

UNITEC CLUBS & SPORTS HANDBOOK

A guide to starting a Unitec Student Club

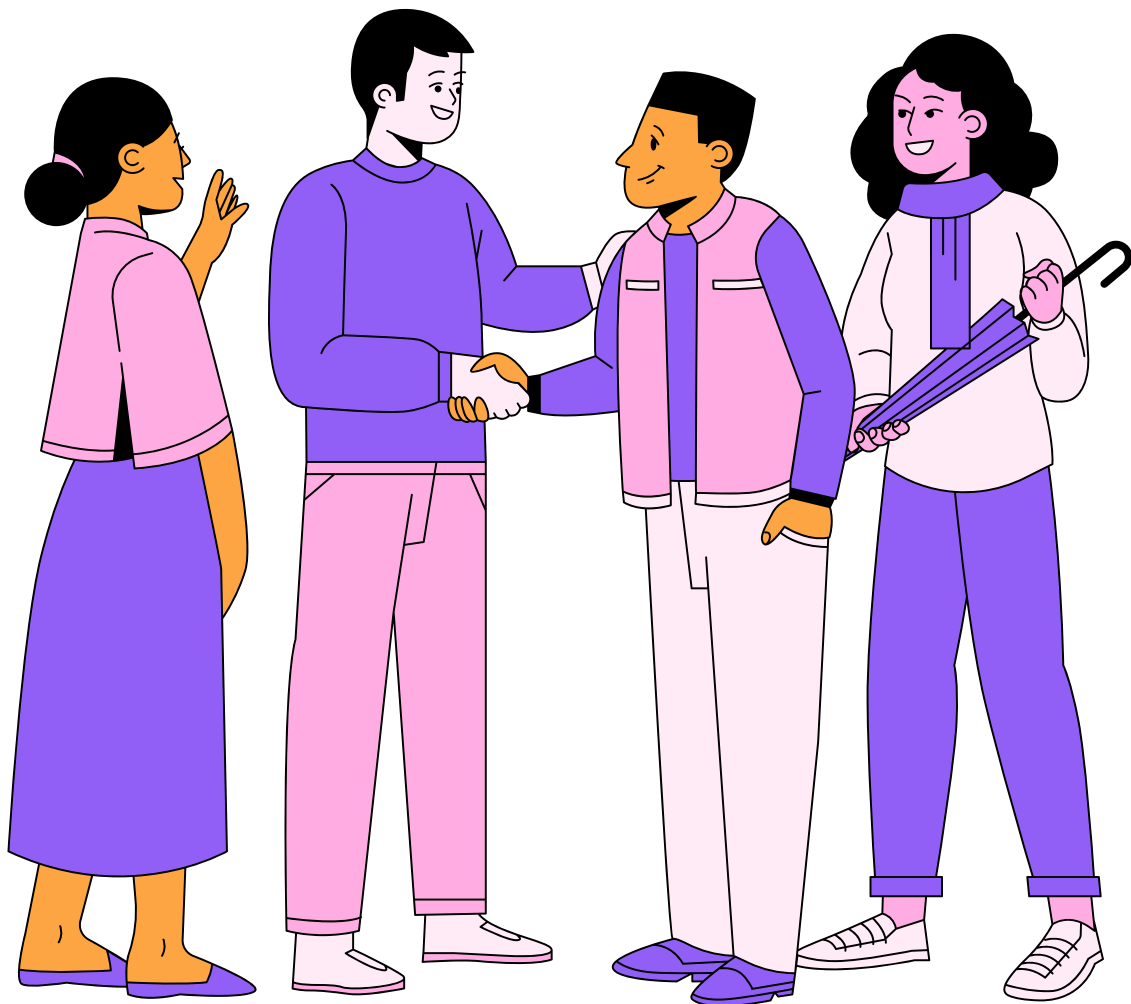


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CLUBS & SPORTS AT UNITEC

Joining a club at Unitec is a great way to meet new people and have some fun. We want clubs to be a big part of student life, so we've created a comprehensive handbook that covers everything you need to know about starting and running a successful club. From developing a constitution to recruiting new members, this guide has got you covered!

Register your Student Club, Team, or Group

Registering your club at Unitec is the first step, but becoming an Approved Club brings extra benefits. Approved clubs gain access to resources, funding, and priority facilities. They receive support through mentorship, leadership development, and networking. This distinction elevates your club's impact and engagement. Take the extra step to become Approved and enhance your club's journey of success.

