



Waipapa  
Taumata Rau  
**University  
of Auckland**



# **2026 Registration Details and Training**

1/09/2026

# 2026 registration details

**Registrations for 2026 are now closed**

## Kaupapa, purpose

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.

**Note:** If your club meets the 2025 eligibility minimum of 30 members but is below the required 2026 eligibility of 45 member threshold, you have until Sunday 8 March 2026 to update your membership records with the Student Groups Team. In this scenario, Major 1 funding will be withheld until your updated membership list is submitted and approved by the Student Groups Team. Your club's registration will not be considered complete until this requirement is met. To maintain an active status and access funding, ensure your club meets the 45 member minimum by the deadline.

The membership list template can be found on the [Registration details and training](#) webpage.

## Executive Committee

The Executive Committee must be democratically elected and include the following roles. All three roles must be held by students who are currently enrolled at the University of Auckland.

- 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.

## Financial details (if applicable)

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.

## Receipting (if applicable)

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.

## Constitution

The club operates under a constitution that is compliant with the template provided by Student Groups. The constitution template can be found on the [Registration details and training](#) webpage.

## 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 1 August and 31 October 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.

The AGM template can be found on the [Registration details and training](#) webpage.

## 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.

## 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.

Registration requirements may change each year. The items above are the main requirements, but additional items may be requested.

Clubs that do not register will lose their registered status with the University. This means you won't be able to:

- Apply for grants
- Book rooms, spaces or equipment
- Use the University's name in any official capacity
- Attend Clubs Expo
- Or access other club privileges

## Required trainings

**All 2026 registered-club trainings are finished.**