



Victoria University of Wellington Students' Association
Te Ropu Taura o te Kura Wananga o te Upoko o te Ika a Maui Inc

Constitution and Schedules

January 2012

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S.1 NAME

The name of the Association shall be the Victoria University of Wellington Students' Association and Te Ropu Taura o te Kura Wananga o te Upoko o te Ika a Maui Incorporated.

S.2 INTERPRETATION

In these rules unless a contrary intention appears: -

“Academic Year” means “the period commencing on the day in any one year on which lectures are commenced at the University and ending on the day preceding that upon which lectures are commenced at the University in the following year”.

“Current Year”, “Association Year”, “Financial Year” mean “the calendar year commencing on the 1st day of January and terminating on the 31st day of December that year”.

“Affiliated Club” means “any club, society or similar student body affiliated to the Association as hereinafter prescribed”.

“Association” or “VUWSA” means the “Victoria University of Wellington Students' Association and Te Ropu Taura o te Kura Wananga o te Upoko or te Ika a Maui Incorporated.”

“University” means “Victoria University of Wellington”.

“Constitution” means “the Constitution of the Victoria University of Wellington Students' Association and Te Ropu Taura o te Kura Wananga o te Upoko or te Ika a Maui Incorporated.”

“Executive” or “Association Executive” means “the Association Executive of the Association elected or appointed in accordance with the Constitution”.

“Member” means “any person who is for the time being a member of the Association in accordance with the constitution and includes a life member”.

“Internal Student” means “any person enrolled as a student at the University for the current year who is required by the statutory regulations of the University to pay the prescribed Students' Association fee” and “Student” means “any other person who is enrolled as a student at the University for the current year”.

“Vice-Chancellor” means “the Vice-Chancellor of Victoria University of Wellington”.

“Fees” mean “any type of enrolment examination or tuition fee and includes PhD students”. “Fees” also mean “the sum required irrespective of whether the student or the University or any other organisation pays by any method whatsoever, such a fee”.

“SRC” means “the Student Representative Council as set out in Part IV of this Constitution”.

“Goals” means “the goals set out in Part I, Section 3 of this Constitution”.

“*Salient*” means “the current official newspaper of the Association”.

“Representative Organisation” means “organisation representing a defined constituency of students that has representative functions devolved to it by resolution of the VUWSA Executive or by a General Meeting”.

S.3 GOALS

(A) Preamble

That VUWSA is a student controlled association promoting the interests and participation of its members and representing their views.

- (1) That VUWSA's democratic structure is characterised by
 - (a) a defined constituency
 - (b) a variety of levels of participation
 - (c) an informed decision making process
 - (d) delegation of responsibility
 - (e) elected representatives who are accountable to the members for their actions and decisions.
- (2) That within this structure and in promoting these interests, VUWSA recognise the Maori as Tangata Whenua of Aotearoa, act in accordance with Te Tiriti o Waitangi/The Treaty of Waitangi in Schedule 8 of this Constitution and acknowledge Ngai Tauira o te Kura Wananga o te Upoko o te Ika a Maui as the official representatives of Maori students on campus.

(B) Goals

- (1) Goal 1. Education: Student Support
To secure and maintain adequate state income, welfare and employment support for students.
- (2) Goal 2. Education: University
To ensure the university provides equity and quality in assessment, teaching, conditions and course access supported by sufficient resources.
- (3) Goal 3. Education: Equity
To promote equity for disadvantaged members in access to and within the university.
- (4) Goal 4. Services
To control the Student Union Complex and provide quality cost-effective (consumer) services for members.
- (5) Goal 5. Activities
To provide or assist sporting, social and cultural activities, for and by members; primarily through clubs.
- (6) Goal 6. Public Issues
To promote discussion and action as appropriate, on issues concerning students as citizens.
- (7) Goal 7. Finance

To maximise the benefits to members by minimising fees or user charges through internal efficiency and non-member revenue.

(8) Goal 8. Accountability

To ensure that the structures and procedures of the Association result in effective and efficient communication, management and accountability.

(9) Goal 9. Sustainability

To recognise the needs of current and future generations by promoting sustainable lifestyles and actions to members while ensuring the sustainable operation of the Association and University.

S.4 POWERS

The Association shall have the following powers to exercise in pursuant of the Goals contained in Section 3.

- (1) To deal with and control, and to represent and act for the members in all matters in which the members as a body are interested.
- (2) To manage and control such buildings or parts of buildings or other premises as are delegated to the Association by the University Council.
- (3) To acquire, manage and control the assets and funds of the Association for the use and benefit of students.
- (4) To raise funds by any means the Executive may deem fit for all or any Goals of the Association.
- (5) To edit, print, publish, issue and circulate such publications as the Executive may deem fit.
- (6) To apply for and acquire any licences or permits (including licences relating to the sale of liquor under the Sale of Liquor Act or any Act passed to amend or repeal that Act) deemed necessary by the Executive to further or accomplish any of the objects or goals of the Association.

S.5 REGISTERED OFFICE

The registered office of the Association shall be in the Victoria University of Wellington Students' Association office, Student Union Building, Kelburn Parade, Wellington.

S.6 MEMBERSHIP

(1) Student Membership

The following persons shall be eligible for student membership of the Association.

- (a) Every person enrolled at the University;
- (b) Any person who has attended any university in or out of New Zealand for the purposes of taking lectures or pursuing a course of study prescribed by that university for at least one year and who has attended that university not more than two years prior to the date of application and who applies in writing to the Association for membership;

- (c) Every person who is enrolled at another tertiary institution where the Students' Association at that institution has so requested that membership be made available to such students.
- (2) Eligible persons shall become members on application to the VUWSA Executive or in accordance with any other processes determined by the VUWSA Executive.
- (3) Life Membership
 - (a) A person may become a life member of the Association when they are elected as a life member by a two-thirds majority vote of those present and voting at a General Meeting.
- (4) Cessation of Membership

Membership of the Association shall cease in the following circumstances:

 - (a) death of a member
 - (b) resignation, in the case of life members
 - (c) for student members, membership shall lapse on 31 March in the year following that in which the subscription was last paid, subject to any total or partial exemption under S.6 (2).
 - (c) any student member whose subscription is not paid by the beginning of any academic year shall be disentitled to the privileges of membership until such subscription is paid, subject to any total or partial exemption under S.6 (2).

PART II - GENERAL MEETINGS OF THE STUDENT BODY

S.1 GENERAL MEETINGS

- (1) Subject to the provisions of this Constitution, all resolutions of all General Meetings shall be binding on the Council of Student Delegates and on the VUWSA Executive.
- (2) The quorum for all General Meetings shall be one hundred (100) members provided that if such quorum be not present within 30 minutes of the time appointed for the meeting, no business may be discussed or dealt with, and the meeting shall lapse or be void for all purposes.
- (3) The meeting shall lapse if at any time there is not a quorum present.
- (4) Any motion before a General Meeting may be passed by a simple majority of those members present and voting, except that constitutional amendments and life memberships require a two thirds majority of those members present and voting.
- (5) All General Meetings will be held during academic trimesters 1 and 2 on office days between 10 am and 4 pm. Normally they will be held between 12pm and 2pm on office days with lecture-free periods.

S.2 INITIAL AND ANNUAL GENERAL MEETINGS

- (1) There shall be two General Meetings every year. One shall be called the Initial General Meeting and shall be held within the first four weeks of the first academic trimester each year. The second shall be called the Annual General Meeting and shall be held during the second academic trimester each year. The actual dates shall be determined by the VUWSA Executive.
- (2) Notice of the Initial and Annual General Meetings shall be posted on the Association notice board at least fourteen (14) days before such meeting, stating time, date and place thereof.
- (3) Initial General Meeting
 - (a) At this meeting the Annual Report and the audited balance sheet of Statement of Accounts for the previous year shall be submitted for adoption. These shall be published and made available at least two (2) office days before the Annual General Meeting.
 - (b) General business may be transacted at the Initial General Meeting.
 - (c) No motion of "no confidence" in Executive Officers or Student Delegates shall be accepted at an Initial General Meeting.
- (4) Annual General Meeting
 - (a) At this meeting the VUWSA Executive shall present a half-year report and statement of accounts for the six months to 30 June of the current year.
 - (b) General business may be transacted.
 - (c) No motion of "no confidence" in Executive Officers or Student Delegates shall be accepted at an Annual General Meeting.

S.3 SPECIAL GENERAL MEETINGS

- (1) The Executive may, and shall following resolution of the Council of Student Delegates, convene a Special General Meeting.
- (2) The Executive shall, within seven (7) days of the receipt by the President or one of the Vice-Presidents of a requisition in writing signed by at least ten (10) members of the Association, call a Special General Meeting.
- (3) The Executive shall set the date for the Special General Meeting. It may not be earlier than five (5) office days after the request for the meeting has been received. It may not be later than fifteen (15) office days after the request for the meeting has been received.
- (4) If the Executive fails to call the Special General Meeting within the required period, the members making the requisition may themselves convene such a meeting.
- (5) All resolutions, and petitions calling for a Special General Meeting must state the motion or motions to be moved at the meeting.
- (6) Notice of a Special General Meeting shall be given by posting time, date, place and motion or motions to be discussed on the Association notice board.
- (7) At a Special General Meeting the order of business shall be as follows:-
 - (a) any motion or motions of which notice has been given in accordance with Part II Section 3 (1) to (6).
 - (b) any motion or motions of which notice in writing was given to the President within three (3) office days of notice of the Special General Meeting being posted.
 - (c) any motion or motions directly arising from discussion of the meeting or a) and b) above.

S.4 MISCELLANEOUS

- (1) Notwithstanding anything contained in Part 1 Section 2 or elsewhere in this Constitution, in this, "member" shall mean "person entitled to vote at the meeting".
- (2) There shall be no voting by proxy.
- (3) At all meetings, each eligible member of that body shall exercise one (1) vote only, provided that the Chair shall possess both a deliberative and a casting vote.

