

Auckland University European Students Association Initial General Meeting Minutes

[10/01/2017, 2:00 PM, OGGB level 3]

PRESENT:

[REDACTED]

Meeting Opened: [2:02 pm]

1. ESTABLISHMENT OF THE CLUB:

Adoption of the Constitution:

[REDACTED]
THAT the Auckland University European Students Association Constitution be adopted as the constitution for the club.

Carried

2. Election of the President:

[REDACTED]
[REDACTED] be nominated for the position of President

[REDACTED] was declared elected as President.

2b. Election of the Vice President:

[REDACTED]
[REDACTED] be nominated for the position of Secretary.

[REDACTED] was declared elected as Secretary.

2c. Election of the Secretary:

[REDACTED]
[REDACTED] be nominated for the position of Secretary.

[REDACTED] was declared elected as Secretary.

2d. Election of the Treasurer:

[REDACTED]
[REDACTED] be nominated for the position of Treasurer.

[REDACTED] was declared elected as Treasurer.

FINANCES:

[REDACTED]
Account be [REDACTED]

MOVED that the signatories to the Club Bank

Carried

GENERAL BUSINESS:

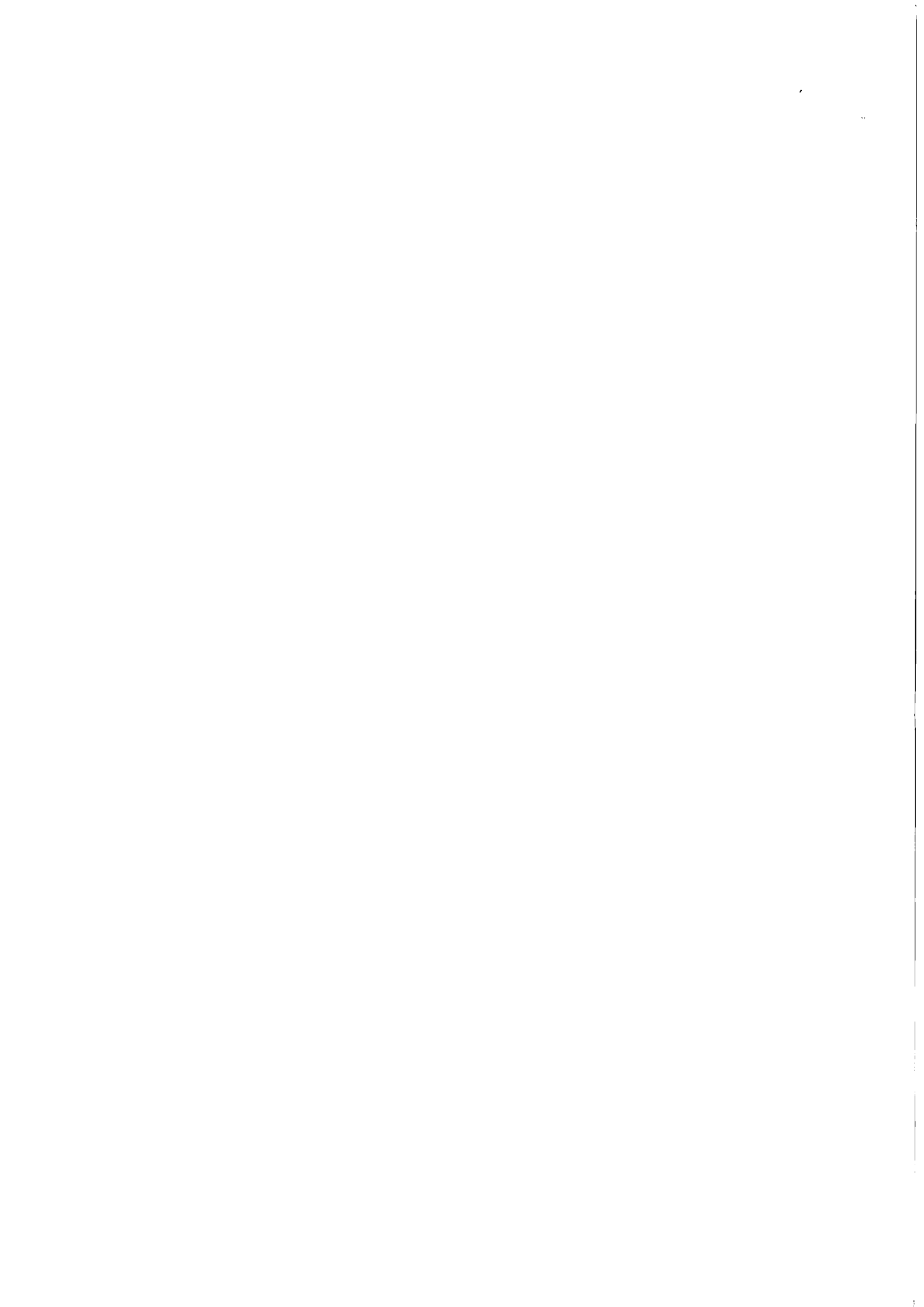
None.

Meeting closed at: [2:10 pm]

Signed as a true and accurate record:

[REDACTED] President, Auckland University European Students Association.

.....



Auckland University European Students Association (AUESA) Constitution

1.0 NAME:

The name of the Association/Club is Auckland University European Students Association (Inc.) hereinafter referred to as the "Association" or "Club" (Note: This example draft may refer to either Association or Club.)

2.0 OBJECTS:

The objects of the Association are:-

- 2.1 To promote all the diverse and different European cultures.
- 2.2 To provide an organization that represents everyone, regardless of their background, who are interested in European culture.
- 2.3 To have engaging events and activities based around traditional European culture.
- 2.4 To provide people with a deeper understanding of European culture.

List as necessary to cover the purposes of the Association.

3.0 ATTAINING OBJECTS

The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Association.

