

Official Recognition Principles

1. Introduction

The University of Auckland is partnered with more than 250 student-run clubs, societies, associations and other student groups - such as Campaigns.

This document applies to recognised student groups at the University of Auckland, and those in the process of becoming officially registered, including their members and associates as individuals.

These Principles have been co-developed by the University of Auckland Student and Scholarly Services division staff and Auckland University Student Association as a framework and guide for the joint decision-making board, the Club Support and Engagement Committee read the Club Support and Engagement Committees terms of reference in the [Clubs Handbook](#).

This document outlines the processes and requirements which must be met for club registration at the University of Auckland, as well as the conditions that clubs, societies, and associations must adhere to maintain their recognised and registered status. Groups with recognised status are permitted to request bookings¹ for spaces and rooms on campus, request to book Student Groups equipment, and may use the name "University of Auckland" or any variation or identifying feature of it in their group's name and logo. Groups without recognised status are not allowed to book rooms or spaces on campus and must not use the University's name or branding in their group's name or logo in any official capacity. The University name is copyright and may only be used by recognised clubs or campaigns.

2. Club Support and Engagement Committee

The Club Support and Engagement Committee is comprised of both staff and student representatives from across the University. This includes representatives from AUSA, as well as staff from faculties, pastoral and wellbeing services, Student Engagement, Student Conduct, and the Chaplaincy. The composition of the committee may vary depending on the purpose for which it is convened. For example, if the meeting concerns the recognition of a new club, the committee may consist primarily of AUSA and Student Engagement staff. In contrast, if the matter pertains to student conduct, representatives from Student Conduct and Pastoral and Wellbeing Services may be involved.

In relation to official recognition, the Club Support and Engagement Committee has the power to:

¹ While Student Groups assist with bookings, they are not responsible for event management. Student clubs, societies, and associations are responsible for the organisation and running of their own events.

- Recognise a student group – this provides access to university services for student groups;
- Tentatively recognise a group – those in the process of being recognised may be given limited access to services while completing recognition requirements;
- Request further information, investigate accusations, and recommend or impose actions on students' groups and their individual executive committee members where their actions are not in line with this document, the Student Code of Conduct or other University policies and procedures, [principles and values](#);
- Act as a neutral party in student group dispute resolution – in particular upholding or opposing decisions made within student groups during internal dispute processes where appeals have been made.
- Discontinue the recognition of a student group and/or individual executive committee members – where a group or individual within the group is in serious breach of this document the Student Code of Conduct and/or other University policies, procedures, and values. Student feedback must be considered in the Club Support and Engagement Committees decision making.
- Delegate authority to Student Groups staff to make day to day decisions relating to minor issues; and
- View student groups bank accounts and financial statements where there is cause for concern: for instance, in cases where there is insufficient receipting or where there is accusations of fraud, siphoning of funds, or other financial security concerns brought to Student Groups attention.

3. Recognising a student group through New Club application process

- a) When recognising a proposed student group through the New Club application process, the Club Support and Engagement Committee shall consider:
 - If the group primarily benefits students
 - If the group poses a risk, whether financial, to student wellbeing, or otherwise
 - If the objectives of the group are in alignment with the values of the University community
 - If the group will contribute to a vibrant and engaging campus community and support student engagement
 - If the group is substantially different from existing student groups.
 - If the group fulfils the definition of a student group in that it is selfdetermining, usually run on a volunteer basis by current students, is altruistic and has a clear connection to the University or student body.
 - If the group is sustainable long term.

- That the group is inclusive to the wider university population, does not restrict membership to a certain demographic or degree, and that it does not serve a small niche interest.

b) To be recognised, student groups must submit the following documentation through the re-registration process and update the Student Groups team as required.

