are here to help when you need that extra support. If you have an opportunity for them to get involved, then join their page and you can post up for support.

Facebook - @AUTSAEventsActivationCrew

Official Club Meetings

Executive Meetings

Executive Meetings are run by the executive team in your group. These are the official decision-making meetings of your club. Minutes should be taken during these meetings and made available to club members.

The purpose is to make decisions about the direction of your club – this is especially important when you want to apply for a grant.

For further guidance on running official meetings and taking minutes please contact the Student Communities Coordinator.

Annual General Meeting (AGM)

This yearly meeting covers some major annual business for you club but should also be seen as an opportunity to celebrate the successes of the past year. Your club constitution should detail how your AGM is conducted.

All club members should be invited to an AGM, and the following items should be on the agenda:

- Incoming Executive: whether you are running elections in advance or by a show of hands at the AGM, this meeting is where you confirm results.
- Annual Report: Your executive team should report to the members on the clubs' activities for the year, the highs and the low, and an outline of your aims for the next year.
- Financial Report: Depending on your club's size, you may wish to include this in the Annual Report, but in the proceedings the club members should be given an overview of where you raised and spent the club monies.

Minutes from the AGM should be made available to all club members and a digital copy sent to the AUTSA Clubs Administrator.

Special General Meeting (SGM)

These meetings are usually held to discuss something important and/or unusual. For example, your club may want to pass a motion that requires a public vote because pf its importance. SGMs are also needed when making any constitutional changes.

It is good practice to give your members sufficient notice for these meetings. Constitutional amendments usually require a quorum. (Certain number of people to pass a motion)

Inaugural General Meeting (IGM)

An inaugural general meeting (IGM) is a meeting that a newly forming Tier 1 Student Group is required to hold. At this meeting you will do a lot of the groundwork for establishing your student group. These meetings are usually held to discuss something important and/or unusual.

For example, your club may want to pass a motion that requires a public vote because of its importance. SGMs are also needed when making any constitutional change. It is good practice to give you members sufficient notice for these meetings. Constitutional amendments usually require a quorum. Minutes from the SGM should be made available to all club members and a digital copy sent to the AUTSA Clubs Administrator.

Club Reports

Regular reposting ensures that we know what support services are working and what may need updating. To ensure we have all the information to make changes accordingly we require the following reports:

Quarterly Club Reports (3x)

Reports from the club exec to be provided to AUTSA at:
1. Mid-Semester 1 – End of March.
2. Winter Break – End of June.
3. Mid-Semester 2 - End of September.

Annual Report

An annual report template will be made available to access to from SPACES under the tab where all forms are shared. Quarterly reports can be used to build your annual report. Regular reporting makes things easier for clubs.

Minutes for Clubs Meetings

Meeting minutes are essential to record the changes within your club, your secretary will be responsible for undertaking this task. To be sufficient in this role, we have developed a training session dedicated to this.
Please email student communities coordinator to register for this training.

Club Membership List

Club membership lists are maintained for two purposes:

1. Externally: To confirm that the club meets the membership requirements necessary for affiliation with AUTSA.
2. Internally: For club executives to maintain an up-to-date list of students they can connect with.

Collection and Protection of Personal Data

When collecting new members details AUTSA requests that the club executive is mindful of the following:

- Information should be stored in restricted access files, allowing access only to the club executive committee.
- Membership data must not be shared with any other parties, external or internal to AUT, except with the clear written consent of all members.
- Your members have the right to ask for a copy of any personal information held about them, and to ask for it to be corrected, or removed.

AUTSA Data Consent Policy is available, please read over for further guidance. We advise that when membership details are taken the clubs are made aware of the AUTSA Data Consent Policy.

Financial Support

AUTSA Grants

Grants provide support for a wide range of club events and activities. These grants are available from the 1st till 14th of each month, each year. Grant applicants that are over $500+ require a percentage payback into the club funding pool. The percentage is dependent on the amount and the decision the Student Community Committee decides on.

The grants are decided on impact vs purpose vs available funds to ensure that we are giving out funding and support to the events that cater for our clubs and AUT students. All applications are seen after the 14th of each month, this is between the 15-17th of each month. From there the applications are all voted by the committee, then clubs are contact on the outcome and the grants approved take about 5-7 working days to complete.

The Student Community Committee is made up of our Vice President, Student Community Staff and exec member of any club. When an opportunity if available for another student to sit on the committee this is communicated to the clubs to apply for the space.

