



**POLICY FOR
GIFT GIVING, KOHA AND UTU**
University of Otago Pacific Islands Students' Association

Ratified: June 2023



POLICY OVERVIEW

The purpose of this policy is to outline processes and procedures of University of Pacific Islands Students' Association (UOPISA) in regards to acquiring, planning for and distributing gifts. It is also to ensure that the association and affiliated members are aware of what is appropriate for gift giving in a contemporary Pacific cultural context.

1. PURPOSE

1.1. The purpose of this policy is to:

- 1.1.1. Guide the appropriate gifting of koha and utu on behalf of the association to guests, facilitators, staff and other stakeholders such as sponsors or students, and;
 - 1.1.2. Establish the importance of giving gifts in Pacific cultures and is usually practised as a gesture of love and reciprocity.
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2. SCOPE

2.1. This Policy applies to:

- 2.1.1. UOPISA executive members, and;
 - 2.1.2. The Standing Committee, if giving a gift on behalf of the wider Pacific student body and if they are using UOPISA funds, and;
 - 2.1.3. External parties if they are using a significant portion of UOPISA funds to give a gift, and;
 - 2.1.4. Exceptions to this Policy can be agreed upon at Standing Committee meetings.
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3. DEFINITIONS

3.1. 'Gifts' are:

- 3.1.1. Items and/or services given with the intention of acknowledging a specific contribution or service.

3.2. 'Koha' is:



- 3.2.1. A type of donation which is not asked for or bartered, and is therefore an amount that is not known or learnt, and;
- 3.2.2. A way of maintaining a relationship with a person or stakeholder by showing appreciation through a gift or equivalent. This has similar connotations to an act of reciprocity.
- 3.3. 'Utu' is:
 - 3.3.1. A transactional exchange that is equivalent to the amount of work put in by an individual or group, and;
 - 3.3.2. Defined as the agreed amount paid by UOPISA in purchasing an item or service, and;
 - 3.3.3. Able to be formalised through a written contract or verbal confirmation.
- 3.4. 'Reciprocity' is:
 - 3.4.1. An exchange between two or more parties, which has mutual benefit but may not be equivalent, and;
 - 3.4.2. Showing support or respect towards another and acknowledging the relationship with a person or sponsor.
- 3.5. 'Vā' is:
 - 3.5.1. The relational or sacred space between two individuals, and;
 - 3.5.2. Is also interpreted as the relationship between groups of people or communities, such as the relationship between UOPISA and other community groups.

4. GUIDELINES

- 4.1. UOPISA shall ensure that any gift given does not lead to unfair advantages or disadvantages to any party or result in a conflict of interest.
- 4.2. In accordance with maintaining the vā, koha is one way of recognising an individual's contribution, generosity, respect and commitment. This fulfils the obligation of reciprocity, which is the key to maintaining the relationship between parties.
- 4.3. Koha must be:
 - 4.3.1. Determined and allocated in accordance with the policy, and;



- 4.3.2. Made on behalf of UOPISA or an executive member as a representative from the association, and;
 - 4.3.3. Justifiable to a sole purpose, and;
 - 4.3.4. Approved by the association, proposed in the weekly scheduled meetings, and;
 - 4.3.5. Presentable and be of benefit to the outside party.
 - 4.4. All koha of all amounts shall be discussed by the UOPISA executive team and must be mentioned, proposed and passed in meeting minutes.
 - 4.5. Gift payment shall be decided upon at the meeting and authorised by the bank signatories.
 - 4.6. The following information must be recorded in the minutes or by the Treasurer for every payment of koha made by UOPISA:
 - 4.6.1. Details of who the gift was made to, and;
 - 4.6.2. Amount that has been approved, and;
 - 4.6.3. Date and method of approval, which can be authorised from a bank account by the bank signatories, and;
 - 4.6.4. Any receipts allocated or recieved.
 - 4.7. The Treasurer shall review the quantity of payments to ensure appropriateness and consistency.
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5. DETERMINING KOHA