4.0 PROPERTY OF THE ASSOCIATION

The Association must apply all property and income of the association towards the promotion of the objects or purposes of the association and no part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

5.0 POWERS OF THE ASSOCIATION: (as conferred by Section 13 of the Act).

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 5.2 To open and operate bank accounts;
- 5.3 To invest its money –
 - (i) in any security in which trust moneys may be invested; or
 - (ii) in any other manner authorised by the rules of the Association;
- 5.4 To borrow money upon such terms and conditions as the Association thinks fit;
- 5.5 To give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- 5.6 To appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;
- 5.7 To build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Association;
- 5.8 Accept donations and gifts in accordance with the objects of the Association;
- 5.9 Print and publish any information by any media including newsletters, newspapers, articles

- or leaflets for promotion of the Association;
 - 5.10 Provide gifts and prizes in accordance with the objects of the Association;
 - 5.11 Organise social events for Members and the promotion of the Association; and
 - 5.12 To enter into any other contract the Association considers necessary or desirable.
- 6.0 MEMBERSHIP:
- 6.1 Membership shall be open to any person who wishes to further the interests of the Association and pays the \$5.00 membership fee,
 - 6.2 Any person seeking membership shall make application to the Management Committee, and the Management Committee shall determine whether the application is successful or not.
 - 6.3 Each person admitted to membership shall be;
 - 6.3.1 Bound by the Constitution and By-laws of the Association.
 - 6.3.2 Come liable for such fees and subscriptions as may be fixed by the Association.
 - 6.3.3 Entitled to all advantages and privileges of membership.
 - 6.4 Membership Categories:
 - 6.4.1 ORDINARY MEMBER
Any person who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association.
 - 6.4.2 SOCIAL MEMBER
Persons other than ordinary members who are interested in promoting the Association, but who do not wish to participate in the playing activities of the Association, may become a Social Member.
 - 6.4.3 JUNIOR MEMBER
Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.
 - 6.4.4 LIFE MEMBERSHIP
The Management Committee as a Life Member may elect any member who has given outstanding service to the Association. Any member may nominate a person to the Management Committee for consideration for Life Membership.
 - 6.4.5 PATRON
The Association may, at its discretion, elect a patron/s or vice patron/s of the Association for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the Association under another category of membership.
 - 6.4.6 AFFILIATED CLUBS OR TEAMS
A club or team desirous of becoming an affiliated club or team must take application in accordance with the by-laws of the Association. Such application must be lodged with the Association Secretary on or before a date as determined by the Management Committee of the Association. Each affiliated club or team shall appoint or elect a delegate as his or her representative to meetings of the Management Committee.
 - 6.5 The Management Committee shall appoint a member of the Management Committee to maintain an up to date register of members of the Association.
 - 6.6 A member may at any reasonable time inspect the records and documents of the Association.
- 7.0 SUBSCRIPTIONS:

7.1 (to be paid by different classes as and when they are due)

8.0 TERMINATION OF MEMBERSHIP

8.1 Any person's membership may be terminated by the following events;

8.1.1 Resignation

8.1.2 Expulsion

8.1.3 a Member's annual membership fee remains unpaid after three months falling due;

8.2 The Management Committee shall have the power to suspend or expel any member of the Association for:

8.2.1 any of the events in Item 8.1

8.2.2 False or inaccurate statements made in the member's application for membership of the Association,

8.2.3 breach of any rule, regulation or by-law of the Association and

8.2.4 by any act detrimental to the Association.

After having undertaken due inquiry.

8.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

9.0 MANAGEMENT COMMITTEE

N.B (1) Sometimes called Executive Committee.

(2) Committee persons are sometimes referred to as Office Bearers.

(3) the main Office Bearers are often referred to as The Executive.

9.1 Management of the Association shall be vested in the Management Committee elected by the members at the Annual General Meeting and consisting of;

9.1.1 President

9.1.2 Vice President

9.1.3 Secretary

9.1.4 Treasurer

9.1.5 Three Committee Members (Number to be nominated)

9.1.6 Club or Team delegates

9.2 No person shall hold more than one position on the Management Committee at any one time. A person shall cease to be a member of the Management Committee at the conclusion of the Annual General Meeting which follows his/her election and he will be eligible for re-election.

9.3 A quorum of the Management Committee shall be half of its members plus one.

9.4 If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

9.5 A member of the management committee may lose his or her seat on the committee for either of the following;

- Absence from three or more meetings without leave of absence.
- Found not to be a financial member.

10.0 POWERS OF THE MANAGEMENT COMMITTEE

10.1 The Management Committee shall carry out the day-to-day running of the Association and shall have the power to:

10.1.1 Administer the finances, appoint bankers, and direct the opening of banking

Develop Your Legacy Club Development & Operations Manual



accounts for specific purposes and to transfer funds from one account to another, and to close any such account;

- 10.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments;
- 10.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
- 10.1.4 Adjudicate on all matters brought before it which in any way affect the Association.
- 10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;
- 10.1.6 Make, amend and rescind rulings and By-laws;
- 10.1.7 Have the power to form and appoint any sub committee/s as required for specific purposes;
- 10.1.8 May at their discretion employ a person or persons to carry out certain duties required by the Association, at salaries or remunerations for such period of time, as may be deemed necessary.
- 10.1.9 Should a vacancy occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next Annual General Meeting.
- 10.1.10 Appoint an officer/s or agent of the Management Committee to have custody of the Association's records, documents and securities.

11.0 AUDITOR

- 11.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors.
- 11.2 The Auditor/s shall examine and audit all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts, receipts etc., of the Association and report thereon to the Annual General Meeting.

12.0 GENERAL MEETINGS:

- 12.1 Annual General Meeting
 - 12.1.1 The Annual General Meeting of the Association must be held within four months of the end of the club's financial year.
 - 12.1.2 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.
 - 12.1.3 All financial members may attend the Annual General Meeting.
 - 12.1.4 The quorum at the Annual General Meeting shall be a minimum of one third members of the Association or 3 members, whichever is lower. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
 - 12.1.5 The agenda for an Annual General Meeting shall be;
 - Opening of Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - Adoption of Annual Report
 - Presentation of Treasurer's statement
 - Election of New Executive and appointment of Auditor
 - Vote of thanks to outgoing Executive

- Determination of Annual Membership Fee
- Notice/s of Motion
- Urgent general business
- Closure

12.2 General Meetings

- 12.2.1 General Meetings may be called by the Management Committee or at the request of the President and Secretary or on the written request of one quarter of financial members of the Association.
- 12.2.2 The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
- 12.2.3 The quorum at the General Meeting shall be a minimum of 3 members.

13.0 VOTING

- 13.1 Voting powers at the Annual General Meeting and General Meetings:
 - 13.1.1 The President shall be entitled to a deliberate vote and, in the event of a tied vote; the President shall exercise a casting vote.
 - 13.1.2 Each individual financial member present shall have one (1) vote.
- 13.2 Voting powers at Management Committee Meetings;
 - 13.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.
 - 13.2.2 Each individual committee member present shall have one (1) vote.

14.0 FINANCE:

- 14.1 All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Management Committee may determine.
- 14.2 All accounts due by the Association shall be paid by cheque after having been passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.
- 14.3 The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- 14.4 A statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Treasurer.
- 14.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 14.6 The financial year of the Association shall commence on the 1st of July each year. The accounts, books and all financial records of the Association shall be audited each year.
- 14.7 The signatories to the Association's account/s will be the Treasurer and any one (1) from the following;
 - President
 - Vice President
 - Secretary
 - Treasurer
- 14.8 All property and income of the Association will apply solely to the promotion of the objects of the Association and no part of that property or income shall be paid or otherwise

distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

15.0 COMMON SEAL

(A rubber stamp on which is engraved the Association's name)

The common seal of the Association shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

16.0 ALTERNATIONS TO THE CONSTITUTION AND BY-LAWS:

16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.