S.1 THE OFFICERS

- (1) The Officers of the Association shall be the President, the Vice-President (Academic), the Vice-President (Welfare) and the Treasurer.
- (2) The President is a full time position and shall receive a salary in 1993 of \$22,000 gross. In subsequent years the salary shall be automatically adjusted by the prevailing weekly wage index at the year proceeding the year for which the President takes office.
- (3) Every candidate for the President shall be a student member of the Association at the time of her/his election.
- (4) No person may hold the position of President for more than a total of twenty four (24) months.
- (5) The President-elect in any one year shall be paid an amount equivalent to one-twelfth (1/12) of the current President's salary for the month of December, provided that she/he carries out the following duties to the satisfaction of the Executive:
 - (a) to familiarise herself/himself with the administration and running of the main building and any services run by the Union, the Association or the VUWSA Trust.
 - (b) to familiarise herself/himself with student government and the workings of the Executive, the SRC and committees of the Association.
 - (c) any other matters which are necessary to be known by an incoming President for the efficient and effective running and administration of the Association.
- (6) Each of the three Vice-Presidents is a half time position and shall receive a salary equal to 40% of the President's salary of that year.
- (7) Each member of the Executive, other than the President and the three Vice-Presidents, shall receive an honorarium in 2003 of \$3240.00 per year paid in twenty-six (26) fortnightly instalments. In subsequent years the honorarium shall be automatically adjusted by the prevailing weekly wage index at the year proceeding the year for which the Executive takes office.
- (8) Each member of the Executive, other than the President and the three Vice-Presidents, may receive an additional \$1,700.00 in accordance with the Management Regulations in Schedule 5 of this Constitution.

S.2 THE EXECUTIVE

- (1) The Executive of the Association shall comprise:
 - (a) President
 - (b) Vice-President (Academic)
 - (c) Vice-President (Welfare)
 - (d) Treasurer

- (e) Women's Rights Officer
- (f) Queer Officer
- (g) Activities Officer
- (h) Campaigns Officer
- (i) Clubs Officer
- (j) Education Officer
- (k) Welfare Officer
- (l) International Students' Officer
- (m) Environmental Officer

- (2) In that period between his/her election and taking office, the President-elect shall become a non-voting member of the Executive, provided that this section shall not apply to any person who is, at the time of her/his election, a member of the Executive.
- (3) The Executive shall be elected annually in accordance with Schedule 2 of this Constitution and no later than the third week of September. It will take office on 1 January of each year.
- (4) Every member of the Executive under S.7 and S.8 of this part shall be a student member of the Association at the time of his/her election and during her/his term of office, provided that the President need not enrol or study as a student during his/her term of office.
- (5) No act or proceeding of the Executive, or of any committee thereof, or of any person acting as a member of the said Executive or of any committee, shall be invalidated in consequence of there being a vacancy in the number of the said Executive or committee at the time of the act or proceeding, or of the subsequent discovery that there was some defect in the appointment or election of any person so acting, or that she/he was incapable of being or had ceased to be such a member.

S.3 POWERS OF THE EXECUTIVE

- (1) The Executive, subject to the provisions of this constitution, may do all things deemed by it to be necessary or expedient for the fulfilment of the objects and goals of the Association.
- (2) The Executive may appoint agents, delegates and committees to be responsible to the Executive for any control of any business of the Association, and any such committee or individual so appointed shall, subject to this Constitution or any resolution of a General Meeting, have full power and authority to carry out such business.
- (3) Any member of the Executive appointed by the Executive for the purpose may attend as of right in an advisory capacity any meetings of any club or its committees.
- (4) The Executive shall have power, subject to this Constitution, to administer and control all funds, property and effects of the Association.

- (5) The Executive shall have power to interpret this Constitution, to vary time or date specified therein, in accordance with PART IX, Section 2 of this constitution, and to make such by-laws to regulate all aspects of building management, finance, cultural events, employees and sports awards.
- (6) The Executive shall exercise the disciplinary powers of the Association in accordance with the Disciplinary Regulations of the Victoria University of Wellington Calendar.
- (7) The Executive shall resolve electoral disputes in accordance with Schedule 2 of this Constitution.
- (8) The Executive, in the exercise of the powers delegated to it in sections 17, 18 and 19 hereof, shall not be subject to the direction of General Meetings.

S.4 MEETINGS OF THE EXECUTIVE

- (1) Meetings of the Executive shall be held at least twelve (12) times a year, and at any meeting six (6) members shall be a quorum.
 - (a) A meeting of the Executive may be called by any member of the Executive. The President shall give twenty four (24) hours notice of the meeting to all other Executive members.
 - (b) The President shall give the same notice to non-Executive members of the Association by means of the Notice Board.
 - (c) Notwithstanding the provisions of subsections (a) and (b) hereof, and with the consent of a number of members of the Executive not less than a quorum, a meeting may be called on less than twenty four (24) hours notice.
- (2) Every member of the Association shall be entitled to attend any Executive meeting, and shall be given speaking rights upon resolution of the Executive.
- (3) Any club or member of the Association desiring to bring special business before the Executive shall do so by means of a deputation, provided that notice is given to the President of the Association.

S.5 CESSATION OF EXECUTIVE MEMBERSHIP

- (1) If any Executive member is absent from three (3) consecutive ordinary meetings, Council of Student Delegate Meetings, and General Meetings without first being granted leave by the Executive she/he shall be deemed to have resigned.
- (2) Notwithstanding anything in S.5 (1) above the Executive may grant continuation of Executive membership if, at the Executive meeting immediately following the third absence, a two-thirds vote of Executive resolves that the member's absence was due to exceptional circumstances.
- (3) The Executive, or any member thereof, shall resign when called upon to do so by a two-thirds majority of those members present and voting at a Special General Meeting called for that purpose.
- (4) In the event that the Executive deems that the President has made or intends to make, a statement to any person or organisation outside of the Association, including a statement to the media or the University or the Vice-Chancellor, and the Executive deems that such statement is contrary to the best interests of the

Association the Executive may, with a two-thirds majority, pass a motion of restraint on the President.

- (5) Any such motion shall:-
 - (a) require the Executive to convene a Special General Meeting at the earliest practical time to discuss either:
 - (i) a motion to decide the Association's policy on the issue in dispute; or
 - (ii) a motion of no confidence in the President.
 - (b) require the President to refrain from making that statement, or any other public statement without the express agreement of the Executive.
 - (c) at the discretion of the Executive, require the President to withdraw, retract or neutralise such statement if it has already been made.
- (6) In the event that the President fails to comply with the motion of restraint, the President shall be deemed to have resigned.
- (7) The authority of the motion of restraint shall continue until the Special General Meeting resolves as to (5) (a) (i) or (5) (a) (ii) above at which time the decision of the Special General Meeting becomes binding on the President and failure to comply with that decision shall be deemed as a resignation by the President.
- (8) An Executive member may resign their membership by giving written notice of their resignation to the President.
- (9) The Executive shall be deemed to have resigned on 31 December of the year for which the Executive were elected.

S.6 VACANCIES ON EXECUTIVE

- (1) The office of any Executive member shall become vacant if the person holding such office:
 - (a) ceases to be a member of the Association
 - (b) dies
 - (c) is the subject of a successful "No Confidence" motion at a Special General Meeting duly called for that purpose
 - (d) resigns from office
- (2) The office of any Executive member shall also be vacant for the purposes of these rules if an annual or special election fails to elect any person to the said office.
- (3) In the event of the offices of President and/or Vice-President (Academic) and/or Vice-President (Welfare) becoming vacant, the Executive shall appoint from amongst its members an Acting President, and/or Acting Vice-President (Academic) and/or Acting Vice-President (Welfare), who shall continue in office until a new President and/or Vice-President (Academic) and/or Vice-President (Welfare) is elected.
- (4) In the event of a vacancy or vacancies amongst Executive members other than the President and/or Vice-President (Academic) and/or Vice-President (Welfare), the Executive:-

- (a) may appoint an Acting Officer to the vacancy who shall have all rights and responsibilities of an Executive member provided that they may not cast a vote at Executive meetings. Any such Executive member shall hold office until a new Executive member is elected.
 - (b) shall resolve whether any such vacancies will be filled by election at a Special General Meeting or by a by-election provided that by-elections shall not be held after the end of the second academic trimester.
- (5) Elections to vacant positions shall be conducted according to the rules contained in Schedule 2 of this constitution.
- (6) In the event of the entire Executive being called upon to resign by a Special General Meeting, the Special General Meeting shall appoint a temporary Executive which shall continue in office until such time as a new Executive is elected in accordance with Schedule 2 of this constitution.

S.7 EXECUTIVE COMMITTEES

- (1) The Publications Committee as defined in Schedule 3 shall be responsible to the Executive.
- (2) Any committees as may be set up from time to time by the Executive shall be responsible to the Executive.
- (3) Notwithstanding anything contained in this Constitution, the President and the Treasurer, or their nominee, shall have the right to attend any meetings of any committee of the Executive or of the Council of Student Delegates.

PART IV - STUDENT REPRESENTATIVE COUNCIL

S. 1 THE COUNCIL

- (1) The Student Representative Council (SRC) shall consist of all members of the Association.

S. 2 MEETINGS OF THE COUNCIL

- (1) The Council shall hold ordinary SRC meetings at least once in each of the first two trimesters of the academic year.
- (2) Notice of ordinary SRC meetings shall be given by the Executive by posting the time, date, and place on the Association noticeboard and website at least ten (10) office days before the meeting.
- (3) The Executive may call special SRC meetings, and shall do so on receipt by the President or a Vice-President of a requisition in writing signed by at least one hundred (100) members of the Association, stating the nature of the matter to be considered.
- (4) Notice of special SRC meetings shall be given by the Executive by posting the time date and place on the association notice board of the meeting to be held no sooner than five (5) office days and not later than ten (10) office days after the date of receipt of a requisition or resolution of the Executive.
- (5) If the Executive fails to call the SRC meeting within the required period, the members making the requisition may themselves convene such a meeting by posting a notice on the Association notice board giving not less than five (5) nor more than ten (10) office days notice of the time date and place of the meeting and the matter for discussion.
- (6) The quorum for all physical meetings of Council arising out of clauses S.2 (1) to (5) shall be twenty (20) members provided that if such quorum is not present within 30 minutes of the time appointed for the meeting, no business may be discussed or dealt with, and the meeting shall lapse and be void for all purposes.

S. 3 CONDUCT OF MEETINGS

- (1) A physical meeting of the Council conducted in accordance with clause s.2 shall be conducted as follows:
 - a. The Association shall film and sound record the proceedings of the meeting.
 - b. Matters for discussion shall be moved for discussion and debated by the meeting, which may recommend a resolution of the matter, including direction of the Executive, and set the motions to be voted on by members of the Association by online voting.
 - c. No such direction or recommendation may involve financial matters of the Association or seek to commit the Association to financial expense.

S. 4 ONLINE VOTING

- (1) Voting on all motions shall take place online in accordance with S.3 (1) (b).
- (2) The Association shall email all members notice of SRC voting. Such communication will provide a link to the voting site by which members can exercise an online vote on each motion and view footage for each motion from the SRC meeting.
- (3) Voting shall open on the first working day of the first week following the SRC meeting and shall be open for four (4) working days.