Types of Clubs at Unitec



Sports Club

A Unitec sports club is a group of passionate students aiming to promote physical fitness, skill development, teamwork, and competition through organized sports activities.



Lifestyle, Interest, and Hobby Related Clubs

A Lifestyle, Interests, and Hobby club at Unitec is a community where students can come together to share and explore their passions, hobbies, and diverse lifestyles in a supportive and engaging environment.



Cultural Groups

"Cultural" type clubs at Unitec are student clubs that aim to promote and celebrate various cultures, traditions, and diversity within the campus community through events, activities, and educational initiatives.



Student Associations

A Student Association is a group of passionate students within Unitec that represents and advocates student interests. All Student Associations are required to submit a Terms of Reference, which must be endorsed by a relevant Unitec Entity.



School/ Program Related Clubs

School/Program Related clubs at Unitec are focused on academic or professional areas of study. They provide opportunities for students to enhance their learning, network with peers, and engage in activities relevant to their specific field of study.

Become an Approved Unitec Club

Approved Unitec Clubs offer students numerous benefits, including free venue hire, funding opportunities, personal and professional development, and the chance to build a sense of community with like-minded individuals on campus.

01 Register your Student Club, Team or Group

Register your student club, team, or group via the [Unitec Club Registration Form](#). The information provided here will be included on our [Student Clubs Website](#)

02 Recruit Members

Recruit and register at least 10 new club members by collecting their name, email, phone, student ID, and join date. *Tip: Use a Google form for easy data collection.*

03 Nominate an Executive Team

Ensure efficient club operation by assigning key roles for effective coordination and task delegation. To be Unitec Approved, clubs must have a president, a secretary, and a treasurer. More information about these roles on page 4.

04 Create a Club Constitution

You can draft your own or use the template provided. A constitution typically covers membership, goals, fees, banking, committee, and funding. Carefully consider its contents, as the constitution is a legally binding document that formalizes your club's conditions and rules.

Become an Approved Unitec Club

**Additional steps for Student Associations and School/ Program Related Clubs

05 **Create a Terms of Reference**

The terms of reference document is an agreed framework for club members to collaborate and achieve the club's objectives. It sets clear expectations, promotes accountability, and defines supporting roles within the group.

06 **Letter of Endorsement**

A letter of endorsement is a formal document from an approved Unitec entity that recognises and supports the establishment of your club.

CLUB ROLES: ELECTING CLUB LEADERS



To become an Approved Unitec Club, your club must have a president, a secretary, and, a treasurer. Club members must nominate and elect an executive team at the club, team, or groups Annual General Meeting (AGM).

PRESIDENT

The Club President leads and provides vision for the Club, taking overall responsibility for its direction. They set the annual committee agenda, prioritize goals with the Executive Committee, and keep the committee on track. Additionally, they facilitate effective committee meetings at an operational level.

SECRETARY

The Club Secretary is responsible for managing all club communications, ensuring accurate written records, and maintaining effective lines of communication between club members and external organizations.

TREASURER

The Club Treasurer is the financial management officer and provides the oversight and management of incoming and outgoing funds, prepares funding applications, and an annual report for the clubs Annual General Meeting (AGM)

PROMOTING YOUR CLUB

Effective club promotion can boost your club's visibility, attract fresh faces, create awareness, and foster a lively campus community. Read below and explore the power of social media, creating meaningful events, and other methods of promotion.

Website

Promote your club through our Sports and Clubs Website. Include a captivating blurb about your club, club contact details, and instructions on how to join. Utilize this dedicated platform to increase your club's visibility and attract new members.

Student Newsletter

Amplify your club's visibility by promoting your activities through the What's On: Weekly Student Newsletter! Reach a diverse audience of engaged students looking for exciting events and opportunities. Share captivating stories, event highlights, and club updates to ignite interest and drive active participation.

Social Media Promotion

Student Clubs can promote their group through @UnitecStudents' Facebook and Instagram accounts or create a dedicated club page. This allows them to engage with members and reach out to non-members, and allows the club to effectively showcase their activities and events.

CLUB ADMINISTRATION

Running a club meeting

It is important that you hold regular meetings either weekly, monthly, or once a semester.

The key is to make sure you get your members together on a regular basis and support each other with events and activities you want to hold on campus. The President of the Club should run the meetings, keep minutes, and monitor discussions between all members.

We expect this of all clubs to help you prepare for funding applications, track the progress of events and use of funding granted.