16.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.

16.3 Alterations to the By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

16.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.

16.5 Within one month of the passing of a Special Resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment.
(In the case of a licensed club, the Director of Liquor Licensing must also be notified.)

17.0 DISSOLUTION

If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed

- (a) Another incorporated association having objects similar to those of the Association; or
- (b) For charitable or benevolent purposes, which incorporated Association or purposes, as the case requires, shall be determined by resolution of the members.

AUESA PRESIDENT JOB DESCRIPTION

The President or Chairperson is the principle leader of the Auckland University European Students Association (AUESA) and has overall responsibility for the Auckland University European Students Associations administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the AUESA members and responsible for representing the views of the AUESA members.

Responsibilities and Duties

The President/Chairperson should:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

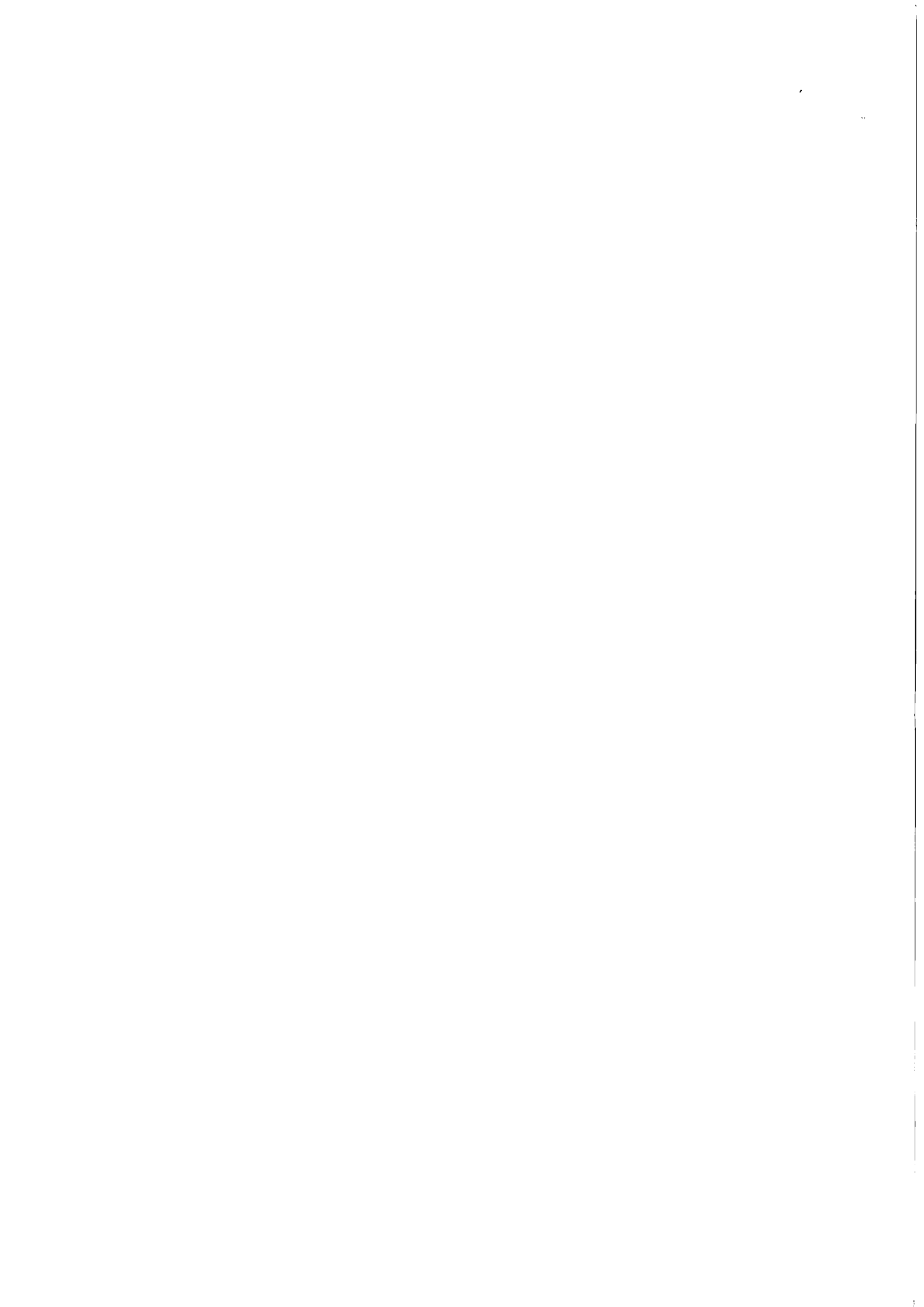
- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of the Auckland University European Students Association is one hour per week.

(The time commitment required as the President/Chairperson of a club/group varies greatly from club/group to club/group. Smaller clubs may require a President to spend only a half hour to an hour per week or larger clubs two to three hours per week on Presidential duties.)

The President is appointed for a 12-month term.



AUESA SECRETARY JOB DESCRIPTION

The Secretary is the chief administration officer of the Auckland University European Students Association. This person provides the coordinating link between members, the management committee and outside agencies.

The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.

The secretary is directly responsible to the President of the Auckland University European Students Association and the members of the club.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of the Auckland University European Students Association is one hour per week.

The time commitment required as the Secretary of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The Secretary is appointed for a 12 month period.

AUESA TREASURER JOB DESCRIPTION

The Treasurer is the chief financial management officer for the Auckland University European Students Association.

Responsible To

The Treasurer is directly responsible to the President of the Auckland University European Students Association and members of the club.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