- (4) For a motion to be adopted or rejected it requires a simple majority of votes of five (5) percent of the Association's members.
- (5) If a motion does not reach the threshold for adoption required by clause S.4 (4) the Executive may nevertheless use the result as indicative of member opinion and may give appropriate weight to it in its future deliberations.
- (6) Following the close of online voting, the results of voting shall be made available to all members through placement upon the Association website and noticeboard.

S. 5 POWERS

- (1) The Council shall have the following powers:
 - (a) It may make resolutions on any matters and may give such directions or recommendations as it may think fit to the Executive regarding the execution of matters so determined, provided that the Council shall have no power to commit the Association to financial expense or make directions on financial matters.
 - (c) It may conduct the election of Association delegates to University Committees as prescribed by Schedule 6 of this Constitution.
 - (d) It may elect officers of Council and delegate responsibility for any matter to such officers. The term of office unless otherwise specified shall be until the end of the year in which they are appointed.
- (2) The Council shall be subject to the directions of General Meetings of the Association.

S. 6 MISCELLANEOUS

- (1) All Association Delegates and Officers of Council are bound by this Constitution, and by the resolutions of all Association General Meetings, and meetings of Council.
- (2) All Association Delegates and Officers of Council shall resign when called upon to do so by a two third majority of those members present and voting at a special meeting of Council called for that purpose.
- (3) If any Association delegate, Executive member or officer of Council is absent from three (3) consecutive Council meetings without providing an apology, he/she shall be deemed to have resigned from the positions(s) to which they were elected.
- (4) Notwithstanding anything in (3) above the Student Representative Council may grant continuation of office to any member in any or all positions to which they were elected.
- (5) Minutes of Council meetings shall be held in the Association offices and website and be available to all members.
- (6) At all meetings, each eligible member shall exercise one (1) vote only, provided that the Chair shall possess both a deliberative and a casting vote. There shall be no voting by proxy.

S.1 CLUBS AND SOCIETIES

- (1) Any group or organisation formed among students at the University may become affiliated to the Association at the discretion of the Executive upon making application to, and having its constitution and any subsequent alterations thereto approved by the Executive.
- (2) Applications for re-affiliation must be made every year by a date nominated by the Executive, and such re-affiliation shall be granted at the discretion of the Executive.
- (3) The Executive shall only refuse such an application if the purpose of the group or organisation is inconsistent with the goals of the Association.
- (4) Affiliated clubs and societies shall conduct their ordinary business in accordance with their own constitution and rules.
- (5) Any member shall be eligible to belong to any affiliated club or society upon payment of a subscription for each club, which shall be the same for all aforesaid members, except that no subscription is payable for Honorary or Life members of that club.
- (6) Notwithstanding any of the provisions in this clause, affiliation may be granted on request to such clubs as those
 - (a) in which the club concerned is subject to stipulation from another organisation in which it is affiliated where such stipulation renders an open membership policy impossible, or
 - (b) in which the purposes of the club would be defeated by an open membership clause.
- (6) The constitution of any affiliated body shall be subject in all respects to this constitution and shall be void and of no effect where they conflict with this constitution.
- (7) Every application for affiliation shall be deemed to be an agreement and undertaking on the part of the applicant body and all its members, present and future, to submit and be bound by this constitution.
- (8) All property including cash held or possessed by any affiliated body shall prima facie be deemed to be the property of the Association. Immediately upon the lapse or cancellation of the affiliation of the body with the Association, the body shall be deemed to be dissolved and control and ownership of all property of the body shall revert to the Association.

S.2 SPORTS COUNCIL AND CULTURAL COUNCIL

- (1) There shall be a Sports Council to supervise and coordinate sporting activities in the University and a Cultural Council to supervise and coordinate all non-sporting activities.
- (2) The Sports Council shall recommend to Executive:

- (a) the level of funds to be allocated in the Association's budget for sporting activities.
 - (b) the amount to be granted to sports clubs once the budget is determined.
- (3) The Cultural Council shall recommend to Executive:
 - (a) the level of funds to be allocated in the Association's budget for granting to cultural clubs.
 - (b) the amount to be granted to cultural clubs once the budget is determined.
- (4) The Councils shall operate in accordance with Schedule 4 of this Constitution.

S.1 SUBSCRIPTIONS

- (1) There shall be no VUWSA membership fee.
- (2) Life members shall be exempt from payment of the subscription.
- (3) The Executive may, from time to time, set a reduced annual subscription for specified classes of students, where the Executive deems that class of students to be one which receives a reduced benefit from membership, provided that the Executive shall not wholly exempt any class of students from payment of the annual subscription.
- (4) Exemptions from payment of the annual subscription shall only occur under the provisions of membership Part I, S.7 (2).

S.2 CONTROL OF FUNDS

- (1) All monies received by the Association, the Sports Council, the Cultural Council and *Salient* shall form part of the funds of the Association and shall be banked at the next available opportunity at a bank to be nominated by the Executive.
- (2) All expenditure of the Association, Sports Council, Cultural Council and *Salient* shall be recorded either as a motion in the appropriate minute book, or as a financial report on a budget which has been previously approved by the Executive.
- (3) Signatories to cheques drawn on Association funds shall be any two current Executive members from:
 - (a) List A:
 - President
 - Vice-President (Academic)
 - Vice-President (Welfare)
 - Treasurer
 - (b) List B:
 - Education Officer
 - Welfare Officer
 - Activities Officer
 - Clubs Officer
 - Activities Officer
 - Campaigns Officer
 - Women's Rights Officer
 - International Students' Officer
 - Queer Officer
 - (c) Association funds shall include any expenditure in respect of Cultural and Sports Councils and the Publications Committee.
- (4) The Executive shall employ an Accountant at a fee determined by Executive to supervise the duties of writing up the Association's books of General Account and draw up for presentation to the Initial General Meeting of the Association a statement of Income and

Expenditure, statement of financial position, audit and special accounts of the Association, render general advice and guidance especially in relation to matters of finance, be available as necessary to advise whenever assistance would be useful, and shall in addition carry out duties which may be given him or her from time to time.

- (5) The Association shall at each Initial General Meeting appoint an auditor or auditors to hold office until the next Initial General Meeting.
- (6) The Executive shall determine the financial policy of the Association and shall determine the budget subject to Schedule 5 of this Constitution.
- (7) The Executive shall have the power to acquire and dispose of properties, to expend and invest monies in securities authorised by law for the investment of trust funds in New Zealand, and in any debentures or shares or stock units issued by any company carrying on business in New Zealand (provided that any investment in such bills shall not exceed two thirds of the funds then held), to open bank accounts, to enter into contracts, and to borrow or raise money on loan or otherwise, and to give such security for the repayment thereof over the property, funds and effects of the Association as it shall think fit, to lend and advance money or give credit to any person, unincorporated body or corporation on such security or without security and upon such terms and conditions as Executive deem fit, and give guarantees for the payment of money or the performance of contracts or obligations and otherwise assist any person or corporation.
- (8) That Executive or the Association shall not make any purchase or investment in the shares of a limited liability company, either public or private, without first receiving written advice from the Association's Accountants and Solicitors which specifically address the financial viability of such a purchase or investment and advises on the impact of such a purchase or investment on the Association's financial situation.
- (9) Such written advice to be made available to Association members at least 10 office days prior to the meeting called to consider such purchase or investment.
- (10) In considering any application involving underwriting, guaranteeing or advancing loans, the Executive shall consider the financial resources of the applicants in respect of guaranteed repayments and the advice of the Association's Accountant and Solicitors.
- (11) All contracts in writing and documents dealing with property and/or securities shall be signed on behalf of the Association by the President and Treasurer of the Association.
- (12) Applications for annual grants to all clubs shall be made by the end of the first trimester. The Executive shall consider all such applications and make such grants as it sees fit, provided that no such grant shall be made to any club unless that club provides such of the following as are relevant:
 - (a) an audited Balance Sheet and Income and Expenditure Account from the previous year.
 - (b) a copy of the previous year's Annual Report.
 - (c) a detailed estimate of expenditure for the current year, together with a statement of estimated revenues.
 - (d) any agenda of intended activities for the current year.
 - (e) any other information required by the Executive.

- (13)The Executive may, at its discretion, make further grants to a club, imposing such conditions and requiring such information as it sees fit.
- (14)All clubs, before undertaking any important engagement or incurring any substantial liability, shall obtain the approval of the Executive.
- (15)The financial year of the Association shall end on 31 December. All clubs must, by 30 April, present to the Executive audited accounts which are of no more than four months' standing.

PART VIII - MINUTES AND RECORDS

- (1) The Vice-President (Academic) shall keep or cause to be kept a minute book in which shall be recorded all the transactions and decisions of all General Meetings, all meetings of the Executive and all meetings of the Student Representative Council.
- (2) The Clubs Officer shall keep or cause to be kept a minute book in which shall be recorded all the transactions and decisions of the Sports Council and the Sports Council Committee.
- (3) The Clubs Officer shall keep or cause to be kept a minute book in which shall be recorded all transactions and decisions of the Cultural Council and the Cultural Council Committee.
- (4) In respect of each such meeting the respective officer shall record in the appropriate minute book: -
 - (a) the nature of such meeting
 - (b) the date and time and place of such meeting
 - (c) an indication of those members present and an indication as to the name of the member in the Chair
 - (d) the fact of the confirmation of any minutes
 - (e) the text of every motion and amendment which was duly moved and seconded thereat
 - (f) a statement or note showing whether such motion of amendment was lost or carried and showing also the name of any member who has expressly desired that his/her dissent thereto be recorded
 - (g) the fact and details of any adjournment
 - (h) the fact of the giving of any notice of motion
 - (i) the receipt, discussion, adoption, nature and effect of any notice, resignation, report, letter or any other document received, discussed or adopted thereat
 - (j) all such other matters and things as are or may be usually conveniently or properly recorded in the minutes of any proceedings
- (5) It shall be the duty of the respective Officer to see that the minutes of any meetings are duly confirmed by the next succeeding meeting and are signed as correct by the Chairperson of that meeting.
- (6) All members of the Association shall have the right to examine all minutes and records of the Association.