- **Purpose / Kaupapa:** The club must clearly state and uphold its purpose and kaupapa, demonstrating alignment with the values and expectations of the University of Auckland Student Groups framework.
- **Membership:** The club must maintain a membership list comprising a minimum of 45 individuals, each holding a valid University of Auckland student ID. For any members beyond the initial 45, at least 80% must be currently enrolled students at the University of Auckland. Membership records must be securely maintained and regularly updated to ensure compliance with university policy.
- **Executive Committee:** The Executive Committee must be democratically elected and consist of the following roles, all held by currently enrolled University of Auckland students:
 - President or Co-Presidents
 - Secretary
 - Treasurer

Executive members are responsible for the governance, strategic direction, and operational oversight of the club. Elections must be conducted annually in accordance with the club's constitution.

- **Finances:** If the club seeks to receive university funding, it must designate two financial signatories, both of whom must be currently enrolled students. These signatories are authorised to approve expenditures and manage club accounts in accordance with university financial policies.
- **Constitution:** The club operates under a constitution that is compliant with the template provided by Student Groups.
- **Annual General Meeting (AGM) Minutes:** The club must conduct an Annual General Meeting (AGM) each academic year. Minutes from the most recent AGM must be submitted and must comply with the Student Groups AGM minutes template.

A club's Annual General Meeting (AGM) must be held between August 1st and October 31st of the preceding year to be valid for the upcoming year. For example, the AGM for 2027 must be held between August and the end of October 2026.

- **Asset Registry (if applicable):** The club must maintain an asset registry detailing all relevant physical assets owned by the club, including equipment, merchandise, and other resources. The University of Auckland is not responsible for the safety, storage, or

maintenance of club assets. An asset is an item over \$300 that belongs to the club.

- **Legal Status:** The club is recognised as a registered student organisation under the University of Auckland Student Groups framework. It operates independently from the University and is considered a separate legal entity. This legal status has been formally disclosed to the Student Groups team as part of the club's registration and compliance obligations.
- **Disclosure of External Partners and International Travel:** The club must disclose any formal partnerships with external organisations, sponsors, or affiliates. Any planned international travel involving club members must be reported to Student Groups in advance and comply with relevant university policies.
- **Training Compliance:** The club must ensure that the minimum number of representatives have completed all required training modules as mandated by Student Groups. For new clubs, this is 2 representatives to the Addressing Bullying Harassment and Discrimination trainings, and 2 representatives to either Chat the Weird Out, or Creating Cultures of Consent.²

- c) When assessing New Club applications, The Club Support and Engagement Committee will have at least two weeks to consult on the proposed group.
- d) After considering applications, the Committee will either tentatively approve the application, decline the application, or request more information based on these factors.
- e) Once tentatively approved the student group will be supplied a deadline of at least sixteen working days to submit the following documentation. Failure to submit the documentation will result in the group not being recognised and must go through New Club applications the following year.
- f) Information provided in relation to the executive or membership personal details, asset register, or bank account details is considered confidential. It is only to be accessed by the Club Support and Engagement Committee and relevant University staff members when necessary – such as registration, re-registration, and if the club is under investigation.
- g) The University will use its discretion to allow partial or full access to university services while student groups are in the process of recognition – such as room and equipment bookings.
- h) If a group is deemed to fit within the definition of 'campaign' as outlined in the clubs handbook, the group will be declined and offered a

² If you are a faculty association, have over 200 members, or host camps, balls, or steins, you will need to attend a Creating Cultures of Consent training in alignment with the University of Auckland's sexual harm prevention strategy.

Memorandum of Understanding for support in operating on campus. The University is dedicated to supporting avenues for student voice, however, as a neutral party cannot financially support campaigns or fundraisers.

4. Continuing recognition through the Re-Registration process

To continue to be recognised by the University, student groups must meet the re-registration requirements outlined in this document annually by the November deadline provided in the clubs handbook, and/or at the University's request.

a) The requirements are:

- **Purpose / Kaupapa:** The club must clearly state and uphold its purpose and kaupapa, demonstrating alignment with the values and expectations of the University of Auckland Student Groups framework.
- **Membership:** The club must maintain a membership list comprising a minimum of 45 individuals, each holding a valid University of Auckland student ID. For any members beyond the initial 45, at least 80% must be currently enrolled students at the University of Auckland. Membership records must be securely maintained and regularly updated to ensure compliance with university policy.
- **Executive Committee:** The Executive Committee must be democratically elected and consist of the following roles, all held by currently enrolled University of Auckland students:
 - President or Co-Presidents
 - Secretary
 - Treasurer