Hosting an Annual General Meeting (AGM)

Annual General Meetings (AGMs) are important gatherings where members of your club come collectively review the club's activities, make decisions, and elect a new executive team for the upcoming year. It is an opportunity for members to have their voices heard, participate in decision-making processes, and contribute to the future direction of the club, team, or group. It is advised that you send a calendar invite for all AGMs to your Clubs and Sports Co-ordinator.

CLUB FINANCES

Creating a Club Bank Account

Setting up a bank account is an optional part of operating your club/society as all monies are processed here.

All Approved Unitec Clubs should open a bank account. This must be a **Not-For-Profit Organisational Account**. It must not be any form of personal account, including joint accounts between executive members.

Your Club President and Club Treasurer must be signatories for your club bank account.

Membership Fees

Student clubs may charge membership fees as determined by the club's committee. The fees shall be reasonable and approved by the Clubs and Sports coordinator.

Membership fees shall be collected by the club's designated treasurer or appointed committee member. The fees must be paid within the specified timeframe, and payment methods will be communicated by the club.

Funding your Club

Student clubs at Unitec can access funding for catering, events, prizes, and sports venue hire to elevate their activities. For more information and to discuss eligibility, contact the Clubs and Sports coordinator at clubsandsport@unitec.ac.nz. Certain conditions apply to ensure responsible allocation and use of resources for enriching campus experiences. All purchases will be determined and made by the Clubs and Sports Coordinator.

EVENT SUPPORT

Unitec provides many free resources for Unitec Approved Clubs to hire, which can be useful when running club trips, gatherings, or events. It is important that you take care to listen to any relevant training/ instructions for each resource and that you return all resources in good, working condition.

Booking resources

The following resources are bookable to Approved Unitec Clubs:

- BBQ
- Fold out tables (x6)
- Portable Speaker
- Microphone
- Chilly Bin
- Drink Dispenser - 10L
- Digital Screen

Items can be collected from **Building 180-1046, Mon – Thurs** from **10am – 2pm**.

All bookings must be made via the "[Event Support Form](#)"

Booking a Unitec Venue

Unitec Approved Clubs can book venues for free through the Clubs and Sports Co-ordinator, depending on availability and suitability. If you want to host a weekly or fortnightly gathering, you can make a recurring booking as well.

Venue bookings can be made via the "[Event Support Form](#)"

EVENT SUPPORT CONT...



Post event reporting

The purpose of a post-event report is to document and evaluate the outcomes, successes, challenges, and lessons learned from a recently completed event. It serves as a comprehensive analysis and reflection on the event's planning, execution, and impact.

This information is important, as it will help to improve and shape future events and engagement opportunities.

Once your club event has concluded, the club coordinator will send you a Post Event Report form to complete.

CLUB HANDOVER

Changes

Once you complete your studies, we want you to make sure all of the hard work you have put into starting and running your club carries on.

Here's what you can do to help keep your club alive once you have left:

- At Clubs Day try and recruit as many new students as possible so they can grow with the club
- Elect next years Club Leaders Team ideally around September or October. Make sure it is well promoted election that engages all of your members.
- Ensure all club documentation and processes are handed over to the new Club Leaders.
- Supply any past event and activity plans and learnings on how to improve for the following year.
- Introduce new Club Leaders to the Club and Club Coordinator
- If there are financial club accounts, you will need to provide the details and process the Club follows, as well as add the incoming Club President and Club Treasurer as signatories.

Appendix 1: Club Membership Log (Template)



Full Name	Student ID	Email	Contact number

Appendix 2: Creating a Constitution (Template)

Article I: Name and Purpose

Section 1: Name

The name of this organisation shall be [Club/Team/Group Name], hereinafter referred to as the "Organisation."

Section 2: Purpose

The purpose of this Organisation is to [state the mission and objectives of the club/team/group].

Article II: Membership

Section 1: Eligibility

Membership in this Organization is open to all currently enrolled students at Unitec who have an interest in [state the focus or activities of the club/team/group].

Section 2: Rights and Responsibilities

- a) All members shall have the right to actively participate in club/team/group activities, events, and discussions.
- b) All members are expected to abide by the rules and regulations set forth in this constitution and any additional bylaws or policies established by the Organization.
- c) Members are encouraged to attend regular meetings and contribute to the betterment of the Organization.

Section 3: Removal of Members

- a) Members may be removed from the Organization for violating this constitution, engaging in misconduct, or engaging in behavior that brings discredit to the Organization.
- b) The removal process shall be conducted in accordance with the procedures outlined in the bylaws.