S.1 CONSTITUTION

- (1) This Constitution shall consist of parts I to X inclusive.
- (2) Alterations shall be made in the Constitution of the Association only at a General Meeting by a two thirds majority of those members present and voting, and then only if fourteen (14) days before such a meeting a notice setting forth the wording of the proposed alterations had been posted on the notice board.
- (3) No addition to or alteration of the non profit goals set out in Part I S. 3, the personal benefit clause in Part X S.5 or the winding up clause in Part X S.4 shall be adopted without the approval of the Inland Revenue Department. The provisions and effect of this clause shall not be removed from this Constitution and shall be included and implied into any amendment of this Constitution.
- (4) Before accepting a motion to amend the Constitution the Chairperson shall produce a letter from the Association's Solicitors certifying that the proposed amendment is intra vires and shall set out any consequential amendments made necessary by the passing of the amendment.
- (5) The Executive shall have power to interpret the Constitution and its decisions shall be binding on all members of this Association, provided that on any question of interpretation, and notwithstanding anything in this Constitution, a person or group aggrieved by such an interpretation may appeal to the Solicitors of the Association, whose decision shall be final and binding on all members. The cost of any appeal to the Association Solicitor shall be borne by the Association except when an appeal is ruled vexatious by a General Meeting of the Association, when the cost shall be borne by the appellant.
- (6) Where any time or date is prescribed by this constitution within which any act or thing is to be done or performed, the Executive shall have the power to enlarge or abridge that time or date on such terms, if any, as the justice of the case may require.
- (7) Printed copies of the Constitution shall be kept by the President, who shall make them available to the Vice-Chancellor of the University and any members of the Association on request.

S.2 INTERPRETATION OF CONSTITUTION

- (1) A substantial compliance with this Constitution whether as to form, time, number of as to any other matter shall in all cases be good and sufficient and no regulations, resolution, decision, election, appointment, notice or other matter or thing shall be invalidated by reason only of a failure to comply exactly with these rules.

S.1 PUBLICATIONS

- (1) There shall be a periodical published by the Association entitled *Salient* which shall be the official newspaper of the Association.
- (2) The Editor(s) shall be appointed by the Publications Editor Appointment Sub-Committee as prescribed in Schedule 3 of this constitution.

S.2 COMMON SEAL

- (1) The Common Seal of the Association shall be kept by the Treasurer or such other Officer as the Executive may appoint.
- (2) The Common Seal shall not be affixed to any document or instrument, deed, writing, paper or other thing unless a resolution to that effect has been passed by the Executive, or of a committee consisting of the President, the Treasurer, and one other Executive member, acting in accordance with an authority for that purpose conferred on it by the Executive.
- (3) The Common Seal shall be affixed in the presence of the President and one other officer and the officers affixing the Common Seal shall sign such document, instrument, deed, writing, paper or other such thing.

S.3 ANNUAL RETURN

- (1) The Association shall deliver to the Registrar of Incorporated Societies immediately after the Initial General Meeting in each year in such form as she/he requires, statement containing the following particulars:-
 - (a) the income and expenditure of the Association during the Association's last financial year.
 - (b) the assets and liabilities of the Association at the close of the financial year.
 - (c) all mortgage charges and securities of any description affecting any of the property of the Association at the close of the financial year.
 - (d) a certificate signed by an officer of the Association that the statement has been submitted to and approved by the members of the Association at the Initial General Meeting.
- (2) The Association shall deliver to the Registrar immediately after the alteration of the Constitution two copies of any alterations in typewritten or printed form signed by at least three members of the Association and accompanied by a declaration made by an officer that the alterations are in accordance with this Constitution.

S.4 WINDING UP

- (1) The Association shall be wound up if at any Special General Meeting called for that purpose a resolution to that effect is carried by a majority of those present and entitled to vote.
- (2) Such winding up shall not take effect unless at a subsequent Special General Meeting called for that purpose (such meeting to be held not earlier than thirty (30) days after the date of the meeting declaring such winding up) such winding up is confirmed by a resolution to that effect carried by a majority of those members present and voting.
- (3) Such winding up shall date from the time of such confirmation.
- (4) Upon the winding up of the Association, all property, both real and personal shall vest in the Victoria University of Wellington Council to be held upon trust for any similar Association which must also have an approved income tax exemption and which may from time to time be formed for the benefit of the students as a whole attending lectures at Victoria University of Wellington.

S.5 PERSONAL BENEFIT

- (1) No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value).

S.6 CONFLICTS OF INTEREST

- (1) Candidates for the VUWSA Executive and other Student Representative positions should declare any conflicts of interest. In particular candidates should inform *Salient* of any personal, financial or other interests that could create a conflict for the candidate if they are elected to the VUWSA Executive or other Student Representative positions.
- (2) Candidates should declare affiliations to political organisations. Candidates should declare circumstances they believe could result in a conflict of interest.

SCHEDULE 1: STANDING ORDERS

(1) The Chairperson

- (a) The President, or, in his/her absence, the Vice-President (Academic), or, in his/her absence, the Vice-President (Welfare), or, in his/her absence, the Treasurer, or, if neither the President nor the Vice-Presidents are present, any Officer shall take the chair at the time appointed; provided that if none of the Officers be present, the meeting may elect its own Chairperson.
- (b) The Chairperson shall be heard without interruption.
- (c) At any time during the meeting any officer may, at the request of the Chairperson, or any acting Chairperson for the time being in the chair take the chair temporarily as Acting Chairperson.
- (d) Should the Chairperson decide to take part in the debate s/he shall leave the Chair and call upon another Officer to act as Chairperson.
- (e) Every member desiring to speak shall address him/herself to the Chair.
- (f) When two or more members desire to speak, the Chairperson shall call upon the member whom in the Chairperson's opinion first indicated his/her desire to speak.
- (g) The Chairperson may in his/her discretion at any stage of the meeting impose a time limit on speakers, whether generally or on the speakers to any particular motion or amendment then before the meeting.
- (h) The Chairperson shall have a deliberate vote, and in the case of the voting being declared even, the Chairperson shall have a casting vote.
- (i) When necessary scrutineers shall be appointed by the Chairperson.

(2) Motions:

- (a) When a motion has been made and seconded, the question thereupon shall be proposed to the meeting by the Chairperson.
- (b) Any motion not seconded may not be further debated but shall forthwith be dropped and no entry thereof shall be made in the minutes.
- (c) After a motion has been received by the Chair it shall be deemed to be in the possession of the meeting and cannot be withdrawn without leave of the meeting (note - "leave" or "leave of the meeting" means leave granted without a dissentient voice from any member).
- (d) A motion which by leave of the meeting has been withdrawn may be made again during the same meeting.
- (e) A motion or amendment may not be proposed which is the same substance as any question which during the same meeting has been resolved in the affirmative or negative.

- (f) A matter that has been resolved by the meeting may be rescinded or recommitted by a majority vote of the meeting.
- (g) A motion may be amended by the mover with the consent of the seconder.
- (h) After a motion or amendment has been moved and seconded it shall not be withdrawn without the leave of the meeting.

(3) Amendments:

- (a) When a motion has been seconded and the question has been accepted by the Chair for discussion, an amendment may be received from any member other than the mover and seconder of the original motion.
- (b) At the discretion of the Chairperson, an amendment to amendment shall be accepted.
- (c) No amendment shall be proposed which is a direct negation of the substantive motion before the meeting.
- (d) If an amendment be carried it shall become and shall be stated from the Chair as a substantive motion.
- (e) The mover of an original motion or of an amendment shall have the right of reply before the original motion or the amendment respectively is put.
- (f) A motion shall be decided by voices provided that a show of hands may be requested by any member of the meeting and provided that a secret ballot shall be taken should the meeting so desire; the Chairperson's decision shall be final.

(4) Procedural Motions:

A debate on a particular matter may be interrupted owing to a formal motion being proposed: -

- (a) "That the motion be now put"
 - (i) The motion shall be seconded.
 - (ii) The Chairperson shall have discretion whether to accept it or not.
 - (iii) It shall not be moved by a person who has moved or seconded the principal motion.
 - (iv) It may be applied to an amendment as well as to a motion.
 - (v) Discussion, amendment, or adjournment shall not be allowed.
 - (vi) It may be moved while another member is speaking.

- (b) "That the meeting proceed to the next business"
 - (i) The motion shall be seconded.
 - (ii) The Chairperson shall have discretion whether to accept it or not.

- (iii) It cannot be moved or seconded by the mover or seconder of the original motion or amendment.
- (iv) Discussion on the principal motion is to be resumed if it is moved on an amendment and carried.
- (v) It shall not be moved while another person is speaking.

(c) "That the debate be adjourned"

- (i) The motion shall be seconded.
- (ii) The Chairperson shall have discretion whether to accept it or not.
- (iii) It cannot be moved or seconded by the mover or seconder of the principal motion, but previous speakers may speak to it.
- (iv) The mover has the right to reply and the right to re-open the debate on its subsequent resumption.
- (v) Amendments as to time, date and place of the adjourned debate are the only amendments permissible.
- (vi) The motion can only be moved at the conclusion of a speech.
- (vii) Adjournment may be to a definite date or indefinitely and the particular motion is adjourned but the meeting shall continue.
- (viii) Although at first rejected, a motion to adjourn debate may be moved again at a later stage of the discussion.
- (ix) The business to which the debate relates shall be placed on the agenda paper of the meeting to which it is adjourned.
- (x) Adjourned business shall have priority over any other except formal business.

(d) "That the question do lie upon the table"

- (i) The motion shall be seconded.
- (ii) The Chairperson shall have discretion whether to accept it or not.
- (iii) It shall only be moved or seconded by someone who has not moved or seconded the original motion.
- (iv) It may be debated and the previous speakers may speak to it.
- (v) No amendment shall be allowed.
- (vi) There shall be no right of reply.
- (vii) It can be moved on any question or amendment.
- (viii) If it is moved and carried on an amendment the original motion must also lie upon the table.
- (ix) There shall be a subsequent motion either at the same or a later meeting to take the question from the table.

(e) "That the speaker be no longer heard"

- (i) The motion shall be seconded.
- (ii) The Chairperson shall have discretion whether to accept it or not.
- (iii) It shall not be debated or amended.
- (iv) It may be moved while another is speaking.

(f) "That the Chairperson's ruling be disagreed with"

- (i) The motion shall be seconded.
- (ii) The Chairperson shall, immediately the motion has been seconded, vacate the chair.
- (iii) The mover of the motion shall speak to the motion and the Chairperson shall reply.
- (iv) The motion shall be put to the vote without further debate.
- (v) The Chairperson shall then resume the chair and accept the ruling of the meeting.

(5) Committee:

(a) At any time the meeting may resolve itself into a committee of the whole. Except for motions which are carried the proceedings of the committee of the whole shall not be reported or recorded.

(6) Points of Order and Personal Privilege

(a) Points of Order

Any person at any time may address the Chairperson on a point of order (i.e. breach of constitution or regulations or standing orders), but must at once state s/he is taking a point of order and must confine his/her observations to the point of order raised. A point of order should be taken immediately when the breach of order occurs. A speaker called to order should be given the opportunity to explain and the Chairperson may give others permission to speak briefly, but new matter must not be debated.

