



EST. 2023

O U M L S S A

OTAGO UNIVERSITY MEDICAL LABORATORY
SCIENCE STUDENTS' ASSOCIATION

Constitution

Proposed Constitution for IGM 14 March 2023

Constitution

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1. Name

- 1.1. The name of this society shall be “Otago University Medical Laboratory Science Students’ Association”; referred to as “OUMLSSA” or “Med Lab Society” in this constitution.

2. Definitions and Interpretation

- 2.1. The OUSA Executive Committee has the sole power to interpret this Constitution.
- 2.2. This Constitution will be interpreted in accordance with the Incorporated Societies Act 1908.
- 2.3. This Constitution will be interpreted in such a way to confer validity rather than invalidity on actions.
- 2.4. In any matter not provided for by this Constitution or the Incorporated Societies Act 1908, the Executive Committee has discretion to adopt appropriate procedures, bearing in mind the objectives of OUMLSSA.

In this constitution, unless the context requires otherwise, the following words and phrases have the following meanings:

- 2.5. ‘Act’ refers to the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.
- 2.6. ‘Annual General Meeting’ refers to a meeting of the Members of OUMLSSA held once per year, the AGM will review and consider reports on OUMLSSA activities and finances, among other things.
- 2.7. ‘Associated person’ refers to a person who has any connection or interest to the OUMLSSA, but is not a member.
- 2.8. ‘Clear days’ refers to the number of complete days reckoned from one day to another with the exclusion of both the first and last day (for instance, counting the days from two dates, excluding the date a Notice of meeting is posted or sent to Members and the date of the meeting).
- 2.9. ‘Club Related Policy’ refers to any policy ratified by OUSA categorised as recreation. This includes, but is not limited to, the Club Affiliation Policy, the OUSA Club Conduct Policy, the OUSA Affiliated and Societies Sexual Misconduct Policy, the OUSA Resolution (and Complaints) Policy.

- 2.10. 'Committee' or 'Executive Team' refers to the governing body of OUMLSSA.
- 2.11. 'Executive Committee Member' or 'Executive Team Member' refers to a member of the Executive Committee i.e. the President, Vice President, Secretary and Promotions Representative, Treasurer, Safety and Welfare Representative and Second Year Representative. Executive Members must be OUMLSSA members.
 - 2.11.1. 'President' refers to the Executive Team Member responsible for, among other things:
 - 2.11.1.1. Overseeing the governance and operations of the Med Lab Society;
 - 2.11.1.2. Chairing general meetings;
 - 2.11.1.3. External correspondence with other OUSA clubs and other entities;
 - 2.11.1.4. Liaising with Otago University staff when needed.
 - 2.11.1.5. Organising Community events;
 - 2.11.2. 'Safety and Welfare Representative' refers to the Executive Team Member responsible for, among other things:
 - 2.11.2.1. Making sure events follow OUSA safety guidelines;
 - 2.11.2.2. Overseeing the Welfare of Society Members;
 - 2.11.2.3. Organising events for student physical and/or mental wellbeing;
 - 2.11.2.4. Assisting all Executive Team Members in their roles.
 - 2.11.3. 'Second Year Representative' refers to the Executive Team Member responsible for, among other things:
 - 2.11.3.1. Provide a link and voice to the second year cohort;
 - 2.11.3.2. Organising the second year class photo.
 - 2.11.3.3. Assisting all Executive Team Members in their roles.
 - 2.11.4. 'Secretary and Promotions Representative,' sometimes referred to as 'Secretary' in this constitution, refers to the Executive Team Member responsible for, among other things:
 - 2.11.4.1. Keeping the Register of Members;
 - 2.11.4.2. Recording minutes of meetings;
 - 2.11.4.3. Managing social media, including creating promotional content for OUMLSSA activities;
 - 2.11.4.4. Assisting all Executive Team Members in their roles.
 - 2.11.5. 'Treasurer' refers to the Executive Team Member responsible for, among other things:

- 2.11.5.1. Responsible for payments to external businesses;
- 2.11.5.2. Managing OUMLSSA banking and budget;
- 2.11.5.3. Responsible for sponsorship acquisition.
- 2.11.6. 'Vice President' refers to the Executive Team Member responsible for, among other things:
 - 2.11.6.1. Facilitating merchandise ordering;
 - 2.11.6.2. Organising social events;
 - 2.11.6.3. Organising the 3rd year class photo.
- 2.11.7. All members may work together collectively to manage OUMLSSA administration and logistics.
- 2.12. 'General Committee Members' refers to Members of OUMLSSA who contribute to organising events or helping Executive Committee Members.
- 2.13. 'General Meeting' refers to the regular assembly of Executive Committee Members.
- 2.14. 'Inaugural Meeting' refers to the first meeting of a new club where the constitution is ratified and Executive Members are elected.
- 2.15. 'Life member' refers to a person who OUMLSSA has awarded lifetime Membership because of the significant contributions they have made to OUMLSSA. Life members are not required to pay a Membership fee. Life Memberships are appointed at the AGM, with voting consistent with those meeting procedures. Life Membership does not revoke Membership obligations and following the dispute resolution process, Life Membership can be terminated.
- 2.16. 'Meeting' refers to the assembly of Members for a particular purpose.
- 2.17. 'Motion' refers to putting forward an item to be decided on through voting. The decision of that motion becomes a "resolution"
- 2.18. 'Non Student' refers to anyone who is not a Student as specified in this constitution.
- 2.19. 'Notice' to Members refers to any notice given by email or phone; and the failure for any reason of any Member to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.
- 2.20. 'Ordinary Resolution' refers to a motion that requires and has been passed by a majority vote to pass.
- 2.21. 'OUMLSSA activity' refers to anything hosted or endorsed by OUMLSSA. This does not include a promotion of attending other groups' events. OUMLSSA is not permitted to promote the consumption of alcohol by any means.

- 2.22. 'OUMLSSA member' or 'Membership' or 'Society Members' refers to a person who has registered to be a member of OUMLSSA through the OUSA Clubs Portal, has had that Membership accepted, has paid any required Membership fees and who has not ceased to be a member of OUMLSSA
- 2.23. 'OUSA' refers to the Otago University Students' Association.
- 2.24. 'OUSA Affiliated Club or Society' will be referred to as "OUSA Club" in this constitution. Both terms refer to any club or society affiliated who have met and continue to meet affiliation or re-affiliation requirements as specified in the OUSA Affiliated Clubs and Societies Affiliation Policy. "Affiliation" or "affiliated," when used in regards to this clause, refers to the relationship OUSA Clubs have with OUSA.
- 2.25. 'OUSA Rules' refers to the OUSA Constitution and all OUSA Policies.
- 2.26. 'Register of Members' refers to the register of Members kept under these Rules within the OUSA Clubs Portal.
- 2.27. 'Rules' refers to the rules in this document.
- 2.28. 'Special General Meeting' refers to a meeting of the Members, other than an AGM, called for a specific purpose.
- 2.29. 'Special Resolution' refers to a motion that requires and has been passed by a two thirds majority vote.
- 2.30. 'Student' refers to any person who is currently a student at the University of Otago or Otago Polytechnic.
- 2.31. 'Subsidiary Club' refers to a club that operates under and is affiliated to OUMLSSA.
- 2.32. Affiliations
- 2.33. OUMLSSA will remain affiliated to OUSA as an OUSA Club for the following tertiary year.
- 2.34. OUMLSSA and OUMLSSA Members will uphold its obligations as specified in OUSA Club Related Policy.
- 2.35. Failure of OUMLSSA or OUMLSSA Members to uphold these obligations may result in OUSA temporarily or permanently:
 - 2.35.1. Withdrawing a benefit or benefits of being affiliated to OUSA;
 - 2.35.2. Imposing a temporary or permanent termination of OUMLSSA Membership;
 - 2.35.3. Requesting further involvement, supervision or monitoring of OUMLSSA governance and operations;
 - 2.35.4. Imposing conditions on maintaining affiliation or on re-affiliation;
 - 2.35.5. Issuing trespass notices to OUSA property.