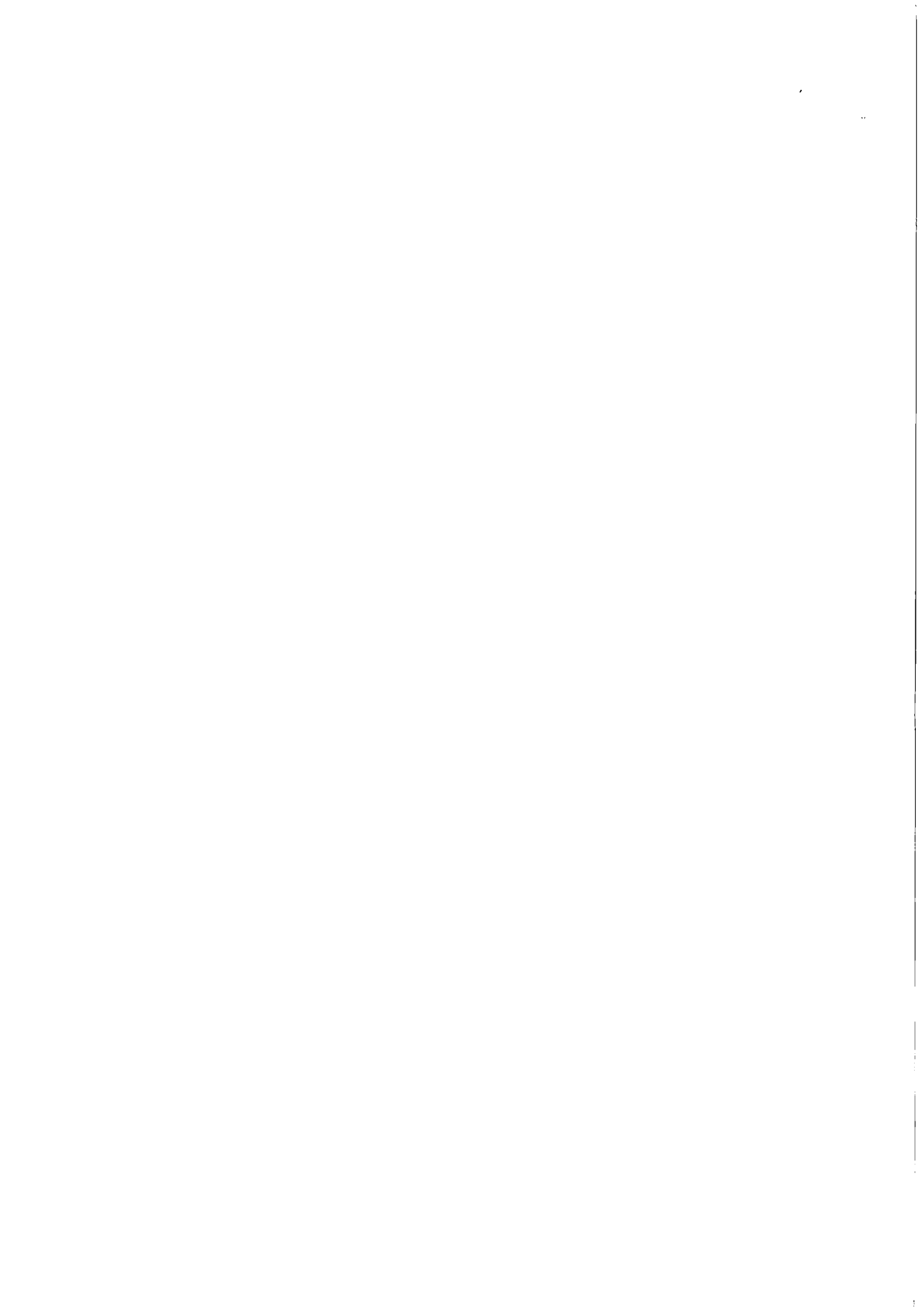
- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of the Auckland University European Students Association is one hour per week.

The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour week or larger clubs two per week on club/group related duties.

The Treasurer is appointed for a 12-month term.



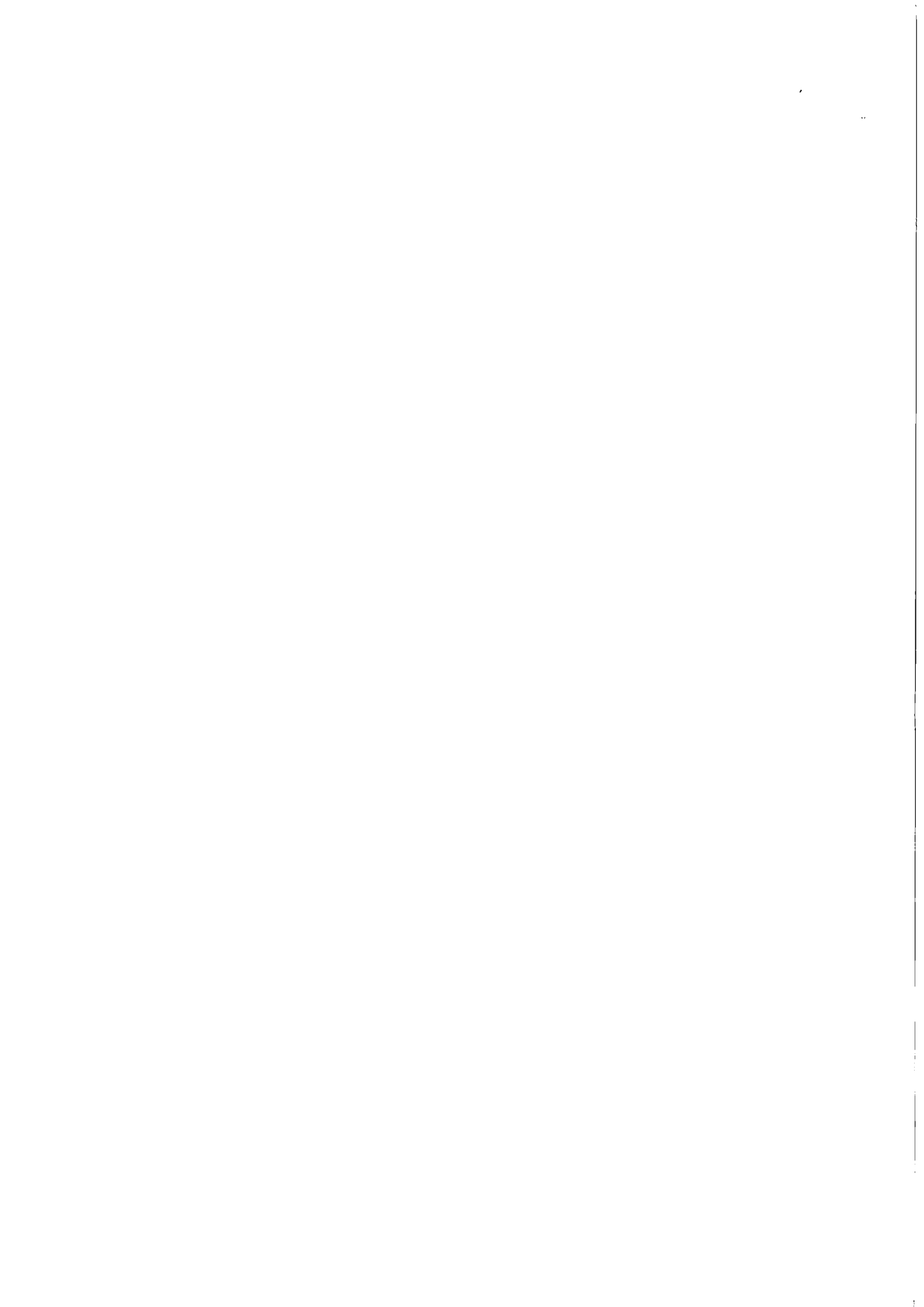
[AUESA AGM Agenda](#)

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AGM AGENDA

Welcome
Apologies
Minutes of previous AGM
Chairpersons Annual Report
Treasurers Annual Report
Secretaries Annual Report
Election of Office Bearers
Any other business
Date of next meeting
10. Thanks & close of AGM



AUESA membership form

	Member Name	Student ID/ username	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Contact details (not required to submit to UoA)

University of Auckland Club Statement of Purpose

What is the purpose of the club? To promote and celebrate European cultures, heritage and history.