(b) The Chairperson's ruling on a point of order is final and must not be discussed unless the dissent is moved.

(c) Points of Personal Explanation

By permission of the Chairperson and when no other person is speaking a person who has already spoken (even if strict order is being followed) may speak briefly in personal explanation of his/her remarks or actions which have been queried, but must state concisely the point s/he wishes to explain and must keep to that point. S/he may not interrupt other speakers in order to explain nor may s/he employ additional arguments.

(7) General

- (a) Any of the Standing Orders (or any part thereof) may be suspended for the first time being by resolution provided that such resolution shall have the concurrence of a two-thirds majority of those voting thereon. This resolution must be seconded, discussion is permitted with strict order of debate and it may be moved at any time.
- (b) Any motion or question or order or procedure not provided for or not fully provided for in the Standing Orders shall be determined by the Chair by a ruling.

SCHEDULE 2: CONDUCT OF ELECTIONS

- (1) The annual election and any special election shall be held as prescribed by these rules.
- (2) The Executive shall appoint an Election Committee which shall consist of three past Association Officers or past Returning Officers who upon accepting office shall be disqualified from standing as applicants in that election.
- (3) The Election Committee shall appoint a Returning Officer.
- (4) No person accepting an appointment by the Election Committee may stand as an applicant in that election.
- (5) The Election Committee shall appoint the place or places where polling booths shall be and the times at which they shall be open, shall fix the mechanism by which votes may be cast electronically, and shall fix the polling day or days for the election.
- (6) Any person or body wishing to hold a survey, referendum or questionnaire to obtain information shall apply to Executive at least fourteen (14) office days before the election for permission to have this included in the process of the election.
- (7) The survey, referendum or questionnaire form shall be approved by the Election Committee and sufficient quantity of forms for electors handed to the Returning Officer at least one (1) office day before the first polling day.
- (8) The Executive shall, on recommendation of the Election Committee, pay the election officials for their services, the total of the payments being determined by Executive in consultation with the Election Committee prior to the election.
- (9) The Returning Officer shall be appointed at least twenty-one (21) office days before the first polling day.
- (10) The Returning Officer shall conduct the whole election as hereinafter outlined.
- (11) On appointment the Returning Officer shall obtain from the Secretary numbered alphabetical lists in paper and electronic form, as many as will be needed, of the members of the Association and these shall be the roll for the election.
- (12) On production of sufficient evidence alterations, amendments, or additions to the roll shall be made by the Returning Officer.
- (13) If any dispute arises as to the qualification of a member to vote or stand for election, the decision of the Returning Officer shall be final, subject to Clause 51.

APPLICATIONS:

- (14) No less than fourteen (14) office days before the first polling day, a notice calling for applications for any position or positions to be filled shall be posted on the Association noticeboard and such notice shall specify the time and date for the closing of applications. At the same time the Returning Officer shall cause to be placed in the public portion of the Association Office a box for the receipt of applications which box will remain available

in the said office until the closing time for applications. The aforesaid box to be locked in the Association's safe while the office is closed.

- (15) Each applicant shall be on the roll, or shall have paid his/her Students' Association subscription for the current year by the day set down for the closing of applications.
- (16) Each applicant shall make a signed application specifying whether she/he wishes to stand for the position of President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, Queer Officer, International Students' Officer, Environmental Officer, Campaigns Officer, Activities Officer, Clubs Officers, Education Officer or Welfare Officer and including his/her address and telephone number (if any). In the case of Women's Rights Officer the candidates must be women. In the case of Queer Officer the candidates must be UniQ members.
- (17) Applications must be lodged in the application box by 4.30pm at least eight (8) days before the first polling day.
- (18) a) The Returning Officer shall post on the Association noticeboard details of application as soon as possible after they are made.
- (b) Before 4.30pm two (2) days after the day on which applications close, the Returning Officer shall post on the Association noticeboard a full list of the applicants.
- (19) An applicant may withdraw by written request to the Returning Officer at any time until 4.30pm on the day after applications close.
- (20) An applicant may stand for the positions of President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, Queer Officer, International Students Officer, Environmental Officer, Campaigns Officer, Activities Officer, Clubs Officers, Education Officer and for Welfare Officer but can only hold one of those positions.
- (21) If after applications close there is only one candidate for the position of President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, International Students Officer, Queer Officer, Environmental Officer, Campaigns Officer, Activities Officer, Clubs Officers, Education Officer or Welfare Officer, the applicant(s) shall not be deemed to be elected, but shall stand in the election and may be elected or defeated in the manner hereinafter provided.

CONDUCT OF VOTING:

- (22) Seven (7) days before polling day the Returning Officer shall make arrangements for the printing of ballot papers.
- (23) The ballot papers shall be in the following form on paper and electronically:
- (24) Victoria University of Wellington Students' Association Inc.
Election to be held on (dates)
for

INSTRUCTIONS

- A. On this ballot paper you may vote for the candidate of your choice.

- B. For the position of President you may vote for ONE (1) candidate only.
- For the position of Vice-President (Academic) you may vote for ONE (1) candidate only.
- For the position of Vice-President (Welfare) you may vote for ONE (1) candidate only.
- For the position of Treasurer you may vote for ONE (1) candidate only.
- For the position of Women's Rights Officer you may vote for ONE (1) candidate only.
- For the position of International Students Officer you may vote for ONE (1) candidate only.
- For the position of Queer Officer you may vote for ONE (1) candidate only.
- For the position of Environmental Officer you may vote for ONE (1) candidate only.
- For the position of Campaigns Officer you may vote for ONE (1) candidate only.
- For the position of Activities Officer you may vote for ONE (1) candidate only.
- For the position of Clubs Officer you may vote for ONE (1) candidate only.
- For the position of Education Officer you may vote for ONE (1) candidate only.
- For the position of Welfare Officer you may vote for ONE (1) candidate only.
- In the event that there is only one candidate, for any one of these positions, or only five candidates for the executive, you may vote 'no confidence' for that position.
- For the position of Student Representative on the University Council you may vote for ONE (1) candidate only.
- In the event that there is only ONE (1) candidate for the position of Student Representative on the University Council, you may vote 'no confidence' for that position.
- C. For the Publications Committee, you may vote for up to TWO (2) candidates.
- In the event that there are only TWO (2) candidates for the position of Publications Committee Representative, you may vote 'no confidence' for that position.
- D. No preference is implied by exercising neither option for a candidate.
- E. If the manner in which an option is chosen is not clear on the ballot paper, that vote shall be rendered invalid.

- F. Marks on the ballot paper other than in exercise of either of the options and those properly put on it by a poll clerk will need the ballot paper invalid.
- G. If you make a mistake on the ballot paper return it to the poll clerk for destruction and obtain a fresh paper.
- H. When you have finished marking this paper in accordance with these instructions fold the ballot paper and put it in the ballot box.

(25) Where possible the Returning Officer will send an email to all students advertising elections and the website of the electronic voting system.

(Set out: The candidates for President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, Queer Officer, Environmental Officer, International Students' Officer, the Executive, the Student Representative on the University Council, and the Publications Committee shall be listed with full names in alphabetical order for surname. A box for each option shall be placed beside each name).

POLLING DAY:

(26) The Returning Officer shall ensure that sufficient notices are displayed around the campus giving details of the location of polling booths and the dates and hours of opening and/or shall cause the same information to be displayed on the front page of the last issue of *Salient* prior to the first polling day.

(27) At each polling booth there shall be a board on which the Returning Officer shall permit to be shown the following material:

- (a) The name of the candidate in bold capitals not more than one half inch high.
- (b) One full plate photograph of each candidate.
- (c) One quarto size sheet per candidate to be typed by the Association, setting out the candidate's manifesto.

(28) An election supplement of *Salient* shall be issued under the authority of the Returning Officer and paid for by the Association.

(29) Candidates shall be given the opportunity to use a *Salient* photographer at the Association's expense.

(30) Every member of the Association who is on the roll of electors shall be entitled at each election to one (1) vote in respect of the President, one (1) vote in respect of the Vice-President (Academic), one (1) vote in respect of the Vice-President (Welfare), one (1) vote in respect of the Treasurer, one (1) vote in respect of the Women's Rights Officer, one (1) vote in respect of the International Students Officer, one (1) vote in respect of the Queer Officer, one (1) vote in respect of the Environmental Officer, one (1) vote in respect of the Campaigns Officer, one (1) vote in respect of the Activities Officer, one (1) vote in respect of the Clubs Officer, one (1) vote in respect of the Education Officer, one (1) vote in respect of the Welfare Officer, one (1) vote in respect of the Student Representative on the University Council, and a maximum of two (2) votes in respect of the Publications Committee.

(31) The Officer in charge of the polling booth, having satisfied him/herself as to the eligibility of the member to vote shall where a vote is being cast on a paper ballot:

- (a) Delete the member's name from the roll by ruling a line through it.
- (b) Write upon the left hand corner of the ballot, survey, referendum or questionnaire papers his/her own initials and the number appearing on the roll next to the said member's name.
- (c) Hand the said paper(s) to the said member.
- (d) Ensure that the said member places his/her vote in the official ballot box.

(32) No ballot paper shall be removed from the polling booth. No ballot paper shall be placed in the ballot box except where the foregoing provisions have been strictly complied with. Votes may be cast electronically, in accordance with this schedule.

(33) At least two officials must be present at each of the places of voting when the poll is open.

ABSENTEE VOTES:

(34) Any member who is prevented or likely to be prevented from complying with the above regulations (conduct of voting) may forward to the Returning Officer to reach him/her before the close of polling an absentee vote showing:-

- (a) The member's name.
- (b) The names of the persons for which s/he wishes to vote.
- (c) The signatures of the member and two other members of the Association who shall not be candidates in the election.

(36) The Returning Officer shall place such communication in the ballot box after:-

- (a) Checking the eligibility of the member and his/her co-signatories.
- (b) Deleting the name of the member from the electoral roll.
- (c) Shall sign the vote accordingly with his/her initials and the number of the member on the electoral roll.

(37) All such absentee votes placed in the ballot box shall be considered valid votes only when signed by the Returning Officer.

POLLING BOOTHS:

(38) The Returning Officer shall obtain ballot boxes having a lock and key and a slot on the upper side by which voting papers may be put into the box.

(39) There shall be at least one ballot box per polling booth.

(40) The Returning Officer shall permit only those people whose names appear on the revised electoral roll held by him/her to vote.

