



UNIVERSITY & TERTIARY SPORT
NEW ZEALAND

MEMBERSHIP OF UNIVERSITY AND TERTIARY SPORT NZ

All recognised tertiary institutions including universities, institutes of technology and polytechnics (ITPs) and wananga's – public and private are eligible to apply for UTSNZ membership.

A 'recognised' tertiary institution is one that is defined as a legal entity which is officially recognised by the New Zealand Ministry of Education.

Application for UTSNZ membership should be submitted to the UTSNZ Executive Director at sarah.anderson@utsnz.co.nz.

An application must be countersigned by the Vice Chancellor or equivalent in order to validate the application.

1. Membership Types

UTSNZ offers two categories of membership – **Full Membership** and **Associate Membership**.

1) Full Membership

Full membership can only be granted with the approval of the UTSNZ Board.

Full membership reflects the current membership with all of its associated benefits and rights.

Full membership entitles the university or tertiary institution to full voting rights and access to all services provided by UTSNZ.

Each member university or tertiary institution will have one representative eligible to attend general meetings and the Annual General Meeting.

Universities and tertiary institutions are requested to specify their nominated representative, who will be the point of contact from the date of membership to the end of the academic year.

2) Associate Membership

All non-university tertiary institutions considering sport development on campus and potential full membership of UTSNZ are eligible for Associate Membership.

Associate Membership is deemed a way into membership of UTSNZ – not a way out; i.e. is a means for new campuses to experience and understand UTSNZ before becoming Full Members.

Associate Membership also applies to NSOs seeking access to FISU WUC events who don't have a current MoU/Agreement with UTSNZ – see International Events section below.

Associate members are not entitled to vote at any general meeting or at the AGM. Associate Members will however be entitled to such privileges as UTSNZ shall determine from time to time.

2. Applying for Membership

To become a Member, a tertiary institution (“the Applicant”) must:

- a) Arrange and complete a membership consultation meeting
- b) Complete an application form; and
- c) Supply any other information UTSNZ may require.

3. The Register of Members

- a) UTSNZ shall keep a register of Members (“the Register”), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.
- b) Each Member shall provide such other details as the Board requires.
- c) Members shall have reasonable access to the Register of Members.

4. Renewal of Membership

Once a member institution, UTSNZ membership will continue to automatically be renewed and fees will be due annually on the 15th February unless the institution advises the UTSNZ Executive Director in writing of their wish to resign their membership for the following year. Note, written notice of resignation is due 30 June the year prior (see 5. below – Cessation of Membership).

5. Cessation of Membership

Any Member may resign by giving written notice to UTSNZ as follows:

- a) Written notice must be received from the designated Voting Member of the tertiary institution.
- b) Written notice to include confirmation and explanation of the reasons for wanting to cease membership of UTSNZ.
- c) Written notice to state what UTSNZ could potentially do (if anything) to help remedy the situation, and/or retain membership status.
- d) Written notice must be received on or before 30 June the year prior to the cessation of Membership, otherwise Annual Membership Fees will apply.

See UTSNZ Membership Resignation Form.

If you are considering leaving UTSNZ please email Executive Director Sarah Anderson sarah.anderson@utsnz.co.nz to discuss your circumstances /options and who will be able to offer guidance.

6. Membership Fees

Membership fees are calculated and advised annually in October.

Membership fees are based on Ministry of Education roll returns for the year preceding the membership application.

Full Membership Fee

To ensure fairness of fees, noting the size of individual tertiary institutions varies cross the country, the membership fee charged to each full member organisation is calculated based on a flat fee plus the number of student numbers (EFTs).

The calculation is a \$5000 flat fee, plus \$1.06 per EFT.

Note, new members joining part way through an academic year will be liable for a full year's fee.

Associate Membership Fee

Tertiary Institutions

A flat fee of \$5000 will be charged annually to all tertiary associate members for their affiliation.

National Sporting Organisations (NSOs)

UTSNZ as the affiliate to FISU is responsible for the sanctioning and entry of teams and individuals to represent New Zealand at FISU events. Entry into the WUG, WUC and WUL is ratified by UTSNZ where it is deemed a relevant and valued part of an NSOs athlete development pathway.

In recognition of the administration support required, NSOs looking to access and enter the FISU world university events programme (attending the either a WUG, WUC and WUL event), and any other UTSNZ facilitated international events, must be an Associate Member of UTSNZ.

NSOs with formal MoUs with UTSNZ automatically become Associate Members of UTSNZ.

NSOs who do not have a current MoU with UTSNZ are required to pay an Associate Membership Fee of \$250.

6. Payment of Fees

The annual membership fee must be paid by **20 February** each year.

Membership fees will be advised in October for the following year and invoiced in January.

Failure by any institution to pay in full by 20th February shall result in suspension of access to membership rights and benefits.

7. Member Administration Requirements

Member Representative

One Member Representative is required to be declared by each Member Institution on an annual basis, this is a fundamental obligation of Membership of UTSNZ.

It is this contact that we will use for governance matters and who is eligible to vote at our AGM.

Annual declarations of Member Representatives MUST be made by **30 October** using the *Annual Declaration / Membership Change Form*.

Any mid-year changes also be advised in writing using the *Annual Declaration / Membership Change Form*.

(Please note where there is a change of Member Representatives during the year, the outgoing Member Representative must authorise the change).

Role of a Member Representative

The role of the Member Representative is to exercise the right of membership on behalf of the Member Institution. Each Member Rep is entitled to one vote at AGM and is responsible for authorisation of any changes to membership status.

Membership details

It is the responsibility of the Membership Representative to ensure all Member Institution details are correct and up to date. Other changes which require notification would be:

- Change of Institution Name
- Change of Logo
- Change of Institution Address
- Change of Bank Account/Invoicing details

If you are unsure if your change requires notification please email UTSNZ Executive Director Sarah Anderson sarah.anderson@utsnz.co.nz to discuss.

Summary

- New Membership - *UTSNZ Membership Application Form*
- Existing Members
 - *UTSNZ to advise up-coming annual fees **by 1 Oct***
 - *Members to complete Annual Declaration **by 30 October***
 - *UTSNZ to invoice fees **by 20 January annually***
 - *Payment of fees **by 20 February annually***
- Changes to membership – *UTSNZ Annual Declaration/Change of Member Representative Form* – on-going
- Resignation of Membership – **before 30th June** (or annual fees apply for following year)