Is the club necessary? Yes, there are many groups for many other cultural backgrounds but none for Europeans. The group is necessary for promoting European culture.

Do similar clubs currently exist? If so, are they active and relevant? There's currently a Kiwi Asian Club which is very active and relevant, and we thought we'd want something similar for European culture.

What is the clubs appeal to attract members? We are planning to hold a European cultural concert some time in Semester one. Membership in the group will allow people interested in European culture to meet similar people.

Who are the potential members? Anyone who is interested in European culture, particularly people who come from a European background but anyone who are interested in/passionate about European culture and history.

What services will be provided to members and will they be considered worthwhile?

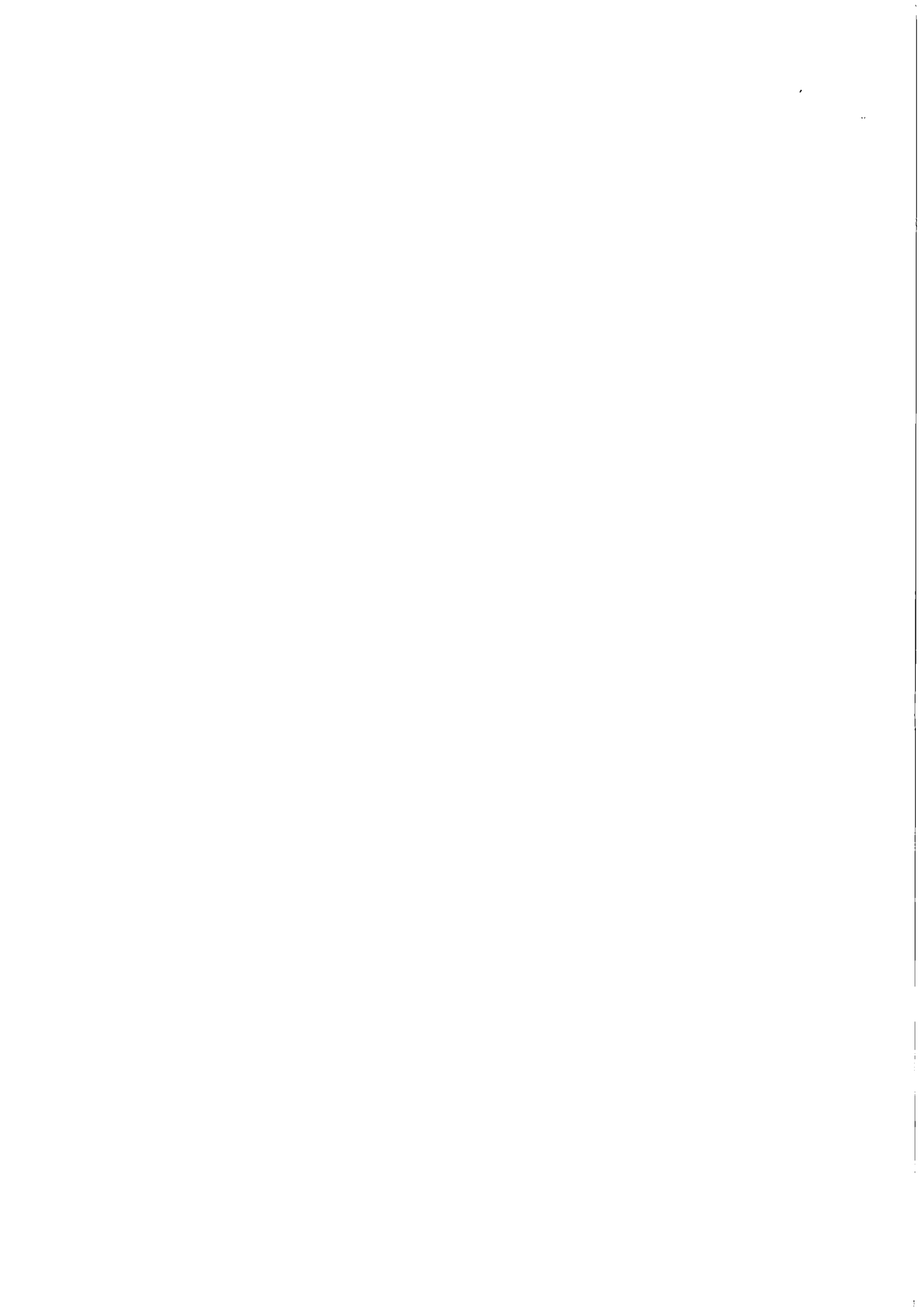
- A space for the discussion of European culture, history, philosophy, politics, society, etc.
- A safe space for European students to relax and interact
- Support and affirmation of the cultural identity of European students
- Events celebrating European cultures

What is the level of initial and continual support for the club to function?

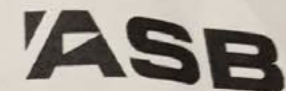
- Active participation and time/energy commitment of members
- University facilities, when necessary
- A small financial contribution from members

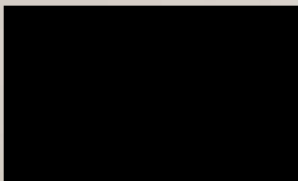
What will be the clubs contribution to the student and wider community?