(41) Voters may be required to verify their membership of the Association. The form of the verification shall be determined by the Election Committee.

(42) The Returning Officer shall have full and absolute control over the polling booths and the precincts thereof. S/he may appoint assistants to control the approach of voters to the booth and take such measures as may to him/her seem desirable to keep the peace and good order during the course of the poll.

(43) The Returning Officer shall before the opening of the poll and in the sight of the assistants see that the ballot box is empty and shall close, lock and seal the same and retain the key in his/her possession and the ballot box shall not be opened until after the final close of the poll.

COUNTING OF VOTES:

- (43) There shall be present at the counting of votes the Returning Officer and the candidates' scrutineers. No other person shall be present unless the Election Committee has approved his or her presence.
- (44) Immediately on the close of the poll the Returning Officer together with the locked ballot boxes and those persons as in Clause 44 above shall lock him/herself in a room to be provided for the purpose.
- (45) The Returning Officer shall cause the votes to be counted in the following manner:-
- (a) The Returning Officer shall compare all rolls from the polling booths, and the electronic voting record to determine that no member has voted twice and shall count from the rolls the number of those who have voted.
 - (b) Should any occurrence of dual voting be detected the votes shall be extracted and immediately deemed invalid.
 - (c) Each unopened paper shall be checked for the initials of the polling booth official or in the case of an absentee vote the signature of the Returning Officer and the number of a member on the electoral roll.
 - (d) If upon examination any paper does not conform with the instructions in Clause 24 of this Schedule it shall be deemed invalid and immediately set aside.
 - (e) Each paper shall be opened.
 - (f) Each paper shall be examined for validity of voting.
 - (g) For the positions of President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, Queer Officer, International Students Officer, Campaigns Officer, Activities Officer, Clubs Officer, Education Officer, Welfare Officer, and Environmental Officer the candidate polling the most votes for each of those positions shall be declared elected to that position. If the positions of President, Vice-President (Academic), Vice-President (Welfare), Treasurer, Women's Rights Officer, Queer Officer, International Students Officer, Environmental Officer, Campaigns Officer, Activities Officer, Clubs Officer, Education Officer or Welfare Officer remain vacant then the Returning Officer shall declare the position vacant and it shall be filled in the manner prescribed by this constitution.
 - (h) Any other voting paper not adhering strictly to the instructions on the paper shall be examined by the Returning Officer and one assistant who shall declare it invalid unless they both agree that the paper does show a clear vote for one applicant. In the event of a tie, the Returning Officer and one of his/her assistants shall toss a coin or draw lots to decide which of the tied applicants shall be elected.
 - (i) Clause 45 h(i) will apply only insofar as it is applicable to electronic votes.
 - (j) Where votes have been cast using the electronic voting system, the Returning Officer will cause these to be tabulated by the electronic voting system used.
- (46) Each candidate for election may appoint one scrutineer (who shall not be an candidate) with the right to be present at the counting of votes and the right to protest against the interpretation by the Returning Officer and/or one of his/her assistants of any ballot paper, in the first instance to the Returning Officer and in the second and final instance to the arbitrators appointed by the Election Committee under clause 51(c).
- (47) Victoria University of Wellington Students' Association Inc.

DECLARATION OF ELECTION RESULT

I _____ Returning Officer, declare that I have complied with all the provisions of the Constitution and its schedules regarding elections and declare that the following number of votes was cast:-

	Votes For	No Confidence	Total Votes
Name _____	_____	_____	_____
Name _____	_____	_____	_____
Name _____	_____	_____	_____
Name _____	_____	_____	_____
Name _____	_____	_____	_____
et al _____	_____	_____	_____
Total _____	_____	_____	_____

Accordingly, I hereby declare the following elected as:

(position) (name)

Signature of Returning Officer

Signature of assistants

Time Date Place

DECLARATION OF ELECTION RESULTS:

- 48. The Returning Officer shall then unlock the counting room and declare the result of the election by posting one copy of the declaration on the Association noticeboard and shall deliver as soon as practicable a copy of the said declaration to each of them, the Secretary and the Publications Editor.
- 49. On completion of the count of votes the Returning Officer shall make **all** the voting papers and electoral rolls into a packet which shall be securely fastened and sealed with the signatures of the Returning Officer and at least two of his/her assistants. Such packet shall be handed to the Secretary for safe custody and shall be retained by him/her for one month or until the determination of any enquiry arising out of the election and at the end of that time s/he shall cause the packet and all the voting papers and rolls to be effectively and entirely destroyed.
- 50. The electronic record of votes cast will be retained by the electronic voting system for one month or until the determination of any enquiry arising out if the election and at the end of that time record of votes on the electronic voting system will be deleted.

DISPUTES:

- 51. When any applicant and five electors, or any eleven electors, are dissatisfied with any election they may within five (5) office days of the declaration of the result of such election make application in writing to the Secretary demanding an enquiry as to the conduct of the election or of any candidate or person thereof.
 - (a) Such application shall be accompanied by a deposit of ten dollars (\$10).

- (b) Such application shall allege specific grounds upon which the complaint is founded.
 - (c) Immediately on receipt of such demand the Secretary shall forward the complaint to the Election Committee which shall appoint three impartial persons to act as arbitrators who shall be given full powers for investigation and inquiry into the cause of the complaint.
 - (d) The arbitrators shall appoint a time for hearing the complaint and all necessary evidence.
 - (e) The arbitrators shall, at the conclusion of the inquiry deliberate in private and shall by majority, decide whether the election was valid or not.
 - (f) The decision of the arbitrators shall be sent to the Election Committee and they shall inform the Secretary.
 - (g) If the election is held valid the deposit shall be forfeited unless the arbitrators certify that there was just cause for complaint.
 - (h) If the election is held invalid, a written notice to that effect is sent to the Secretary who shall take immediate steps to hold a fresh election, and the deposit is returned to the applicant.
52. Where any applicant has, or ten electors have, reason to believe that the declaration by the Returning Officer of the number of votes received by each applicant is incorrect and that on a recount thereof any other applicant might be found to be elected they may within five (5) office days after such declaration of result of election make written application to the Secretary for a recount of the votes.
- (a) Every application shall be accompanied by a deposit of ten dollars (\$10).
 - (b) Immediately on receipt of such application the Secretary shall notify the Election Committee which shall appoint arbitrators as provided for in Clause 51 (c).
 - (c) Such arbitrators shall cause a recount of the votes to be made in their presence or in the presence of some person appointed by them. Special scrutiny shall be made to detect any invalid ballot paper.
 - (d) If the result arrived at does not alter the result as declared the deposit money shall be forfeited to the Association.
 - (e) If the result arrived at shows another candidate to be elected the arbitrators shall send written notice to the Election Committee and they shall inform the Secretary who shall thereupon post up a declaration stating that the election of the former candidate is annulled and that the new candidate is elected in his/her place, or in the case of an election on a proposal that the reverse decision has been arrived at, and the deposit shall be returned to the applicant.
 - (f) Each candidate in an election may nominate one observer to be present at any recount as provided for in this Clause.

CONDUCT OF ELECTORS AND APPLICANTS:

53. (a) No candidate shall spend or cause to be spent more than \$100 on the provision of personal election publicity.
- (b) All candidates shall provide the Returning Officer with receipt for all their expenditure on personal or joint election publicity.
- (c) Any departure from this may be dealt with under the sections relating to disputes in this schedule.
54. No person shall on the day of any poll or election:-
- (a) In any way interfere with any elector either in the polling booth or on his/her way thereto with the intention of influencing him/her or advising him/her as how to vote.

- (b) Print, distribute or deliver to any person or place in the University anything having thereon any matter likely to influence any vote, or having or purporting to be an imitation of the voting paper to be used at the poll and having thereon the names of any candidates together with directions or indication of how any person should vote unless hereinbefore provided.
- (c) It shall be the responsibility of the candidates to remove as far as physically possible all election propaganda other than that therein before authorised before the commencement of the poll.
- (d) Attempt to breach the security of the electronic voting system in any way.
- (e) Send mass e-mail to students.

55. No person shall do any act to cause a departure from these election procedures while the poll is in progress.

Any irregularities during the conduct of the poll should be notified according to the procedures outlined in this schedule.

SCHEDULE 3: PUBLICATIONS COMMITTEE AND *SALIENT* CHARTER

(1) General

- (a) The Committee shall be known as the Publications Committee and shall be responsible to the Executive for the financial supervision of *Salient* and any other publications delegated to it by Executive.
- (b) The Committee shall consist of the Treasurer (who shall convene the Committee), the President, the Publications Editor(s), one person appointed by the Publications Editor, one person appointed by Ngai Taura, and two student members who shall be elected in conjunction with the Executive elections the pervious year.
- (c) The Publications Business Manager and any other persons appointed by the Executive to the Committee shall be non-voting members.
- (d) The Committee shall recommend to Executive the *Salient* budget for the following year, and any alterations to the current budget.
- (e) The Publications Editor(s) shall make monthly reports (including financial) to the Committee.
- (f) The Committee shall consider the case for any unbudgeted expenditure and shall make a recommendation on such a request to Executive.
- (g) The Committee may act in an advisory and support role to the Publications Editor(s), and shall do so for all other publications.

(2) Appointment of Publications Editor

- (a) There shall be a Publications Editor Appointment sub-committee of the Publications Committee which shall be composed of the President, current Publication's Editor(s), both of the Publications Committee student representatives and a representative from Ngai Taura.
- (b) A further non-voting member with expertise in newspaper journalism shall be appointed to the sub-committee by the Publications Committee.
- (c) If any of the above are candidates for the position, then their places shall be taken by the following persons in order:
 - (i) For President: Vice-President (Academic), Vice-President (Welfare), any other Executive member (appointed by the Executive).

- (ii) For Publications Committee Representatives: Students appointed by the Publications Committee.
 - (iii) For Editor: Journalist; other *Salient* staff member chosen by the Publications Committee.
- (d) The sub-committee:
- (i) shall advertise the position of the Publications Editor for the following year.
 - (ii) shall set and advertise the closing date for applications.
 - (iii) shall consider the candidates.
 - (iv) may appoint a candidate to the position for the following year.
- (e) In the event that an appointment is not made at that time the Committee shall determine how the appointment shall be made.
- (f) In the event that the position becomes vacant during the year of appointment the sub-committee shall appoint a new Publications Editor for the remainder of the year, provided that if the Editor has been dismissed from office, they shall not form part of the sub-committee.
- (g) This appointment shall be made subject to the provisions of a contract of employment approved by the Executive between the Executive and the appointee.
- (h) The Publication's Editor's(s) employment shall be terminated in the case of death or resignation, or termination by the employer.