What is approved by the grants are the following, Social Club events, assets, marketing collateral, speaker series or club stalls. What is **not approved** by the grants are petrol, accommodation, conference, travels, videography/photography, or personal expenses.

NOTE: **Associated** and **Recognized** Clubs are eligible to apply for AUTSA Clubs Grants financial support for their club events. **Recognized are allowed partial grant.**

Please refer to the Grants Applications Process in the Appendices.

Reimbursement

AUTSA does not do reimbursements for any cases.

Fundraising & Sponsorship

Fundraising can be a highly beneficial way to raise funds for future club activities and events. You may also consider sponsorship from other places, such as relevant businesses. There are plenty of resources available on our Student Community Team page to access for our club executives.

Events within AUT Campuses

For on campus events, there are 3 main teams that can support your club with larger events. These events extend beyond room bookings, such as catered events or conferences. We work alongside the AUT Events Team, the AUTSA Events Team and the Vesbar Team to support these types of events. These services can incur costs, please contact our Student Communities Coordinator Team for support.

AUT Events (Hospitality Services)

AUT Events, part of hospitality services, their services come at a cost and do need to be booked in advance. This is typically best suited for large activities such as conferences or catered events such as a formal dinner. AUTSA uses their services for items such as the Clubs Awards evening.

To connect with their team, you can email them directly at – events@aut.ac.nz

When booking services with AUT Events we recommend you copy in autsa.studentcommunities@autsa.org.nz email address, this is not only to help keep our team aware of your events, but also so we can help with publicity and to confirm with AUT Events team that you are part of AUTSA Club, to avoid the corporate fees charged to external parties.

AUTSA Events Team

The AUTSA Events Team can offer support such as helping you plan your event, and by providing equipment such as BBQs, sound equipment or simply table and chairs.

To make an enquiry please contact, autsa.events@autsa.org.nz, copying in the Student Communities team to ensure we are kept up to date with your activities.

Clubs Events and Trainings

Club Expo

The Clubs and Communities Expos are held at the beginning of each Semester, on each Campus, both to celebrate our clubs and to welcome new students to join.

We plan our Clubs Expo in advance, and encourage our clubs to develop performances, decorate, and develop engaging activations in their area to welcome students and encourage them to get involved with university communities.

Every club (Affiliated/Supported/Recognized) is entitled to a stand at the Club Expos, and you will receive notification well in advance to reserve you space. Please make sure you register when you receive notifications even if you do not know how you will activate, it pays to let us know you will be present to ensure your space and to support our planning.

Whilst students are free to join your club at any time of the year, the Clubs Expo is a terrific way to advertise your club to students and recruit new members.

Clubs and Communities Leadership Awards

Due to the turbulence of COVID19 as of 2022 the Clubs and Communities Space will hold a annual Awards Ceremony. The change also comes with the acknowledgement that some executive members leave their club space before the end of the year due to graduation. AUTSA wants to recognize the clubs and communities that have contributed to student life and the students who helped make this happen.

While the tone may be fun and informal, the importance of the contribution that Clubs and Communities make to students lives at AUT can never be overstated. The Awards are official recognition from the Student Association President of your contribution and achievements.

Further Training

The AUTSA Student Communities team will continue to develop training resources and workshops for the club's exec members over the year.

A list of these trainings is included below:
- Club Committee Meetings
- Leadership Meetings (Former President Meetings)
- Treasure Trainings
- Secretary Trainings
- Events Trainings
- LGBTQIA+ Training
- Communications Training
- Mental Health First Aid Training
- First Aid Training
- Cultural Competency Training
- Accessibility Training
- Te Tiriti o Te Waitangi Training

The first item shall be a Club Presidents workshop, prior to the start of Semester 1, to cover growing and developing your club, networking between clubs and within AUT, and making contacts outside of AUT. Additionally, we are developing resources for Clubs Treasurers, to help you keep on top of your finances as your clubs grows. As well as guides like running formal meetings and background on finding and securing sponsorship.

We endeavor to ensure that the resources we provide are tailored to your needs and appreciate any feedback or suggestions. AUTSA Student Communities Team: autsa.studentcommunities@autsa.org.nz

Appendices

Appendix 1. AUTSA Student Representative Council (SRC)

The students at AUT are represented by a Student Representative Council (SRC), comprised of approximately 20 students, elected each year to direct the operations of the student's association. The SRC is a student led body, tasked with representing the views and needs of AUT students, if your feel and need is not being addressed, or you would like to apply for a vacant position please contact the Student Representation Coordinator at:
Email: studentreps@autsa.org.nz.