- 5.1. UOPISA executive members:
 - 5.1.1. Must abide by the allocation of koha given. If any changes are made, it must be deemed absolutely necessary, discussed in the weekly meeting and noted down in the meeting minutes.
 - 5.1.2. May hold events which require giving of koha where university staff, students or outside parties may attend.
 - 5.1.3. Shall consider its budget allocated for gifts. If any changes are necessary, it must be discussed within the UOPISA executive team.
- 5.2. Cash koha:



- 5.2.1. Can be approved under exceptional circumstances, but must be a tabled meeting topic for a minimum of two meetings before it can be voted upon and passed. These circumstances shall require a special justification as to why cash is being allocated to the receiver, rather than a purchased gift. Under any circumstances where a cash gift is not reasonable, it shall not be permitted.
 - 5.3. Koha may be gifted to:
 - 5.3.1. University staff, and;
 - 5.3.1.1. UOPISA may offer koha to staff who have contributed to a Pacific student space or UOPISA-hosted event.
 - 5.3.2. Organisations, and;
 - 5.3.2.1. UOPISA may acknowledge the contribution of whole organisations at events, such as if they are guest speakers for the association events, like the Leadership Weekend.
 - 5.3.3. Students or young people.
 - 5.3.3.1. These can be young people acting as guest speakers or workshop facilitators, including those brought from outside organisations or the wider community. They can participate in UOPISA's events such as the Leadership Weekend and Pacific Awards Night. For example, the association may be able to allocate a student to speak in a student panel at an event.
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6. UNIVERSITY STAFF KOHA

- 6.1. Koha options for University of Otago and other organisations' staff include, but are not limited to:
 - 6.1.1. UOPISA merchandise, or;
 - 6.1.1.1. The association may be able to give university staff its merchandise with the name and logo of 'UOPISA' as a gift of gratitude. The hoodie or tee-shirt must be taken out of the merchandise bulk order or purchased separately and ordered from the printing company.
 - 6.1.1.2. The cost of merchandise as a gift must be less than \$70.00 per gift.
 - 6.1.2. Chocolate and cards.



- 6.1.2.1. Chocolate or a similar confectionary treat may also be added but must be at the maximum amount of \$20.00 per gift.
- 6.1.2.2. It is appropriate to accompany this with a UOPISA 'thank you' card or equivalent purchased card, given that it is less than \$7.00.
- 6.1.2.3. This is an appropriate gift by itself or can be an addition to the merchandise.

7. ORGANISATION GIFTS

- 7.1. Koha options for external organisation and stakeholders include, but are not limited to:
 - 7.1.1. UOPISA merchandise, or;
 - 7.1.1.1. A UOPISA-themed hoodie or tee-shirt is an appropriate gift if:
 - 7.1.1.1.1. The organisation is represented by an individual, and;
 - 7.1.1.1.2. The merchandise is intended to be enjoyed by the given individual, and;
 - 7.1.1.1.3. The purchase is less than \$70.00 per gift.
 - 7.1.2. Confectionary treats, or;
 - 7.1.2.1. Chocolate or a similar confectionary treat may also be added but must be at the maximum amount of \$20.00 per gift.
 - 7.1.2.2. It is appropriate to accompany this with a UOPISA 'thank you' card or equivalent purchased card, given that it is less than \$7.00.
 - 7.1.3. Other miscellaneous items.
 - 7.1.3.1. Other options for koha can also be considered based on the organisation's context. This can be, for example, related to their label, logo and/or values.
 - 7.1.3.2. Other items may be approved by the executive, but this must be a tabled meeting topic for a minimum of two meetings before it can be voted upon and passed.