Executive members are responsible for the governance, strategic direction, and operational oversight of the club. Elections must be conducted annually in accordance with the club's constitution. Elections must also be fair and democratic. Any club member can run for executive positions, and voting must be open to all members attending the AGM – executives cannot select, recruit, or vote amongst themselves, this must be an open process.³

- **Finances:** If the club seeks to receive university funding, it must designate two financial signatories, both of whom must be currently enrolled students. These signatories are authorised to approve expenditures and manage club accounts in accordance with university financial policies.
- **Constitution:** The club operates under a constitution that is compliant with the template provided by Student Groups.

³ If your club requires advice or assistance around election processes, please contact Student Groups.

- **Annual General Meeting (AGM) Minutes:** The club must conduct an Annual General Meeting (AGM) each academic year. Minutes from the most recent AGM must be submitted and must comply with the Student Groups AGM minutes template.
A club's Annual General Meeting (AGM) must be held between August 1st and October 31st of the preceding year to be valid for the upcoming year. For example, the AGM for 2027 must be held between August and the end of October 2026.
- **Asset Registry (if applicable):** The club must maintain an asset registry detailing all relevant physical assets owned by the club, including equipment, merchandise, and other resources. The University of Auckland is not responsible for the safety, storage, or maintenance of club assets.
- **Legal Status:** The club is recognised as a registered student organisation under the University of Auckland Student Groups framework. It operates independently from the University and is considered a separate legal entity. This legal status has been formally disclosed to the Student Groups team as part of the club's registration and compliance obligations. The University of Auckland Staff, including the Student Groups team are not responsible for assistance with legal status requirements.
- **Disclosure of External Partners and International Travel:** The club must disclose any formal partnerships with external organisations, sponsors, or affiliates. Any planned international travel involving club members must be reported to Student Groups in advance and comply with relevant university policies.
- **Training Compliance:** The club must ensure that the minimum number of representatives have completed all required training modules as mandated by Student Groups.⁴
- **Receipting:** If the club is awarded funding through university grants, all receipts must be submitted to the Student Groups team for review and approval. This ensures transparency and compliance with university financial policies. Failure to submit receipts may result in funding restrictions or future ineligibility.

b) If these requirements are not met:

- The student group will be sent a reminder. During this period, the student group may continue to access services
- If the club does not respond to a reminder from the Student Groups team within 10 working days, it will be designated as inactive for the reregistration year. Inactive status means the club is no longer recognised

⁴ If you are a faculty association, have over 200 members, or host camps, balls, or steins, you will need to attend a Creating Cultures of Consent training in alignment with the University of Auckland's sexual harm prevention strategy.

by the University of Auckland and will lose access to all associated privileges, including:

- Eligibility for university funding through Student Groups
 - Room, space, or equipment bookings
 - Use of the University's name in any official context.
 - If the club does not fulfil the re-registration requirements by the deadline for the following academic year, the group will be considered abandoned and formally removed from records.
- At this point if a club wishes to re-establish, they will need to do so via the New Club application rounds, as they will be ineligible for re-registration once considered abandoned. New Clubs applications is not a guaranteed avenue for becoming registered.

c) Student groups may dissolve at any time by giving notice to the University and by demonstrating that they have consulted their members as per their constitution.