Student Association President

The President is the leader of the student executive, and official representative of AUT Students. The President meets with the senior members of the university including the Vice-Chancellor, to represent students' views and opinion.

Appendix 2. Clubs and Communities Association Tiers Requirements / Benefits

Benefits	Associated	Supported	Recognised
Clubs Day Stall	✔	✔	✔
Campus Room Booking	✔	✔	Mon-Fri Classroom Only
Website (Club Info)	✔	✔	✔
Events Equipment Hire	Free	Free	Priority given to Associated & Supported
Locker Hire	Free	Free	Free
AUTSA Grants	✔	✔	No
AUTSA Staff Time	✔	✔	✔
Bank Account	✔	✔	✔

Membership Requirements	Associated	Supported	Recognised
Minimum Membership 3 AUT Students	Required	Required	Not Required
Minimum 70% of members must be current AUT Students	Required	Required	Not Required
Exec Committee must be supporting a minimum of 50% current AUT Student Representation	Required	Required	Not Required
Club President must be a current AUT Student	Required	Not Required	Not Required

Activities	Associated	Supported	Recognised
Club mission is in-keeping with AUTSA core values.	Required	Required	Preferred
Club mission supplies substantial benefit to AUT Students	Required	Required	Preferred
Club mission covers a need not supported by an existing club or society	Required	Required	Required

Documentation	Associated	Supported	Recognised
Documents and Reports	Required	Required	Required (Only needs to submit End of the Year reports, not quarterly.)
Club Constitution provided by AUTSA	Required	Required	Required
Constitution includes AUTSA Clauses	Required	Required	Not Required
Clubs Plan and Summary of Activities	Required	Required	Required
Membership Lists to be provided to AUTSA	Required	Required	Required to verify the minimum AUT Membership clauses.
List of officers / exec provided to AUTSA	Required	Required	Required
Annual Plan and Budget	Required	Required	Annual Plans are necessary, but budget is not required.
Club Quarterly Report	Required	Required	Not Required
AUTSA Oversight of Election Process	AUTSA to confirm Returning Officer as of 2024	AUTSA to confirm Returning Officer as of 2024	Not Required
Minutes of General Meetings	Required	Required	Not Required
Annual Financial Report including any external bank accounts	Required	Required	Not Required
Asset Register	Required	Required	Not Required

Annual Presidents Report	Required	Required	Not Required

Appendix 3. AUTSA Data Consent Policy

AUTSA recommends that clubs make this policy available to new club members before collecting personal data. This form is formatted for the club to present to potential club members and not as AUTSA talking to Club Executives.

NOTE: Your club may wish to collect other information from your membership, appropriate to the aims or operation of your group, if so, we recommend that it is included in as an opt in part of the membership and stored in the manner below.

AUTSA Clubs Membership – Data Consent Policy

Upon joining an AUTSA Club or Society, we collect the following personal information from you:
- Full Name
- Contact Information (*This information does not need to be shared with AUTSA.)*
- Student ID

The club or society holds your contact information to:
- Keep track of their membership.
- Communicate with you about club matters.

The club or society executive committee is tasked with storing your information in restricted access files and allowing access only to the club or society executive committee, and the AUTSA Clubs Administrative team.

AUTSA Club Administrative Team keep this data to keep track of who is active in the AUTSA clubs.

Supplying some information is optional, however if you choose not to enter your student ID / contact details, we will be unable to count you as a club member under our records.

AUTSA keeps your information safe by storing it in a restricted access files and only allow AUTSA Club administrative staff access.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or have it corrected, please contact AUTSA at autsa.studentcommunities@autsa.org.nz

Appendix 4. AUTSA Grant Application Process

4.0 Grant Application Process

4.1	AUTSA Clubs apply for Grants via Google Forms	Grants to be applied before the 14th of every month.
4.2	Student Communities Coordinator to organise time and date after the 14th for the committee to meet and review all the applications.	Grant Applications are reviewed after the 14th of every month.
4.3	Approval for Grant application will be decided by the committee on a impact vs purpose vs available funds and the percentage of AUT Students are members at the club.	Grant outcomes are sent via club emails within 5 working days.
4.4	Approvals are sent from the Student Communities Coordinator via email. Requisition Forms are sent into the financial team to invoice.	Financial team to approve and send money within 2-5 working days.