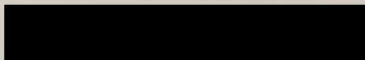
- Cultural enrichment of our diverse campus
- Promotion of European perspectives and experiences

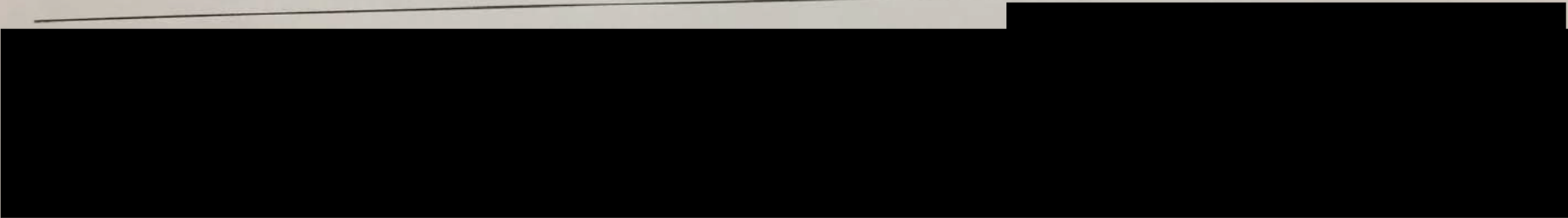


Interim Account Statement

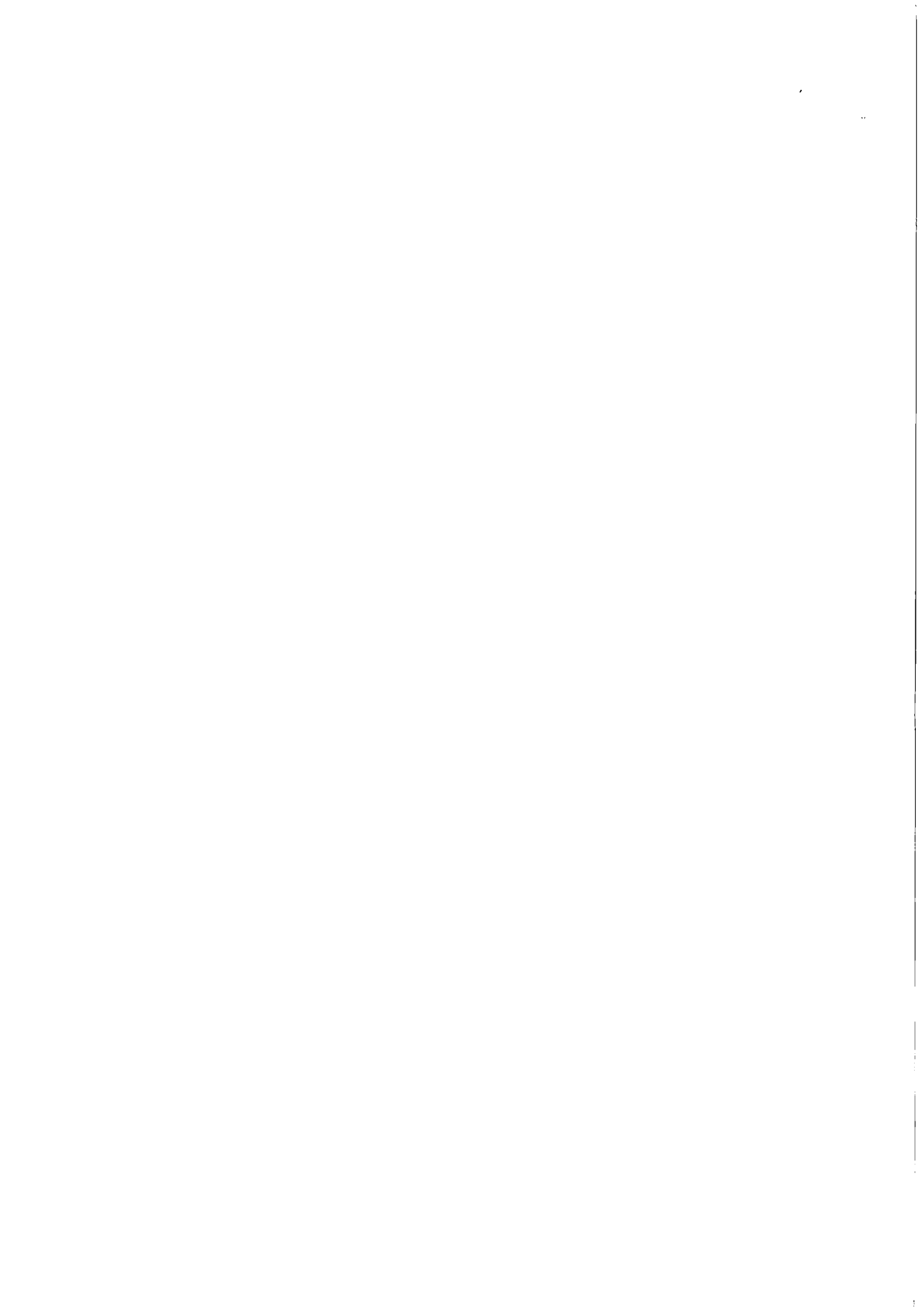


AUCKLAND UNIVERSITY EUROPEAN
STUDENTS ASSOCIATION (AUESA)


AUCKLAND UNIVERSITY.
BUSINESS SCHOOL COMPLEX
TENANCY 128, 12 GRAFTON ROAD
AUCKLAND
TBA
Account Number 
Opening Date 8 Feb 2017

Date	Transaction Description	Debit/Cheque	Deposit	Balance
				

THIS IS NOT A FINAL STATEMENT OF YOUR ACCOUNT,
PLEASE RETAIN UNTIL YOUR FINAL STATEMENT IS RECEIVED.



Ref#:170112-001553 **Last Updated:** 17/01/2017 10.11 AM

Subject: [clubs] Application for new club

Queue: StudentEngmt-Clubs **Status:** Solved

Assigned to: [REDACTED] **Group:**UoA-CL-Student-Engagement

[REDACTED]

[REDACTED]

[REDACTED] **Response by Email 17/01/2017 10.11 AM**

Good morning [REDACTED]

We have fixed the issue and I have attached the required documents again. You should be able to receive it this time.

Please let me know if there is still an issue.

Regards,

[REDACTED]

[REDACTED] **by CSS Email 16/01/2017 07.30 PM**

Hi, I have checked and there definitely are no attachments. It could be because multiple templates are being sent at once and it is exceeding the file size. They might have to be sent in seperate emails.

[REDACTED]

On 16 January 2017 at 17:52, University of Auckland - Clubs <clubs@auckland.ac.nz> wrote:

[REDACTED] **Response by Email 16/01/2017 05.52 PM**

Hi [REDACTED]

I have re-attached the templates to the email.

You may need to check the end of the email for the attachments to show.

Please let me know if you still unable to view the attachments.

Thank you,

[REDACTED] **by CSS Email 16/01/2017 03.46 PM**

Hi, I can't see any of the attachments, I think you might have not attached the templates.

On 16 January 2017 at 15:02, University of Auckland - Clubs <clubs@auckland.ac.nz> wrote:

[REDACTED] **Response by Email 16/01/2017 03.02 PM**

Hi [REDACTED]

Thank you for your email.