- If a club does this, funds which were provided to the clubs must be returned to the university to be redistributed in the grants rounds.
- Receipting outstanding by the club must also be completed.

d) All officially recognised student groups and their executives agree to the following:

- That the student group and their individual executive members will uphold the University of Auckland's Student Code of Conduct and be respectful and tolerant of other people's views and not incite personal attacks, hate speech, or illegal materials in communications. Harassment, bullying, and discrimination by individuals in student groups will not be tolerated by the University or the executive members of the student group.
- That the group is operating honestly and will disclose all affiliations with external organisations, charities, spiritual groups, or other bodies to the Student Groups team.
- The student group and its individual executive members will adhere to the [University's policies and procedures](#) and any relevant laws related to the group.
- The group agrees not to engage in aggressive recruitment. This includes, but is not limited to;
Reaching out to individuals without prior expression of interest;
Initiating unsolicited digital communication (e.g., emails, direct messages, or social media outreach);
Approaching or stopping students on university grounds at any time, except during officially sanctioned events such as the Clubs Expo; All recruitment efforts must be respectful, non-intrusive, and in accordance with university policies.
- That the student group and its individual executive members will represent the wider student body and the University positively.

- That the student group and its individual executive members apply health and safety practices to decision-making and event management, as far as reasonably practical, for any activities associated with the group. This includes supplying risk assessments and run sheets when requested in addition to the room booking checklist.
- That the student group and its individual executive members respect and value the student community, and particularly the group's membership, by maintaining a well-run and active executive that role models these behaviours and upholds the expected behaviours of student groups.
- That all student groups and their individual executive members are independent of the University and responsible for their own activities and actions.
- That student groups will comply with event policies and procedures, including providing appropriate notice of events, supplying correctly completed risk assessments, run sheets, and any other documentation requested by University of Auckland staff.

5. Appeals and Complaints

Complaints, concerns, or questions about an officially recognised student group can be directed to the Student Voice Team Leader via the Student Groups email studentgroups@auckland.ac.nz. These complaints will be triaged by the Student Voice Team Leader in the first instance where, if appropriate, a response and action may be taken by Student Group staff or the Student Engagement Manager. The Club Support and Engagement Committee will be aware of relevant complaints and intervene when required. In cases of minor concern, the club should, where appropriate, try settle this matter within the club before contacting Student Groups for assistance. If external support is required, the below process should be followed;

- Informal complaints:** This is usually a minor concern, communicated casually, perhaps in person or through an informal email. Often the goal is to resolve it quickly without involving formal channels. In the first instance where, if appropriate, a response and action may be taken by Student Groups staff. Club Engagement & Support Committee may be kept aware of complaints and intervene if required. Depending on the nature of the feedback, the group in question may have additional requirements or recommendations made.
- Formal complaints:** This is a more serious issue, requiring a structured response. The formal complaint must be raised within the same academic year that the incident occurred. To proceed with a formal complaint, the following information needs to be provided by the party making the complaint.

Key issues: A clear description of the specific problems or concerns you are raising.

Supporting evidence: Any documents, communications, or other material that support your claims.

Expected outcomes: What resolution or action you hope to achieve from the complaint.

A timeline needs to be communicated to both parties.

- c) **Appeals:** If a member of the University community wishes to appeal the official recognition of a student group, they may submit their request to the Club Support Committee via studentgroups@auckland.ac.nz
- The appeal must be in relation to this document, namely, not meeting the requirements of student groups outlined in this document and/or other University policies and procedures.
 - Appeals will be initially investigated by the Student Voice Team Leader or Student Engagement Manager. Those submitted without just cause will not be submitted to the Club Support and Engagement Committee for consideration.
 - The student group or individual in question will be notified of the appeal within five working days. Evidence for the appeal will be compiled within 15 days and submitted to the club or individual. They will then have 15 days to respond.
 - The appeal must contain key issues and supporting evidence of where they have breached the Official Recognition Principles or violated the expected Code of Conduct at the University of Auckland.
 - It is important to note that if a club bans a member, the member has the right to appeal this decision within 15 working days. If the member appeals to the club, the club may reach out to the Clubs Support and Engagement Committee for assistance. The member may also appeal directly to Student Groups, in which instance the club will be contacted regarding the appeal.
- d) Only the status of officially recognised student groups and individual executives can be challenged through this appeals process. All other complaints about student conduct must be taken to the Student Conduct with sufficient evidence of the misconduct in question.
- e) The Club Support and Engagement Committee will respond to the appeal request within 15 working days of submission.
- f) The decision of the Club Support Committee is final, and with immediate effect.
- Upon the appeal being upheld, if in relation to the status of a student group, the student group will no longer be recognised and will be unable to access services provided. The student group could apply to become officially recognized again in the next academic year under new leadership;

If in relation to an individual, a ban will be enforced on their ability to join club executives with an outlined time frame.