SALIENT CHARTER

1. The Editor shall determine the form and content of *Salient* with complete freedom from political interference.
2. The Association has the right to expect reasonable coverage of the year's priority goals. The Editor retains control of the form that this coverage takes.
3. There will be an annual Te Reo Maori issue for which Ngai Taurira will take joint editorial responsibility with the current Publications Editor. Ultimate editorial responsibility will remain with the Publications Editor.
4. The Editor will be appointed by the Publications Editor Appointment Sub-Committee in the second trimester of each year for the following year.
5. The Editor will be employed on a contract negotiated between the Editor and the Executive, outlining pay, conditions and responsibilities. Nothing in the contract may negate or contradict this Charter.
6. If a contract cannot be settled, the matter will be referred to an independent arbitrator agreed on by both parties.
7. The Editor will appoint, and be responsible for, their own staff.
8. These staff members are employees of VUWSA, and both the Editor and the Association have a responsibility to provide satisfactory working conditions.
9. The Publications Committee will be available to mediate in any disputes between the Editor and their staff.
10. Two weeks notice is required in the event of a staff member's dismissal or resignation. In the event of the latter, all effort possible should be made to train a successor.
11. *Salient* has the right to criticise and comment on the performance of the Association and its officers.
12. The President and Executive shall keep the Editor regularly informed of Association business. Any deadlines for information set by the Editor should be respected.
13. *Salient* staff are entitled to attend all meetings of the Executive and the Council of Student Delegates. The Editor, or in their absence, any person delegated by the Editor, is entitled to remain in the meeting if it moves into committee. They may not report on the content of any discussion in committee, but may criticise the decision to go into committee.
14. *Salient* is entitled to adequate accommodation, furnishings and equipment, to be provided by the Association, equivalent to the current standard.
15. The Editor and any staff they wish, will have access to the *Salient* Office and the Association photocopier at any time.
16. Because of its role in all goals of the Association, *Salient* is entitled to adequate funding by the Association.

17. Once the budget is set, the Editor is responsible to the Publications Committee for it, and may spend it at their own discretion. This implies a requirement for responsible management of the paper.

SCHEDULE 4: CLUBS COUNCILS

(1) Sports Council

- (a) The membership of Sports Council shall be the sports clubs affiliated to the Association, each of whom shall appoint a delegate to the Council.
- (b) The Sports Council shall meet at least once a year.
- (c) Each affiliated sports club shall possess one (1) vote exercised in person by a delegate appointed to that Council, and no person shall be a delegate for more than one (1) club.
- (d) There shall be a Committee of the Sports Council to administer the activities of the Council, composed of a Chairperson, Secretary, Treasurer and as many Committee members as the Council may from time to time determine. The President, Clubs Officer and Treasurer shall also be members.
- (e) In all other matters the Council shall set it's own procedures and rules, provided they are in accord with this Constitution. Such rules and procedures must be in a written and accessible form.

(2) Cultural Council

- (a) The membership of Cultural Council shall be the cultural clubs affiliated to the Association, each of whom shall appoint a delegate to the Council.
- (b) Cultural Council shall meet at least once a year.
- (c) Each affiliated cultural club shall possess one (1) vote exercised in person by a delegate appointed to that Council, and no person shall be a delegate for more than one (1) club.
- (d) There shall be a Committee of the Cultural Council to administer the activities of the Council, composed of a Chairperson, Secretary, Treasurer and as many Committee members as the Council may from time to time determine. The President, Clubs Officer and Treasurer shall also be members.
- (e) In all other matters the Council shall set it's own procedures and rules, provided they are in accord with this Constitution. Such rules and procedures must be in a written and accessible form.

(3) Criteria for Allocating Club Grants

Criteria for allocating club grants shall include:

- (a) the number of students involved in the club
- (b) the type and number of activities
- (c) the number of Association goals furthered by the club.

SCHEDULE 5: MANAGEMENT REGULATIONS

(1) Finance

- (a) The Executive shall determine the budget and recommend the level of annual subscription to a Special General Meeting.
- (b) The Executive may not budget for expenditure in excess of the amount of revenue from the annual subscription and other revenue which can reasonably be anticipated.
- (c) The Executive shall not prevent the effective operation of any part or organ of the Association provided for in this constitution by failing to make budgeting provision for it or by making unreasonably low budgeting provision for it.
- (d) The Executive shall ensure the effective pursuit of all the Association's goals and this shall be reflected in the budget.

(2) Executive Honoraria

- (a) All members of the Executive for the time being, except the President and Vice-Presidents, shall receive a gross fortnightly honoraria of \$124.62.
- (b) All members of Executive, except the President and Vice-Presidents, shall be entitled to consideration for bonus payments totalling \$1700 gross annually comprising \$200 gross at the completion of the third trimester; \$650 gross at the completion of the first and second trimesters and \$200 gross at the completion of the calendar year.
- (c) The Executive shall authorise such payment as successful fulfilment of the targets set for the Executive Officer in question.
- (d) The Executive may, by a two thirds majority vote, authorise such payment if the Executive deems that all reasonable attempts to meet the targets were made by the Executive member and that difficulties which impeded performance were due to circumstances beyond the Executive members control.

SCHEDULE 6: THE ASSOCIATION'S STUDENT DELEGATES

(1) Appointment of Student Delegates

- (a) From the beginning of 2002, the following positions shall be held ex-officio by the following office holders within the Association. All people so appointed shall hold such positions for the term of their office and the specified office holder shall be deemed to have resigned such positions when their term of office ceases.

Position	Office Holder
University Council	President
University Council Finance & Governance Committees	President
Academic Board	President & Vice-President (Academic)
Joint Student Union Board	President
SJS Regional Management Committee	President
Student Hardship/Finance Committee	Vice-President (Welfare)

- (b) Any additional student representatives on Council shall be elected by a ballot open to all student members of the Association. Such a ballot shall be conducted in conjunction with the annual executive elections.
- (c) The Executive shall be responsible for ensuring that a full list of all student representative positions within the University is kept and made available to all students.
- (d) The SRC shall be responsible for ensuring that all student representative positions are filled in a timely manner. The SRC may delegate the filling of specified positions to the Executive if they deem it appropriate.
- (e) All student delegates shall be bound by this constitution and by resolutions at the Association's General Meetings. The period of appointment for all association delegates shall be specified at the time of their election/appointment.
- (f) All student delegates shall resign on a vote of no confidence by two thirds of the majority of those student members present and voting at a Special General Meeting duly called for that purpose.

SCHEDULE 7: EXECUTIVE JOB DESCRIPTIONS

All Executive Members

- (1) To uphold the constitution.
- (2) To further all the goals and objects of the Association.
- (3) To act as full members of Executive, the Council of Student Delegates and Association General Meetings.

President

- (1) Priority Goals 1,2,3,4, and 8.
- (2) Overall leadership and policy implementation.
- (3) Chief Executive responsible for overall supervision and direction of all Association staff.
- (4) Chair and convenor of Executive and General Meetings.
- (5) Chief representative and responsible for all external relations.
- (6) Member of Wellington Student Job Search Regional Management Committee.
- (7) Communication with students through such things as student media, Association meetings and forums, hostel liaison.
- (8) Seeking a meeting at least once in each of trimesters 1 and 2 with delegate or delegation from Women, Maori and Overseas Student groups.

Vice-President (Academic)

- (1) Priority Goals 1 and 2.
- (2) Acting President in President's absence.
- (3) Assist the President by performing such special projects as may be delegated at the President's discretion.

Vice-President (Welfare)

- (1) Priority Goals 1 and 3.
- (2) Acting President in the absence of the President and the Vice-President (Academic).

Treasurer

- (1) Priority Goals 4, 7, 8 and 9.
- (2) Draft and maintain Budget.
- (3) Financial advice to Executive, clubs, General Meetings.
- (4) Acting President in the absence of the President, Vice-President (Academic) and Vice-President (Welfare).
- (5) Assist the President by performing such special projects and other jobs as may be determined at the President's discretion (with specific focus on those jobs of an administrative capacity).

Education Officer

- (1) Priority Goals 2 and 3.

Welfare Officer

- (1) Priority Goals 1 and 3.

Activities Officer

- (1) Priority Goals 6 and 5.
- (2) Responsible for organising Forums and Activities.

Clubs Officer

- (1) Priority Goal 5.
- (2) Convene Club Grants Committee for Cultural Clubs.
- (3) Liaison with and assistance to cultural clubs and Cultural Council.
- (4) Convene Sports Club Grants Committee for Sports Clubs.
- (5) Liaison with and assistance to sports clubs and the Sports Council.

Campaigns Officer

- (1) Priority Goal 6.
- (2) Liaison with Education Action Group (EAG).

Women's Rights Officer

- (1) Priority Goals 2, 3 and 6.
- (2) Liaison with women's groups on campus and at a national level.

International Students Officer

- (1) Priority Goals 2, 3 and 6.
- (2) Liaison with the International Students Council.

Queer Officer

- (1) Priority Goals 2, 3 and 6.
- (2) Liaison with UniQ
- (3) Liaison with queer students on campus and queer groups at a national level.

Environmental Officer

- (1) Priority Goals 4 and 6.
- (2) Liaison with environmental groups on campus and at a national level.

SCHEDULE 8: TE TIRITI O WAITANGI/THE TREATY OF WAITANGI

Te Tiriti o Waitangi (The Treaty of Waitangi)

Ko Wikitoria te Kuini o Ingarani i tana mahara atawai ki nga Rangatira me nga Hapu o Nu Tirani i tana hiahia hoki kia tohungia ki a ratou o ratou rangatiratanga me to ratou wenua, a kia mau tonu hoki te Rongo ki a ratou me te Atanoho hoki me te Atanoho hoki kia wakaaro ia he mea tika kia tukua mai tetahi Rangatira - hei kai wakarite ke nga Tangata maori o Nu Tirani - kia wakaetia e nga Rangatira maori te Kawanatanga o te Kuini ki nga wahikatoa o te wenua nei me nga motu - na te mea hoki he tokomaha ke nga tangata o tona lwi Kua noho ki tenei wenua, a e haere mai nei. Na Ko te Kuini e hiahia ana kia wakaritea te Kawanatanga kia kaua ai nga kino e puta mai ki te tangata maori ke te Pakeha e noho ture kore ana. Na kua pai te Kuini kia tukua a hau a Wiremu Hopihona he Kapitana i te Roiara Nawi hei Kawana mo nga wahi katoa o Nu Tirani e tukua aiane amua atu ki te Kuini, e mea atu ana ia ki nga Rangatira o te wakaminenga o nga hapu o Nu Tirani me era Rangatira atu enei ture ka korerotia nei.