I have attached a few more templates the club needs to complete before we can fully review your application:

- UoA Club Statement of Purpose
- AGM committee meeting agenda sample
- Initial General Meeting Minutes Template
- Club President Job Description sample
- Club Secretary Job Description sample
- Club Treasurer Job Description sample
- Membership Form Template

You can also click on this link for more information:

How to Start a Club - <https://www.auckland.ac.nz/en/on-campus/life-on-campus/clubs-societies/how-to-start-a-club.html>

Please know the club also needs a Bank Account with atleast 2 signatories. The Bank Account also needs to be under the Club's name. This also needs to be attached to this email once you have completed all the required documentation.

If you have any further questions please let me know.

Regards,



by CSS Email 12/01/2017 12.00 PM

Hi, I have attached a constitution for a new club which we would like to apply for. The name is 'Auckland University European Students Association' (AUESA). We have elected an executive and committee which we can give to you if you wish. We would like to begin the process of having this club approved by the student forum.

Regards



File Attachments

Name	Size	Content Type
• AUESAConstitution.docx	33.22k	application/vnd.openxmlformats-officedocument.wordprocessingml.document
• Clubs and Societies - AGM Committee Meeting Agenda.doc	110.50k	application/msword
• Clubs and Societies - Consitution Sample.doc	67.50k	application/msword
• Clubs and Societies - Initial General Meeting Minutes Sample.doc	45.50k	application/msword
• Clubs and Societies - Membership Form Sample.xlsx	9.44k	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

- [Clubs and Societies - President Job Description Sample.doc](#) 25.00k application/msword
- [Clubs and Societies - Secretary Job Description Sample.doc](#) 27.00k application/msword
- [Clubs and Societies - Statement of Purpose Template.docx](#) 11.48k application/vnd.openxmlformats-officedocument.wordprocessingml.document
- [Clubs and Societies - Treasurer Job Description Sample.doc](#) 25.00k application/msword
- [Clubs and Societies - AGM Committee Meeting Agenda.doc](#) 110.50k application/msword
- [Clubs and Societies - Consitution Sample.doc](#) 67.50k application/msword
- [Clubs and Societies - Initial General Meeting Minutes Sample.doc](#) 45.50k application/msword
- [Clubs and Societies - Membership Form Sample.xlsx](#) 9.44k application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
- [Clubs and Societies - President Job Description Sample.doc](#) 25.00k application/msword
- [Clubs and Societies - Secretary Job Description Sample.doc](#) 27.00k application/msword
- [Clubs and Societies - Statement of Purpose Template.docx](#) 11.48k application/vnd.openxmlformats-officedocument.wordprocessingml.document
- [Clubs and Societies - Treasurer Job Description Sample.doc](#) 25.00k application/msword

Ref#:170226-000443 **Last Updated:** 28/02/2017 09.50 AM

Subject: [clubs] AUESA

Queue: StudentEngmt-Clubs **Status:** Solved

Assigned to: [REDACTED] **Group:** UoA-CL-Student-Engagement

[REDACTED]

[REDACTED]

Response by Email 28/02/2017 09.50 AM

Hi

No worries I will book the club down for the week and that spot.

If you have any other questions or concerns please let me know.

Kind regards,

by CSS Email 27/02/2017 06.30 PM

Hi,

The whole week sounds great, we will book that. We have stall 124 for O Week, so we will go with that area to set up our stall for the following week.

Regards,

Response by Email 27/02/2017 04.35 PM

Hi

You can have the stall for the entire week if you wish. Just keep in mind the lay out is not like Clubs Expo. We are only giving this option to clubs that were unable to book a full week during Clubs Expo week.

At this time the most appropriate place for a club to be is in front of the General Library. I have attached an image of the Library Sector (copied from Clubs Expo). Just keep in mind the area around 130 and 129 have been taken. Please indicate where you would like to set up your stall so I can book this for you.

Thanks,

by CSS Email 27/02/2017 12.10 PM

Hi,

That sounds great, we would love to have a stall the week after Clubs Expo. Which days are available? We will take all available days.

Regards,

Response by Email 27/02/2017 10.29 AM

Good morning

Thank you for your email.

Unfortunately there are no other days available during Clubs Expo Week only the Friday I assigned the club too. However, we are allowing clubs an opportunity to hold a stall the week after Clubs Expo. I know that week isn't as popular as Clubs Expo, but we I do think it is a great opportunity, especially for new clubs, to reach out to students.

At this time we are currently in the process of looking into OrgSync Portal's for new accounts. Once the club has gone through the process with the AUSA Student Forum, the club will officially have their OrgSync Portal complete.

If you wish to hold a stall the week after Clubs Expo please let me know.

Kind regards,

by CSS Email 26/02/2017 10.55 PM

Hi,

My name is , I am the President of The Auckland University European Students Association (AUESA). I am just enquiring whether there are any other available stalls for O Week for our club AUESA (Auckland University European Students Association). We already have Friday March the 10th booked, but was told no other days were available. Has anything changed? We would love to have a stall on another day too. Also, I am wondering if we are now officially recognised as a club and if we are able to be recognised on the orgsync.com website.

Regards,

File Attachments

- | Name | Size | Content Type |
|--------------------------------------|--------|--------------|
| • Library Sector.PNG | 73.58k | image/x-png |

Ref#:170214-004381 Last Updated: 15/02/2017 09.57 AM

Subject: [clubs] Re: [clubs] Application for new club

Queue: StudentEngmt-Clubs Status: Solved

Assigned to: Group:UoA-CL-Student-Engagement

[REDACTED]

[REDACTED] by CSS Email 14/02/2017 03.23 PM

Hi, just following up about my application (170209-003996) for a new club and if it is being looked into. I'd like to have it ready for O Week semester 1.

[REDACTED]

On 9 February 2017 at 23:27, [REDACTED]

Administrator Note by CSS Email 14/02/2017 03.23 PM

This is a new Service Request created because a reply has been received to the expired Service Request # 170112-001553.

Ref#:170209-003996 Last Updated: 17/02/2017 01.43 PM

Subject: [clubs] Re: [clubs] Application for new club - AU European Students Assoc

Queue: StudentEngmt-Clubs Status: Solved

Assigned to [REDACTED] Group:UoA-CL-Student-Engagement

[REDACTED]

[REDACTED]

[REDACTED] by CSS Email 17/02/2017 01.23 PM

Hi, just wondering if there is any update on this, as I would like to have this club official for O Week which is coming up soon, and would like to organise a stall at the clubs expo.

[REDACTED] Note by 15/02/2017 10.00 AM

I'm sorry [REDACTED] I don't have enough information to progress this at the moment. Can you please follow up with [REDACTED] he sent another email trying to get affiliated.

[REDACTED] Response by Email 15/02/2017 09.59 AM

Hi [REDACTED]

Thanks for sending these through. I will ask [REDACTED] to follow on this tomorrow when she returns from sick leave.