- 2.36. OUMLSSA constitution at all times is subject to OUSA rules. Deviations where decisions are made will be void.
- 2.37. OUSA reserves the right to interpret this constitution and authorise any deviations.
- 2.38. OUMLSSA shall not become affiliated to or in any way connected with any other organisation without the consent of OUSA, and be outlined in this constitution.
- 2.39. Regardless of affiliation status, OUSA Clubs at all times remain their own separate legal entity.

3. Purpose

- 3.1. The primary purpose of OUMLSSA is to service the needs of Club Members (prioritising Student Club Members) and to foster culture within the Otago University community.
- 3.2. OUMLSSA must not operate such that any Club Member receives any personal financial gain from OUMLSSA Membership or activities.
- 3.3. OUMLSSA must operate within OUSA rules (including the Club Related Policy) and comply with New Zealand law (including Acts, by-laws and any standards relevant to OUMLSSA).
- 3.4. Legally OUMLSSA will act as a not-for-profit Unincorporated Society, unless OUMLSSA has legally registered under the Incorporated Societies Act 2002.

4. Tikanga/ Culture

The tikanga or culture of OUMLSSA is;

- 4.1. To be inclusive and welcoming
- 4.2. To be diverse
- 4.3. To create an environment that focuses on Club Members enjoyment within their studies and life at Otago University.

5. New Zealand Law

- 5.1. Nothing in this Constitution allows OUMLSSA to do anything illegal. This applies to acts, regulations, by-laws etc.
- 5.2. OUSA doesn't accept any liability on behalf of OUSA Clubs.

6. Address

- 6.1. Club mail will be addressed to OUMLSSA and sent to the OUSA Clubs and Societies Centre, 84 Albany Street, Dunedin North, Dunedin, 9016.

7. Power to Borrow Money

7.1. OUMLSSA is not allowed to borrow money and is not allowed to employ staff.

8. Other Powers

8.1. OUMLSSA may charge Membership fees to Club Members to cover OUMLSSA's operational costs but these fees should be fixed for the Membership period. OUMLSSA can charge additional fees for activities not covered in Membership fees.

8.2. OUMLSSA has the power to apply any income, assets and property of OUMLSSA towards the promotion of OUMLSSA and the furtherance of the aforementioned objectives.

Including, but not limited to:

8.2.1. The power to acquire and dispose of any real or personal property.

8.2.2. The power to contract any person for any purpose associated with the objectives of OUMLSSA and to pay reasonable remuneration to such persons.

8.3. OUMLSSA may reimburse Club Members for legitimate expenses that were made on the behalf of OUMLSSA for Clubs purposes.

8.4. OUMLSSA reserves the power to raise funds for any purpose associated with the objectives of OUMLSSA

8.5. The Executive Committee may determine the schedules to this Constitution and the Committee will decide any mechanism for determining those schedules.

9. Members

9.1. OUMLSSA must consistently maintain a minimum number of 10 Members with 90% or more of Club Members being Students.

9.2. Gender, age, disability, race, culture, religious background and sexual orientation will not affect an individual's ability to become a Club Member.