8. STUDENT GIFTS

- 8.1. Koha options for students and young people include, but are not limited to:



- 8.1.1. UOPISA merchandise, or;
 - 8.1.1.1. The association may be able to give university staff its merchandise with the name and logo of 'UOPISA' as a gift of gratitude. The hoodie or tee-shirt must be taken out of the merchandise bulk order or purchased separately and ordered from the printing company.
 - 8.1.1.2. The cost of merchandise as a gift must be less than \$70 per gift.
 - 8.1.2. Gift vouchers, or;
 - 8.1.2.1. A gift voucher such as a prezi card is a suitable gift/koha and must be of maximum \$50.00 per gift.
 - 8.1.3. Confectionary treats, or;
 - 8.1.3.1. Chocolate or a similar confectionary treat may also be added but must be at the maximum amount of \$20.00 per gift.
 - 8.1.3.2. It is appropriate to accompany this with a UOPISA 'thank you' card or equivalent purchased card, given that it is less than \$7.00.
 - 8.1.4. Other miscellaneous items.
 - 8.1.4.1. Other items may be approved by the executive, but this must be a tabled meeting topic for a minimum of two meetings before it can be voted upon and passed.
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9. UTU

- 9.1. Utu is appropriate to offer if a party's services are hired for a particular task or when recruiting volunteers for an initiative.
- 9.2. Volunteers can receive utu if:
 - 9.2.1. UOPISA is required to compensate volunteers for their time, or;
 - 9.2.2. The time in which the volunteers are giving up is deemed significant.
- 9.3. Utu is initiated by a written contract or verbal agreement in which the association offers a gift equivalent to the amount of work that is offered. Examples of utu include, but are not limited to:
 - 9.3.1. A gift voucher can be used to pay volunteers for the amount of work they have done, or;



- 9.3.2. Free accommodation at a UOPISA-hosted event, such as the Leadership Weekend, or;
 - 9.3.3. Free tickets to a UOPISA-hosted event, such as the Pacific Awards Night.
 - 9.4. Utu must be agreed upon before the work is started and must be discussed in an executive meeting and recorded by the Secretary.
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10. BEREAVEMENT

- 10.1. In the case of a funeral, the executive can consider gifting the grieving whānau with an appropriate gift.
 - 10.2. The bereavement must be relating to an individual who had a significance relationship to the association, including being a:
 - 10.2.1. Pacific student, or;
 - 10.2.2. Pacific staff member, or;
 - 10.2.3. Member of the local Pacific community.
 - 10.3. An appropriate bereavement gift includes:
 - 10.3.1. Flowers to the sum of less than \$100.00, and;
 - 10.3.2. A card, to the sum of \$7.00, signed on behalf of the association.
 - 10.4. This bereavement gift must be affordable within the budget allocated by the Treasurer of the current year.
 - 10.5. A proposal must be made within the executive meeting, be passed by the majority and recorded in the minutes by the Secretary or representative.
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11. UNPRECEDENTED CIRCUMSTANCES

- 11.1. Unplanned situations such as meetings, guests or unplanned events may occur. UOPISA understands that some circumstances may arise that are unprecedented by those in the past and that which is outlined in the Policy.
- 11.2. The UOPISA executive committee reserves the right to use their funds for an unprecedented purpose.
- 11.3. If an unprecedented circumstance arises, it is expected that:
 - 11.3.1. The executive hold an urgent meeting regarding this matter, and;



- 11.3.2. Notify the Standing Committee of this meeting and invite them to attend, where appropriate, and;
 - 11.3.3. The gift amount shall be discussed, proposed and passed within the executive meeting for it to be approved.
 - 11.3.4. The funds used for these urgent matters shall be authorised by the bank signatories.
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12. COMPLIANCE

- 12.1. Compliance to this Policy will be monitored by the President, Secretary and Treasurer.
 - 12.2. All executive members involved in making or approving expenditure for gifts, koha or utu are responsible for upholding this Policy.
 - 12.3. Where expenditure or the value of gifts, koha or utu is deemed to be unreasonable by the President, the authoriser must halt all further transactions and defend their expense at the next executive meeting.
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13. APPROVAL AND MONITORING

- 13.1. Approval of any gifts, koha and utu are subject to the confines of the annual budget, which is monitored by the Treasurer.
 - 13.2. The Vice-President is responsible for maintaining this Policy and it is expected that it will be regularly monitored and reviewed to ensure it adheres to the Constitution.
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Any changes to this Policy will be discussed internally with input and advice from the UOPISA Standing Committee, composed of representatives from our affiliated member associations. If you have any questions or concerns regarding this document, please contact the Secretary-elect at secretary.uopisa@gmail.com and your inquiry will be dealt with in confidence.