- Upon the appeal not being upheld by the committee, the student group will continue to be recognised and may access services provided. An appeal on the same grounds cannot be submitted within the same academic year.
- The Committee could also provide advice, guidance, mediation, and/or add requirements to the student group to meet any issues raised by a complainant, especially where there are no grounds for formal action.
- If the club or individual fails to adhere to the decision, escalations via the Student Conduct channel may be pursued.

g) The Club Support and Engagement Committee can decide to no longer recognise a student group without submitting an appeal should the seriousness of the group's actions require it, or if evidence is found in breach during the reregistration or registration processes.

Version 14 of Official Recognition Principles as agreed by the Club Support and Engagement Committee, [October 2025]

Definitions

AUSA is the Auckland University Students' Association. AUSA represents and advocates for students on the highest decision-making bodies at the University of Auckland as well as provides an extensive range of services for the wider student community, such as events and welfare. AUSA is run by students for students.

Associations are a type of student group at the University. They are large representative bodies that facilitate a variety of events and services. They have an important relationship with the University as the association is relied on to speak on behalf of students and offer tailored support and services to their various cohorts. Associations are recognised at a strategic level at the University and are aligned with academic and government priorities.

Student and Scholarly Services (SaSS) is a university service division that supports an engaging and inclusive campus experience for students at the University of Auckland. SaSS operates a range of academic and wellbeing services, such as - health and counselling and engagement services, Libraries and Learning Services, volunteering and leadership support. Student Group staff are a part of SaSS.

Clubs and Societies are independent, student-led groups established to foster a vibrant, inclusive, and engaging campus experience for all students at the University of Auckland. Their primary kaupapa is to promote community, wellbeing, and enjoyment through events, initiatives, campus activations, and shared interests. These groups must remain open to membership from any

enrolled student.⁵ Clubs are intended to be safe, welcoming, and fun spaces that enhance the overall student experience.

Campaigns are a coordinated effort to raise awareness or advocate for a specific cause or causes, often involving a planned series of actions aimed at achieving a particular goal. Campaigns are typically issue-focused, rather than ongoing community-building initiatives. Rather than focusing on promoting community, wellbeing, and an overall holistic tertiary journey, Campaign kaupapa focuses on enhancing Student Voice, equity initiatives, or other advocacy activations.

Club Support and Engagement Committee is the decision-making board for matters relating to officially recognised student groups. This committee consists of staff from across the university and student representatives from AUSA. The members of this committee will be called upon as needed, dependant on the context of the meeting. The day-to-day operational support and processes for clubs, societies and associations is managed by SaSS with direction and input from the Committee.

Independent student groups are not acknowledged by any part of the University but may have some individual staff involvement. They are not to receive access to University services.

Recognised groups are formally recognised by the University and are required to maintain 80% current student membership, a constitution, asset register and appropriate financial records, amongst other key documents. They have access to services such as room bookings, equipment, expos, advice, grants and awards via SaSS.

Student groups at the University are self-determining, usually run on a volunteer basis by current students, are altruistic and have a clear connection to the University or student body. There are other groups that form with a focus on study, research, business and innovation or who form based on the direction of staff – these are not included in this category. Student groups is used as an overarching term which includes associations, recognised groups, acknowledged groups and independent groups.

Tentatively recognised groups are in the process of being recognised and are given limited access to services while they complete recognition requirements. This includes clubs on a **Trial Period**.

Trial Period refers to a specified period of time whereby a club is tentatively recognised, usually 6 months to a year. Some new clubs may be placed on a trial period if there were concerns about accepting them as a new club; such as duplicated kaupapa, unclear kaupapa, or if the club is potentially contentious.

University means the University of Auckland and includes all subsidiaries.

⁵ Unless exclusion is justified based on substantiated behavioural concerns.