9.3. Outside of 9.2 OUMLSSA may impose pre-conditions for Club Membership which would be resolved at an AGM.

9.4. Noting 9.5, Membership is granted when an individual:

9.4.1. Consents to becoming a member when completing the Membership registration form via the OUSA website (agreeing to Club Conduct Policy);

9.4.2. Meets any conditions for Club Membership;

9.4.3. Pays any Membership fees that have to be paid;

9.4.4. Upon registration OUMLSSA hasn't exceeded the 10% threshold for non-students

- 9.5. Club may decline an application for Membership when:
 - 9.5.1. The requirements of 9.3 or 9.4 are not meet or;
 - 9.5.2. Any other reason that does not contravene this Constitution or OUSA rules
- 9.6. Members are responsible for advising OUMLSSA of changes in contact details where they will be required to re-register via the OUSA website.
- 9.7. Membership does not allow any Member to have ownership rights to Club funds, equipment or property.
- 9.8. All Club Members (including Committee members) are bound by OUSA Club Conduct and shall promote the interests and purpose of OUMLSSA. They shall not do anything to disrepute OUMLSSA or OUSA.
- 9.9. A Member can only exercise Membership rights if all Membership fees and any other outstanding fees have been paid to OUMLSSA by the due date. This does not apply to Life Members.
- 9.10. The Committee may decide what access or use Members have to OUMLSSA-owned facilities or equipment. This also includes any conditions of fees for such access or use.
- 9.11. A member resigns from Membership by notice to the Secretary or on termination of Membership following a dispute resolution process under these rules:
- 9.12. A member who resigns or whose Membership is terminated under these rules:
 - 9.12.1. Remains liable to pay any outstanding Club fees;
 - 9.12.2. Shall remove themselves as a Club member and cease any entitlement to Club Membership rights;
 - 9.12.3. Shall return back to OUMLSSA any equipment or property owned by OUMLSSA or provided to members by OUMLSSA.
- 9.13. Any former member may apply for re-admission in the same manner for new applicants and may be re-admitted only by resolution of the Committee.
- 9.14. OUMLSSA Membership is only open to Students who:
 - 9.14.1. Are Members of OUSA; and
 - 9.14.2. Are studying towards a degree in Bachelor of Medical Laboratory Science (BMLSc) including Bachelor of Medical Laboratory Science with Honours (BMLSc(Hons)), Postgraduate Diploma in Medical Laboratory Science (PGDipMLSc), Master of Medical Laboratory Science (MMLSc) or PhD programmes for Medical Laboratory Science.
 - 9.14.3. Are at least in their second year of Medical School or above.

- 9.15. Such persons will become Members of OUMLSSA on payment of any Membership Fees required at the commencement of their second year.
- 9.16. If a Member ceases to meet requirements in clause 9.14.2. They will cease to be a member of OUMLSSA, except where a student defers their course of study for a year as approved by the Associate Dean of Student Affairs, Dunedin Medical School.
- 9.17. Any Member of OUMLSSA may resign from OUMLSSA by given written notice to the Secretary or any other Executive Member.
- 9.18. The Executive Committee may suspend or expel any member of OUMLSSA for conduct that brings OUMLSSA into disrepute. Suspension or expulsion must be on reasonable grounds.
- 9.19. Dismissal of a Member, as specified in clause 9.18., will be conducted in the following manner:
 - 9.19.1. At the discretion of Executive Committee Members the matter can be brought to a Special Meeting.
 - 9.19.2. At the Special Meeting, the Member under consideration may present their case to a panel who may ask questions. The student who brought the matter forward may also choose to present information to the panel.
 - 9.19.3. Any student who is unwilling to participate in this process is still able to have their case judged by the panel.
 - 9.19.4. The panel will consist of OUMLSSA Executive Members and others at the discretion of the current Executive Committee.
 - 9.19.5. Any member of the panel who has a conflict of interest due to relationships with other parties is expected to excuse themselves from proceedings.
 - 9.19.6. At the discretion of the Med Lab Society President, both parties may elect a member of the Med Lab Society Executive Team to represent their case. Any Executive Member who takes on this role is immediately excluded from the panel.
 - 9.19.7. After the presentation of the relevant information by both parties, the panel will vote on the following:
 - 9.19.7.1. Expulsion of the relevant Member from OUMLSSA;
 - 9.19.7.2. Banning of the Member from OUMLSSA events;
 - 9.19.7.3. Any other appropriate matter approved at the discretion of the President.
 - 9.19.8. For a member to be dismissed, a minimum of two thirds majority votes is required for dismissal to pass.
 - 9.19.9. The votes will be collected anonymously.