Ko te tuatahi

Ko nga Rangatira o te wakaminenga me nga Rangatira katoa hoki ki hai i uru ki taua wakaminenga ka tuku rawa atu ki te Kuini o Ingarani ake tonu atu - te Kawanatanga katoa o o raou wenua.

Ko te tuarua

Ko te Kuini o Ingarani ka wakarite ka wakaae ke nga Rangatira ki nga hapu - ki nga tangata katoa o Nu Tirani te tino rangatiratanga o o ratou wenua o ratou kainga me o ratou taonga katoa. Otiia ko nga Rangatira o te wakaminenga me nga Rangatira katoa atu ka tuku ki te Kuini te hokonga o era wahi wenua e pai ai te tangata nona te wenua - ki te ritenga o te utu e wakaritea ai e ratou ko te kai hoko e meatia nei e te Kuini he kai hoko mona.

Ko te tuatoru

Hei wakaritenga mai hoki tenei mo te wakaetanga ki te Kawanatanga o te Kuini - Ka tiakina e te Kuini o Ingarani nga tangata maori katoa o Nu Tirani ka tikua ki a raou nga tikanga katoa rite tahi ki ana mea ki nga tangata o Ingarani.

[signed] W. Hobson Consul & Lieutenant Governor

Na ko matou ko nga Rangatira o te Wakaminenga o nga hapu o Nu Tirani ka huihui nei ki Waitangi ko matou hoki ko nga Rangatira o Nu Tirani ka kite nei i te ritenga o enei kupu. Ka tangohia ka wakaetia katoatia e matou, koia ka tohungia ai o matou ingoa o matou tohu.

Ka meatia tenei ki Waitangi i te ono o nga ra a Pepueri i te tau kotahi mano, e waru rau e wa te kau o to tatou Ariki.

(1) Representative Organisations shall be recognised either by:

- (a) a General Meeting passing a resolution to that effect in which case it shall continue to be recognised until a resolution is passed that it no longer be recognised; organisations so recognised by a General Meeting shall be listed at the end of this schedule, and such resolution shall be deemed to be an amendment to the Constitution; or
- (b) the Executive passing a resolution which shall have force for one calendar year from the date the resolution is passed.

(2) In order to be recognised a Representative Organisation shall:

- (a) represent the interests of a defined portion of the student population at Victoria University of Wellington;
- (b) accept some devolved representative function otherwise performed by the Association; and
- (c) have policies and undertake activities that are consistent with the goals of the Association.

(3) Funding:

- (a) The Representative Organisation may apply to the Executive for funding from a fund known as the Student Representative Council Fund. Such application shall normally be made during the third trimester and shall be for the following year's activities.

(4) The Executive shall grant funds according to the following criteria:

- (a) the number of students whose interests are represented by the Representative Organisation;
- (b) the extent of the representative functions that the Representative Organisation has had devolved to it;
- (c) the type and number of activities to be undertaken; and
- (d) the number of Association goals furthered by the Representative Organisation.

(5) Recognised Representative Organisations:

- (a) The Victoria University Post-Graduate Students' Association (representing all post-graduate students)
- (b) The Victoria University of Wellington Law Students' Society Incorporated (representing all law students)
- (c) STUDI0 (representing all students in the faculty of Architecture and Design)

- (d) The Mature Students' Network (MSN) (representing all mature students)
- (e) UniQ (representing all gay, lesbian, bisexual, transsexual, transgender, and intersexed students)
- (f) International Students' Council (representing all international students)
- (g) VicCom (representing all commerce and administration students)
- (h) Pasifika Students' Council (representing all Pacific Island students)
- (i) Can-Do (representing all students with disabilities)
- (j) Crèche Parents' Committee (representing all student users of the university crèche)
- (k) Vic Earth (representing all students of the School of Geography, Environment and Earth Studies)
- (l) Women's Group (Representing all students who identify as women on campus)
- (m) New Zealand School of Music Group (representing all music students on campus)
- (n) Victoria Student Media (representing all students studying media and arts, or who participate within student media on campus)
- (o) The Victoria University of Wellington Science Society (representing all of the students studying within the Faculty of Science)."

(6) Administration

- (a) The Representative Organisation shall appoint one person from its membership who shall have the principal function of liaison and communication with the VUWSA Executive
- (b) In other matters the Representative Organisation shall set its own procedures and rules, provided they are in accord with this Constitution. Such rules and procedures must be in a written and accessible form.

(1) Preamble

VUWSA believes that the student population at Victoria is diverse and that VUWSA needs to have a representative structure that reflects and celebrates that diversity.

VUWSA believes that decisions about students' collective interests are best made as close as possible to the students concerned and that VUWSA needs to have a representative structure that enables such decisions to be made.

VUWSA believes that so long as students collectively control the representative organisation that represents them that accountability of that organisation should be back to those students and that the VUWSA Executive should respect its autonomy and independence.

VUWSA believes that all money collected from students by student organisations needs to be spent efficiently and wisely and that appropriate reporting and monitoring should be in place to ensure this.

(2) Executive Funding Regulations

Funds will be made available by way of an annual grant to the Representative Organisation.

The Executive requires the following information, which, in addition to and fully consistent with the constitutional obligations, will also be taken in account when determining the grant to be made:

- (a) a budget submitted by the Representative Organisation,
- (b) the previous year's Annual Report, prepared by the Representative Organisation for its members,
- (c) the activities, and the number of students benefiting from those activities, proposed by the Representative Organisation,
- (d) a list of key performance/strategic objectives for the organisation for the year in question (a strategic plan if appropriate),
- (e) previous grants, undertakings and accordingly the reasonable expectation of the Representative Organisation for funding, and
- (f) the overall financial situation of the Association.

Each Representative Organisation shall operate an account with the Association into which the total grant shall be placed. This amount may be drawn upon providing it is done by accredited representatives of the Representative Organisation and such spending is consistent with the budget approved by the leading committee of the Representative Organisation and submitted to the VUWSA Executive.

The Representative Organisation shall report quarterly, in written form, on its finances to the students whose interests it represents. A copy of the report shall be furnished, as a matter of courtesy, to the VUWSA Treasurer.

(3) Liaison and interaction

The Representative Organisation shall appoint one person from its membership who shall have the principal function of liaison and communication with the Executive.

The Vice-President (Academic) shall be the liaison point for LSS, PGSA, STUDIO and VicCom. The remaining groups shall liaise with the Vice-President (Welfare) and other welfare portfolios.

VUWSA will seek the opinion of and will be guided on appropriate matters, by the appropriate Representative Organisation. It will seek, wherever possible, to avoid making decisions or pursuing policies which affect the interests of a group of students whose interests are represented by a Representative Organisation, without fully consulting with that organisation.

Similarly, Representative Organisations shall not make decisions or pursue policies that will have an impact on other students without entering into discussions with VUWSA representatives so as to ensure consistency across the university and to ensure other students' interests are not harmed.

The Representative Organisation shall establish its own rules for electing delegates internally and to university committees. Delegates to university committees, by virtue of their election, become members of VUWSA's Council of Student Delegates (CSD). Such delegates will be covered by the regulations covering membership of CSD, including the requirement to attend meetings on pain of forfeiting the position.

VUWSA acknowledges that representatives appointed by Representative Organisations will have issues unique to them, however maintains the importance of student representation being well coordinated. Therefore all student representatives on University boards and committees are required to attend pre-meetings before major meetings to discuss papers and issues that may arise in discussion.

Office holders and other students involved in Representative Organisations may be involved in any peer advocacy system established by VUWSA, and may be allocated students under such a system who are from the group they represent. The VUWSA Education Team will be solely responsible for coordinating this system and has overall sole responsibility for dealing with academic grievances.

Representative Organisations must acknowledge the support of VUWSA in their publication, which includes newsletters, websites, letterheads, and any other publications produced by Representative Organisations, and promotional materials, which includes signs, posters, advertisements, t-shirts, stickers, and any other material that advertises or promotes the Representative Organisation or their activities. Acknowledgement should be done in the most appropriate manner, taking into consideration the form of the publication or promotional material. Principally, using the VUWSA logo should do this. If the VUWSA logo is inappropriate, the words "supported by VUWSA – Your Students' Association" must be used. The size and position of the acknowledgement should be what is reasonable in the circumstances. The requirements of private sponsorship will be a consideration for what is reasonable in the circumstances.

VUWSA will have responsibility to provide Representative Organisations with the VUWSA logo, letterheads, a link from the VUWSA website to the Representative Organisations site, and an email address in the form of [repgroup]@vuwsa.org.nz.

(4) Policy Position and Autonomy

The Representative Organisation will conform with and support VUWSA policy that has been decided by students in a General Meeting or by student representatives collectively at a meeting of the Council of Student Delegates.

So long as it is consistent with the broad policy framework provided by such VUWSA General Meeting decisions Representative Organisations shall be free to determine their own policy.

In taking policy positions Representative Organisations will represent the interests of their members collectively and will be accountable to their members using as wide a variety of democratic forms as possible.

In other matters the Representative Organisation shall set its own procedures and rules, provided they are in accord with this Constitution. Such rules and procedures must be in a written and accessible form.

(5) Organisational Structure

Most Representative Organisations are run by an Executive Committee. This committee consists of:

- (a) The President. This person is the head of the Organisation. They direct the organisation, plan events, act as spokesperson, and chair meetings.
- (b) The Secretary. They are responsible for all communications, keeping accurate membership lists, and recording the minutes of organisation's meetings.
- (c) The Treasurer. They control the organisation's finances, liaise with the VUWSA, keep accurate financial records, and ensure the organisation stays out of debt.
- (d) Committee members. Committee members can take responsibility for any number of things. For example some organisations have Publicity Officers, Events Organisers etc.

(6) Meetings

The Executive Committee is elected at the Annual General Meeting (AGM) of the representative group. AGMs normally happen towards the end of the year, so that the Representative Organisation can start the next year with a clear direction and established leadership.

It is mandatory that an AGM be held. The following things must take place in an AGM:

- (a) Presentation of a financial report (by the Treasurer) and a more general report by the President. Copies of these two reports **must** be given to VUWSA after the meeting.
- (b) Election of next year's Executive committee (including the President, Secretary & Treasurer).
- (c) Election of delegates to relevant University boards and committees in this is appropriate.

An Inaugural General Meeting (IGM) is held at the beginning of the year (or soon after the representative group starts up). This is an opportunity for new members to get onto the committee and have a say about the years activities. IGM's are not compulsory but they are a good idea, as first year students should always be given a chance to get experience in Representative Organisation management.