Article III: Leadership

Section 1: Executive Positions

The Organization shall have the following executive positions:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) [Additional positions, if applicable]

Appendix 2: Creating a Constitution (Template)

Section 2: Duties and Responsibilities

- a) President: [Outline the duties and responsibilities of the President]
- b) Vice President: [Outline the duties and responsibilities of the Vice President]
- c) Secretary: [Outline the duties and responsibilities of the Secretary]
- d) Treasurer: [Outline the duties and responsibilities of the Treasurer]
- e) [Additional positions: Outline the duties and responsibilities of any additional executive positions]

Section 3: Election Process

- a) Elections for executive positions shall be held annually [specify month or semester].
- b) Eligible members may nominate themselves or others for executive positions.
- c) Elections shall be conducted through a fair and transparent process, as outlined in the bylaws.

Article IV: Meetings

Section 1: Regular Meetings

Regular meetings of the Organization shall be held [specify frequency, date, time, and location if known].

[Optional: Specify the quorum requirements for conducting meetings]

Section 2: Special Meetings

Special meetings may be called by the President or upon request of [specify number or percentage] of the active members.

[Optional: Specify the process for calling and conducting special meetings]

Article V: Finances

Section 1: Funding

- a) The Organization may seek funding from [specify sources, such as fundraising, sponsorships, or student government].
- b) All funds received and disbursed by the Organization shall be handled in accordance with the financial policies set forth in the bylaws.

Section 2: Financial Reporting

- a) The Treasurer shall maintain accurate records of the Organization's financial transactions.
- b) Financial reports shall be made available to members upon request.

Article VI: Amendments

This constitution may be amended by a [specify majority or supermajority] vote of the active members. Proposed amendments must be submitted in writing and distributed to all members at least [specify time frame] prior to the vote.

Appendix 2: Creating a Constitution (Template)

Article VII: Ratification

This constitution shall become effective upon ratification by [specify number or percentage] of the active members of the Organization.

By signing below, we, acknowledge that we have read, understood, and agree to abide by the provisions of this constitution.

Note: This is a generic Club Constitution template for Unitec Student Clubs. Please modify and adapt it to fit the specific needs and requirements of your club, team, or group.

Appendix 3: Creating a Terms of Reference (Template)

1. Purpose and Objectives:

- a. Provide a clear statement of the club/team/group's purpose and objectives.
- b. Define the specific goals and outcomes the club/team/group aims to achieve.

2. Membership:

- a. Describe the criteria for becoming a member of the club/team/group.
- b. Outline the rights and responsibilities of members.
- c. Specify any membership fees, if applicable.
- d. Define the process for joining or leaving the club/team/group.

3. Governance Structure:

- a. Define the leadership roles within the club/team/group, including titles and responsibilities.
- b. Specify the process for electing or appointing leaders.
- c. Establish the term limits for leadership positions, if applicable.
- d. Describe the decision-making process within the club/team/group.

4. Meetings and Communication:

- a. Determine the frequency and format of regular meetings.
- b. Outline the process for calling and conducting meetings.
- c. Establish the quorum requirement for decision-making during meetings.
- d. Specify the channels of communication to be used within the club/team/group.

5. Activities and Events:

- a. Detail the types of activities, events, or projects the club/team/group will organize.
- b. Establish guidelines for planning, executing, and evaluating these activities and events.
- c. Specify any financial or logistical requirements for organizing activities and events.

6. Finances:

- a. Describe the financial management process for the club/team/group.
- b. Specify any funding sources or fundraising activities.
- c. Establish guidelines for budgeting, expense reimbursement, and financial reporting.

7. Code of Conduct:

- a. Establish a code of conduct that outlines expected behavior and ethical standards.
- b. Address issues such as respect, inclusivity, professionalism, and accountability.
- c. Define the consequences for violating the code of conduct.

Appendix 3: Creating a Terms of Reference (Template)

8. Amendments:

- a. Outline the process for making amendments to these Terms of Reference.
- b. Specify the quorum and voting requirements for amending the terms.

9. Dissolution:

- a. Define the circumstances under which the club/team/group may be dissolved.
- b. Specify the process for dissolving the club/team/group, including asset distribution if applicable.

10. Approval:

- a. Provide a section for authorized individuals to sign and date the Terms of Reference.

By agreeing to these Terms of Reference, members acknowledge their commitment to upholding the goals and values of the club/team/group.