10. Subscription and Fees

- 10.1. The annual Membership fee will be set by special resolution at the AGM.
- 10.2. Any Member fails to pay Membership fees within one month of the due date shall be considered financial and shall have no Membership rights, shall not participate in Club activity, shall not have access or use of Club facilities or equipment, until the Membership fee is received.
- 10.3. If such arrears are not paid within two months of due date, the Committee may terminate the Members Membership (without needing to give prior notice to that member).

11. General Meeting

- 11.1. The Committee shall conduct GM's at least once monthly at such times, places and in such a manner as it may determine. Minimum of half of Committee Members are required for GM's.
- 11.2. The President will chair the meeting. If the President is absent then the Vice President will chair the meeting. If the Vice President is also absent the meeting shall elect another Committee member to chair the meeting.

12. Annual General Meeting

- 12.1. The AGM will be held once a year between 1 September and 31 October.
- 12.2. The business of an AGM shall be to:
 - 12.2.1. Confirm the minutes of the previous Club AGM;
 - 12.2.2. Adopt the annual report/s on Club business;
 - 12.2.3. Adopt the Treasurers report on the finances of OUMLSSA and the annual financial statements;
 - 12.2.4. Consider any motions put forward;
 - 12.2.5. Consider any general business;
 - 12.2.6. To elect the officers of OUMLSSA committee for the following year, outlining a handover process between current and new officers, which will include new signatories on bank account.

13. Special General Meeting

- 13.1. SGM's may be called at any time by the Committee by resolution.

- 13.2. The Committee must call a SGM if the Secretary receives a written request endorsed by 50% of Members. Any resolution or written request must state the business that the SGM is to action.
- 13.3. The Rules relating to the procedure to be followed at GM shall apply to a SGM, and a SGM shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

14. AGM and SGM Procedures

- 14.1. The Committee shall give all Members at least 14 Clear Days' Notice of any AGM or SGM and the business to be conducted at that meeting.
- 14.2. An AGM or SGM's business will not be invalidated because one or more Members do not receive the notice
- 14.3. All Members may attend, speak and vote at AGM's or SGMs. This must be done in person (physically or remotely) or by proxy through the Secretary only.
- 14.4. Members should disclose any conflicts of interest and where they are conflicts abstain from voting.
- 14.5. The quorum for AGM's and SGM's is a minimum of eight Members if Club Membership is less than 100 Members, or, 20% of Club Membership, where Membership is greater than 100 Members. If within half an hour after the time appointed for the meeting a quorum is not present the meeting will be dissolved.
- 14.6. AGM's and SGM's may be held in person or remotely in a format that allows for maximum participation.
- 14.7. All AGM's and SGM's will be chaired by the President. Where applicable if the President is absent the Vice President shall chair. In their absence the meeting shall elect another Committee Member to chair that meeting.
- 14.8. The person chairing an AGM and SGM will have a casting vote in the case of equal votes on a motion.
- 14.9. Any person chairing an AGM or SGM may:
 - 14.9.1. Facilitate the Meeting agenda and business;
 - 14.9.2. Direct that any person not entitled to be present at the Meeting, obstructing meeting business, behaving disorderly or threatening, or failing to abide by the directions of the chairperson be removed from the Meeting;

- 14.9.3. In the absence of a quorum or in the case of an emergency, adjourn the Meeting or declare it closed;
- 14.9.4. Any Member may request that a motion be voted on at an AGM or SGM by giving notice to the Secretary at least 7 Clear Days before that meeting. The Member may speak to that motion in the meeting to provide context before voting.

15. Meeting Minutes

- 15.1. All meeting minutes must be kept by the Secretary at all meetings. These are to be uploaded to the OUSA Clubs Portal.

16. The Executive Committee

The Executive Committee is vital to the success of OUMLSSA. Club Committee are expected to understand their roles and responsibilities to OUMLSSA and committee to fulfilling those.

