



## **Constitution of the Otago Pacific Island Commerce Students' Association (OPICSA)**

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### **1. NAME OF CLUB**

1.1 The name of the Club shall be the Otago Pacific Island Commerce Students' Association hereafter referred to as OPICSA.

### **2. DEFINITION AND INTERPRETATION**

2.1 'OUSA' refers to the Otago University Students' Association Inc.

2.2 The 'Executive' shall refer to OPICSA members that hold representative positions.

2.3 'Member' shall mean any person who is a member of OPICSA in accordance with the Constitution.

2.4 'The rules of OUSA' refers to the OUSA Constitution and Policy or resolutions as set by the Special General Meeting, referenda, or the OUSA Executive.

2.5 'AGM' means Annual General Meeting.

2.6 'SGM' means Special General Meeting.

2.7 Ordinary Resolution refers to a motion requiring a majority positive vote to pass. 2.8 Special Resolution refers to a motion requiring a two-thirds majority positive vote to pass.

2.9 The OPICSA Executive shall, be the sole authority for the interpretation of these rules. The decisions of the executive shall be binding, subject only to the right of appeal to the OUSA Executive.

2.10 These rules are to be read in conjunction with the OUSA Affiliation policy.

2.11 This constitution is subject to the rules of OUSA and shall be void and of no effect to the extent of their conflict with the rules of OUSA.

2.12 'CDO' refers to the OUSA Clubs Development Officer.

2.13 'UOPISA' means the University of Otago Pacific Island Students' Association.

### **3. OBJECTIVES OF THE OPICSA**

3.1 The objectives of the Club shall not, in any significant way, contradict the objectives of OUSA. 3.2

The objectives of the OPICSA shall be:

- Ensure that all Pacific Island Students in Otago Business School receive adequate support from the University and its various departments, especially the Pacific Student Support.
- Guarantee that students have full access to adequate resources and services offered to maintain or enhance good academic performance.
- Provide a space for students to be comfortable practicing and sharing their native values, beliefs and speaking in their native language to continue preserving our Pacific Island Culture.
- Form sustainable relationships between students and their lecturers, officers and peers.
- Voice out the needs and wants of the students to where it should be heard.

### **4. POWER OF THE CLUB**

4.1 The Club is not formed for the pecuniary gain of its members.

4.1.1 The Club may make payment as reasonable remuneration to any servant or officer of The Club or the payment of reasonable expense to any authorised representative or delegate of the Club.

4.1.2 Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services.

### **5. AFFILIATION**

5.1 OPICSA shall be affiliated to OUSA.

5.2 OPICSA is also affiliated with the University of Otago Pacific Islands Students' Association.

### **6. LIABILITIES INCURRED BY THE CLUB**

6.1 The Club shall not enter into any loan agreement of a value greater than NZ\$1000 without approval by ordinary resolution of the OUSA Executive.

6.2 OUSA shall not be responsible for any liabilities or debts incurred by the OPICSA.

### **7. MEMBERSHIP**

7.1 Students of Pacific Island descent that are enrolled in any Commerce based degree shall be deemed to be a member of OPICSA.

- 7.2 The OPICSA shall in normal circumstances have no less than ten members.
- 7.3 The OPICSA shall only levy upon its members such fees or subscriptions as have been ratified at the AGM.
- 7.4 A club member may not be suspended or expelled unless the committee resolves to do so by special resolution.
- 7.4.1 The suspended member will be relieved of any powers and responsibilities and is not permitted to attend club activities.
- 7.4.2 A special general meeting must be called within three months to expel the member or the suspension lapses.
- 7.5 The following procedure must be used to expel a club member:
- 7.5.1 Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received in person 30 days prior to the meeting taking place.
- 7.5.2 That a special general meeting is called which the member to be expelled may attend in person, or submit in written form, grounds for his or her defence.
- 7.5.3 The motion to expel a club member must be passed by special resolution.
- 7.5.4 That the member is informed in writing of the decision of the meeting and the length of his or her expulsion.
- 7.6 Where a member of the Club is expelled, that member shall have the right of appeal to the OUSA Executive.

## **8. ANNUAL GENERAL MEETING (AGM)**

- 8.1 The Annual General Meeting (AGM) of the Club shall be held during the month of October at such time and place as the Club Committee shall decide.
- 8.2 The AGM shall be held for the following purposes:
- 8.2.1 To receive, from the Club Committee, a report of the proceedings of the previous year and a statement of the Club accounts.
- 8.2.2 To elect the officers of the Club Committee for the following year.
- 8.2.3 To conduct any general business.
- 8.3 The President, or in their absence any member appointed by the meeting, shall be chair of the meeting.
- 8.4 Every motion shall be moved by one Club member and seconded by another.
- 8.5 Every member present shall be entitled to one vote,
- 8.5.1 In the case of an equality of votes the Chair shall have a second or casting vote. 8.6 The quorum shall be 20 per cent of the Club's total members or 6 members, whichever is greater.

8.7 At least 14 days' notice of the AGM shall be given to all members, by posting a notice on the OUSA notice board and/or the OPICSA's Social Media Accounts (Facebook and Instagram accounts)

8.7.1 The notice shall include an agenda of business to be conducted at the AGM.

## **9. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES** 9.1 The Club

Committee on their own behalf or on the signed request of a quorum of members may at any time call a Special General Meeting.

9.1.1 If the Club Committee does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a Special General Meeting.

9.1.2 Notice of a Special General Meeting shall be given in the manner described above for an AGM.

9.2 The conduct, voting procedures and quorum of a Special General Meeting shall be the same as those prescribed for the AGM.