[Signatures and Date]

Note: This template is a general guide and should be customized to meet the specific needs and requirements of your Unitec student club, team, or group.

Appendix 4: Hosting an Annual General Meeting (AGM) (Template)

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Annual General Meetings (AGMs) are important gatherings where members of the [Club, Team, or Group Name] come together to review the club's activities, make decisions, and elect a new executive team for the upcoming year. It is an opportunity for members to have their voices heard, participate in decision-making processes, and contribute to the future direction of the club, team, or group.

Agenda:

1. Karakia/Opening Prayer (optional)

- Commence the AGM by offering a karakia or opening prayer if appropriate.

2. Welcome and Apologies

- [Insert Name], the [Club Name] President/Chairperson, will welcome all attendees and acknowledge any apologies for absence.

3. Confirmation of Previous AGM Minutes

- The minutes of the previous AGM held on [Insert Date] will be presented for confirmation.
- [Insert Name] will seek a motion to confirm the minutes, and [Insert Name] will second the motion.
- Attendees will have the opportunity to suggest any corrections or modifications before the minutes are confirmed.

4. President's/Chairperson's Report

- [Insert Name] will provide a comprehensive report on the club's activities, achievements, and challenges during the past year.
- Highlight significant events, initiatives, and successes of the club.

5. Treasurer's Report

- The Treasurer, [Insert Name], will present a financial report, including income, expenses, and the current financial status of the club.
- Share important financial updates and provide clarity on the club's financial health.

Appendix 4: Hosting an Annual General Meeting (AGM) (Template)

6. Election of Office Bearers

- Conduct the election process to fill key positions within the club, including President/Chairperson, Secretary, Treasurer, and any other relevant roles.
- Outline the nomination and voting procedures in accordance with the club's constitution or established guidelines.
- Allow nominations and seconding of candidates, followed by a vote for each position.

7. Any Other Business

- Provide an opportunity for members to raise any other business, questions, or concerns not covered in the agenda.
- Encourage open discussion and engagement.

8. Wrap-up and Closing

- Summarize the key decisions made during the AGM.
- Thank all attendees for their participation and contributions.
- Include a closing karakia or closing prayer (optional) to conclude the AGM.

Note: This is a generic AGM agenda template for Unitec Student Clubs. Please adapt it to suit the specific needs and requirements of your club, team, or group's AGM.

Appendix 5: Annual General Meeting (AGM) Minutes (Template)

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Insert Name]
- [Insert Name]
- [Insert Name]
- [Insert Name]
- [Insert Name]

Agenda:

1. Call to Order

- The AGM was called to order by [Insert Name] at [Insert Time].

2. Welcome and Introductions

- [Insert Name] welcomed all attendees and introduced themselves as the [Club/Team/Group Name] President/Chairperson.

3. Approval of Agenda

- The proposed agenda for the AGM was presented.
- [Insert Name] motioned to approve the agenda, and [Insert Name] seconded the motion.
- The agenda was approved unanimously.

4. Approval of Previous AGM Minutes

- The minutes of the previous AGM held on [Insert Date] were presented for review.
- [Insert Name] motioned to approve the minutes, and [Insert Name] seconded the motion.
- The minutes were approved unanimously.

5. President's Report

- [Insert Name] provided a comprehensive report on the activities and achievements of [Club/Team/Group Name] during the past year.
- [Insert any highlights, challenges, and future plans mentioned in the President's report.]

Appendix 5: Annual General Meeting (AGM) Minutes (Template)

6. Treasurer's Report

- [Insert Name] presented the financial report, including income, expenses, and the club's current financial status.
- [Insert any significant financial updates or information shared by the Treasurer.]

7. Elections (if applicable)

- [Insert Name] explained the election process for the upcoming year, including nominations, voting procedures, and eligibility requirements.
- [Insert any nominations, voting results, or announcements related to the elections.]

8. Open Floor for Member Input

- Members were given the opportunity to share their ideas, suggestions, or concerns regarding the club.
- [Insert any topics or issues discussed during the open floor session.]

9. Announcements

- [Insert any important announcements or reminders for the members.]

10. Next Meeting

- The date and time for the next meeting were discussed and decided as [Insert Date] at [Insert Time] in [Insert Location].

11. Adjournment

- The AGM was adjourned by [Insert Name] at [Insert Time].

Minutes recorded by: [Insert Name]

Note: This is a generic AGM minutes template for Unitec Student Clubs. Please modify and adapt it to fit the specific needs and requirements of your club, team, or group's AGM.