- 16.1. From the end of each AGM until the end of the next OUMLSSA shall be governed by the Committee, which shall be accountable to the Members for the advancement of OUMLSSA's purposes and the implementation of resolutions approved by OUMLSSA.
- 16.2. At all times each Committee Member shall:
 - 16.2.1. Act in accordance with this constitution;
 - 16.2.2. Uphold their obligations to OUSA, as detailed in Club Related policy;
 - 16.2.3. Act in good faith and in what they believe to be the best interests of OUMLSSA;
 - 16.2.4. Prioritise Club Member safety and wellbeing;
 - 16.2.5. Disclose any conflicts of interest to OUMLSSA and Club Committee.
- 16.3. As an Un-incorporated Society, OUMLSSA is not a legal entity, therefore, the Executive Committee may be held personally liable for any damages incurred by OUMLSSA.
- 16.4. The Committee will consist of a minimum of three Committee Members who are Club Members themselves. The Executive Committee will not exceed 12 Committee Members.
- 16.5. The Committee must have a ratio of two-thirds Students.
- 16.6. Positions on the Committee will include President, Vice President, Secretary and Promotions Representative, and Treasurer, Safety and Welfare Representative and Second Year Representative.
- 16.7. OUMLSSA will provide the Committee with descriptions of their roles.
- 16.8. The election of the Committee Members shall be conducted as follows:

- 16.8.1. Committee Members shall be elected during the AGM. However, if a situation of no nominations arises between AGMs, the vacancy shall be filled through an SGM election.
- 16.8.2. Candidates must advise the Secretary of their nomination, in writing at least 7 days prior to the AGM (or SGM). If there are insufficient nominations received, further nominations may be received from the floor at the AGM (or SGM).
- 16.8.3. Votes shall be cast in such a manner as the person chairing the Meeting determines. However, voting should be anonymous, ethical and unprejudiced towards any candidate. In the event of any vote being tied, the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied).
- 16.8.4. Two Members (who are not nominees) or non-Members appointed by the President shall act as scrutineers for the counting of the votes and destruction of any voting materials (papers or online).
- 16.9. The term of office for all Committee Members shall be 1 year, starting from election at either an AGM or SGM to the next AGM. Note: it's expected that outgoing Committee Members will facilitate a hand over period with incoming Committee Members.
- 16.10. No committee Member shall serve more than two consecutive terms.
- 16.11. Where a complaint is made about the actions or inaction of a Committee Member (in relation to their role) refer to Clause 20..
- 16.12. A Committee Member shall be deemed to have ceased to be a Committee Member if that person ceases to be a Member or provides written resignation of their Committee Role to the Secretary.
- 16.13. After ceasing Committee Membership the outgoing Committee Member will have 14 clear days to deliver to the Secretary all paperwork and other property of OUMLSSA held by such former Committee Member. If it's the Secretary who is departing paperwork and property will go to the President.

17. The OUSA Affiliated Clubs Council and Sub-Committees

- 17.1. OUMLSSA Committee will appoint a Club Member to represent OUMLSSA at the bi-annual OUSA Affiliated Clubs Council.
- 17.2. The Committee may appoint Sub-Committees consisting of such persons and for such purposes as it thinks fit. Unless otherwise resolved by the Committee:
 - 17.2.1. The quorum for every sub-committee is half the Members of the sub-committee;

- 17.2.2. No sub-committee shall have power to co-opt additional Members;
 - 17.2.3. A sub-committee must not commit OUMLSSA to any financial expenditure;
 - 17.2.4. A sub-committee must not further delegate any of its powers.
- 17.3. Subsidiary Clubs are bound by the rules of OUMLSSA but they themselves are not considered an OUSA Club.