9.3 At any Special General Meeting a motion of no confidence in the Club Committee, or any member thereof, may be passed by special resolution provided that 14 days' notice of such intention has been given.

9.3.1 On the passing of such motion, the Committee member shall be deemed to have resigned and the meeting shall then have the power to, and may proceed to, elect a new Committee member to the vacant position (s).

9.3.2 Such new member shall hold office until the next AGM.

## **10. THE OFFICERS AND THEIR ELECTION**

10.1 The OPICSA Executive Members of OPICSA shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relation Officer

10.2 The management and control of the Club shall be deputed to the officers of the club who represent the Committee of the Club.

10.3 The Committee of the Club shall consist of a maximum of 5 people, being president, vice president, treasurer, secretary, and public relations officer all of whom shall be elected at the Annual General Meeting.

10.4 Every candidate for office shall be nominated at the meeting by one member of the Club and seconded by another.

10.5 Every member present at the meeting shall be entitled to one vote.

10.6 In the event of two or more candidates receiving an equal number of votes, the chair of the meeting shall have a second or casting vote.

10.7 The Club Officers shall hold office for one year following their appointment or until an officer resigns.

10.7.1 Such resignation shall be effective immediately upon receipt in writing by the committee.

10.7.2 If a vacancy on the Club Committee occurs during the year, providing that a quorum remains, the Club Committee may appoint any member to fill such a vacancy, unless it has occurred due to a no confidence vote.

10.7.3 If a vacancy occurs due to a no confidence vote then section 9 of this constitution applies.

## **11. THE EXECUTIVES POWER**

11.1 The Club Committee shall have full power at its meetings to deal with all matters relating to the objectives of the Club.

11.1.1 Any matters relating to the interpretation of these rules;

11.1.2 Except where power is vested in the Club at a general meeting.

11.2 All decisions shall be valid and binding on the members, only as far as they do not conflict with these rules, the rules of OUSA, or decisions of the OUSA Executive.

11.3 The Club Committee shall meet at such times as it deems fit.

11.4 The President, or in their absence, any member appointed by the Club Committee, shall, in the case of an equality of votes, have a second or casting vote at all Club Committee meetings.

11.5 The quorum for Club Committee meetings shall be at least 75% Club Committee members.

11.6 One member of the OPICSA executive shall be elected to represent the Club on the OUSA Affiliated Clubs Council.

## **12. ROLES OF THE EXECUTIVES**

### 12.1.1 President

- The President will lead OPICSA in fulfilling its core functions and achieving its goals.
- Main spokesperson for the OPICSA
  - Chief representative and responsible for all internal and external relations.
  - Communicate with other representative groups where appropriate.

### Vice President

- Assist the President in all matters and to act in his/her absence.
- Working alongside the Treasurer to handle finance of the club.
- Responsible for maintenance of the internal administrative functions,

overseeing the legislative requirements of OPICSA and monitoring of its goals.

Secretary

- Take minutes of General Meetings and to distribute them to any executive. - Assist the President in communication.
- Book venues for all meetings.

Treasurer

- Provide financial advice to the Executive.
- Looking for financial support to fund the club's activities.
- Collect all receipts for finances that were used from the OPICSA bank account.

Public Relation Officer

- Responsible for coordination and oversight of public affairs of the club
- Liaise point between OPICSA and external and internal stakeholders.
- Develop marketing campaigns and media relations strategies, editing and updating promotional material.

**13. FINANCE, PROPERTY AND RECORDS OF THE CLUB**

13.1 The funds of the Club shall be in the control of the Club Committee, which will depute the treasurer to manage them.

13.2 The treasurer shall also:

- 13.2.1 Keep a true record and account of all the receipts and payments of the Club including bank statements;
- 13.2.2 Prepare the statement of accounts and balance sheet for the financial year;
- 13.2.3 Keep the Club's asset register up to date.

13.3 The secretary shall:

- 13.3.1 Keep a true record and account of the proceedings and meetings of the Club and the Club Committee;
- 13.3.2 Keep a correct and up to date membership list;
- 13.3.3 Conduct and archive all correspondence relating to the club.

**14. DISAFFILIATION OF THE CLUB FROM OUSA**

14.1 A club may disaffiliate from OUSA at any time by notifying the CDO in writing.

- 14.1.1 Such notification will provide reasons for why the club is disaffiliating from OUSA.
- 14.1.2 Notification will be provided by supplying the Club's AGM Minutes to that effect.

## **15. DISSOLUTION OF THE CLUB**

15.1 If the club's committee members are unable to be contacted using all means for a period of six months the club will be deemed to be dissolved.

15.2 Upon dissolution of the Club:

15.2.1 All funds remaining after debts have been cleared will be distributed to OUSA.

15.2.2 All assets will be distributed to OUSA.

## **16. AMENDMENT OF THIS CONSTITUTION**

16.1 Proposed amendments to the constitution of the Club must be approved at the Clubs General Meeting, then ratified by the OUSA Executive.

16.1.1 Any proposed amendments to the constitution must be highlighted;

16.1.2 Proposed amendments must be attached with the Clubs General Meeting minutes for OUSA Executive ratification.

16.1.3 Proposed amendments and Club General Meeting minutes must be sent to the Clubs Development Officer, who shall pass onto the OUSA Recreation Officer.

16.2 These rules can only be added to, repealed, or amended by special resolution at an Annual or Special General Meeting of the Club, provided that no resolution shall be deemed to have passed unless:

16.2.1 14 days' notice of the proposed amendment has been given;

16.2.2 Once ratified at a General meeting of the Club, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.