Warm wishes,

[REDACTED]

[REDACTED] by CSS Email 09/02/2017 11.31 PM

Hi, here are all the attachments I have been asked to complete for our application for our University club. Included is a bank statement showing the clubs bank account which has just been opened. The two signatories to this bank account is myself [REDACTED] the President, and [REDACTED] - the Treasurer. I believe these are all the required documents needed for our application.

Regards,

[REDACTED]

On 17 January 2017 at 10:11, University of Auckland - Clubs <clubs@auckland.ac.nz> wrote:

Administrator Note by CSS Email 09/02/2017 11.31 PM

This is a new Service Request created because a reply has been received to the expired Service Request # 170112-001553.

Communication on 17/02/2017

[REDACTED]

Again apologies with the mix up but I have managed to book Stall #124 for the club. This is the only 3x3 Non-Powered stall that has any availability.

Club: AU European Students' Association

Day/s: Friday

Stall: 3x3m Library Stall #124

Please see attached Floor Plan.

If you have any other questions or concerns please let me know. Otherwise I have booked this space for you.

Thanks,

[REDACTED]

Sent: Friday, 17 February 2017 3:52 p.m.

To: [REDACTED]

Subject: Re: Clubs Expo: Waiting List

Hi [REDACTED]

We will go with the 3x3 stall.

Thanks.

[REDACTED]
On 17/02/2017, at 3:15 PM, [REDACTED] wrote:

Hi [REDACTED]

Unfortunately there was an error regarding registrations with that particular stall space and it was never available. I have double checked the list and there are many other stalls available on Friday. We do have 2x2 non powered stalls with a gazebo, and we do have a 3x3 stall available with no power.

Again my apologies for the mix up [REDACTED]

Look forward to hearing from you.

Cheers,

[REDACTED]

[REDACTED]
Sent: Friday, 17 February 2017 2:13 p.m.

To: [REDACTED]

Subject: Re: Clubs Expo: Waiting List

Hi [REDACTED]

Sounds perfect. Thank you so much.

[REDACTED]

On 17/02/2017, at 2:11 PM, [REDACTED] wrote:

Hi [REDACTED]

There will be a table available for the club to use. If you wish to bring your own gazebo for that day it has to be within the 3x3 dimensions. If there are any other days available within the next week I will let you know.

Regards,

[REDACTED]

[REDACTED]

Sent: Friday, 17 February 2017 2:06 p.m.

To: [REDACTED]

Subject: Re: Clubs Expo: Waiting List

Hi [REDACTED]

Sounds great. Just to confirm, is that Friday the 10th of March? Also, will there be a table provided for us for our stall, or will we have to provide that ourselves? Obviously we will provide everything else. And if any other days become available, please let me know. Thanks!

[REDACTED]

On 17/02/2017, at 1:50 PM, [REDACTED] wrote:

Hi [REDACTED]

Apologies for the delay in my response.

At this time the club will be on a waiting list. What this means is that sometimes clubs that book for a stall space during Clubs Expo do not necessarily book for the entire week so there may be some free days available.

At this time the only available days is Friday.

I have booked the follow slot for you:

Club Name: AU European Students' Association

Day/s: Friday

Stall: 3x3m Science Quad (P) Stall #51

Please see attached Floor Plan.

If you have any other questions or concerns please let me know.

Kind regards,

[Redacted signature]

Clubs Administrator | Student Engagement | Campus Life | The University of Auckland

[Redacted contact information]

[<image003.png>](#)


[<Club Expo Floor Plan 2017_Science and Rec Sector.pdf>](#)

Communication on 03/03/2017 at 11:03pm

Hi,

I am sure you have seen the news. We would like to cancel both our application for a stall at O Week. Here is a statement we have officially released on our Facebook page detailing the reasons if you would like to read more. We are saddened that we have to do this, but due to the threats of violence we cannot have a stall.

Regards,



"Hello everyone.

It is with regret that we are informing members, supporters, faculty and the wider community that AUESA, for a number of reasons, is officially disbanding as a university club, and will be withdrawing our application to be affiliated with AUSA.

Firstly, we want to thank those who have shown support for us from all over the country, both students and the wider public. We have received so many messages of support and motivation and are truly thankful. That is why we are apologising to these supporters that we have to call it quits and move on.

Sadly, it has become extremely dangerous for AUESA to continue with the appalling rhetoric by people on and off campus regarding our group, supposed members and leadership (all entirely unverifiable and rumour) and who we are linked with, what we support, what our aims were, what supposed membership have done in their private lives and much more. The constant threats to our safety, exposure of privacy, and general abuse the group and individuals have received is simply unacceptable, dangerous and extremely worrying. It is truly saddening that these actions go entirely against what those who have had a problem with us support and promote on their respective platforms and outlets.

We were asked to clarify numerous things and we did, yet it achieved very little. People had formed their own incorrect opinions on AUESA from the get go, and disregarded anything we had to say. This club was never intended to be political or to be engaging in anything other than a mutual interest in history and culture. However, due to an extremely high number of physical threats and severe (and unfounded) accusations of racism and fascism we see that the costs outweigh the benefits to taking this club any further. We outright reject these labels, and the group has always been open to anyone of any ethnicity, viewpoint or belief. We did not anticipate such an outcry in the media and we are shocked at the amount of false and slanderous accusations against us. It will be a great loss to all of us who wanted to explore the diverse range of cultures found in Europe and the roots of our society itself. Many people are interested in the heritage of this great continent and in what history can offer us moving forwards. This move should signify where true fascism lies, as those of us who did not

intend to have any political association are having our legitimate interest in a cultural club shut down with credible threats of violence.

In addition, many have said that the club would not be inclusive or giving anything of value. We sincerely reject that claim, and the many people who support us are proof that they will feel worse off without our planned events. Many have said that 'Europe' is too broad, and we must be more specific. There are other, broadly designated clubs that cater for a variety of students already in existence which do not receive any negative attention at all. There are explicitly political groups active on campus that advocate systems responsible for actual historical atrocities and millions of deaths over the globe. It is sad that we find ourselves in this twisted and absolutely ridiculous spotlight. We wish the club could continue, however we believe it is best it doesn't. Many people may have benefited from the lessons and perspectives Europe can give us. That being said, mostly we just wanted to have some good times and learn about who we are as people. Hopefully those of you who support what we are doing will understand why we have done this.

AUESA regrets that many students and staff members were deeply offended by formation of the club. We are thankful to the University for giving us a chance. Not one member in AUESA joined with malice, not one member threatened anyone, not one member said anything contrary to our university principles and expectations. We ask for this matter to be closed as we are abandoning all endeavors. We hope those who have threatened us seek comfort in this decision and move on. On behalf of all of us we wish every student a very successful semester one.

Regards,

AUESA President."