18. Records

- 18.1. All Club records will be collected, stored and used in accordance with the New Zealand Privacy Act.
- 18.2. The Secretary shall keep an up-to-date record of Club Members on OUMLSSAs Portal. Minimum requirements for the details of Club Members include full names, a contact number and email address.
- 18.3. All records will be stored in the OUSA Clubs Portal with only the Committee having access. Other than what's required by law no personal information will be released.
- 18.4. In accordance with the Privacy Act a Member may request Club information, in writing through the Secretary. The request must specify the information sought in sufficient detail to enable the information to be identified. OUMLSSA must within a reasonable time after receiving a request:
 - 18.4.1. Provide the information or;
 - 18.4.2. Refuse to provide the information on Privacy grounds, the burden to OUMLSSA in responding is substantially disproportionate to any benefit the Member may receive from access or the request is deemed frivolous.

19. Finances

- 19.1. OUMLSSAs financial year shall mirror the Inland Revenue's Department financial year of April 1 – March 31st.
- 19.2. The funds and property of OUMLSSA shall be controlled by the Committee, subject to these Rules and devoted solely to the purposes of OUMLSSA.
- 19.3. The Treasurer will be delegated administrative financial responsibilities including:
 - 19.3.1. Being a signatory of any Club bank accounts;
 - 19.3.2. Financial book keeping;
 - 19.3.3. Presenting Treasurers reports on the finances of OUMLSSA and the annual financial statements;

- 19.3.4. Up keeping OUMLSSAs asset register;
- 19.3.5. Filing OUMLSSAs annual tax return to Inland Revenue.

20. Complaint Resolution

From time to time it's expected that Members will hold a grievance or an issue will arise. All Members (including the Committee) are obliged to cooperate to resolve disputes efficiently, fairly and with minimum disruption to OUMLSSA's activities.

- 20.1. Should a grievance or an issue arise The Committee and or Members will follow the OUSA Resolution (and Complaints) Policy.
- 20.2. The OUSA Resolution (and Complaints) Policy provides guidance to resolve conflict and grievance internally, establishes thresholds where external intervention is advised or required, clarifies the process OUSA recommends and advises on various support services available.
- 20.3. Failing resolution through the OUSA Resolution (and Complaints) Policy OUMLSSA Committee reserves the right to reprimand Club Members by way of restrictions to Membership benefits, Membership Suspension or Termination. This shall be done by passing a special resolution at a GM and advising the member.
- 20.4. A reprimanded Club Member reserves the right to review through OUSA as described in the OUSA Resolution (and Complaints) Policy.

21. Dissolution

- 21.1. No Club funds or property will ever be transferred or awarded to Club Members.
- 21.2. The Secretary shall give written notice to all Members of a proposed dissolution or disaffiliation.
- 21.3. Club Members will have 14 Clear Days to refute the proposal which can be communicated by requesting an SGM.
- 21.4. OUMLSSA may dissolve or disaffiliate from OUSA at any time by notifying OUSA in writing and advising of reasoning. Notification will accompany reasoning and evidence dissolution or disaffiliation has been notified to Club Members (with the opportunity to respond).
- 21.5. Upon dissolution or disaffiliation all remaining funds and property will be transferred to the OUSA. These will be held in trust for a period of six months. If a similar Club has not affiliated to OUSA in this period the funds and property will be awarded to OUSA to use at their discretion.

21.6. OUSA will deem OUMLSSA disaffiliated if OUMLSSA Committee cannot be contacted for a period of six months or more (using all practical means).

22. Constitution Amendments and Deviation

22.1. OUMLSSA may amend these rules at an AGM or SGM by special resolution.

22.2. Amendments must be ratified by OUSA and OUMLSSA must make clear to OUSA the proposed changes.

22.3. Only OUSA may approve deviations from this Constitution.

23. Non-Profit Status

23.1.1. OUMLSSA is a non-profit organisation.

23.1.2. Any income, benefit or advantage must be used to advance the charitable purpose of the organisation.

23.1.3. No Member of OUMLSSA or any person associated with a Member shall participate in or materially influence any decision made by OUMLSSA in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage.

23.1.4. Any payments made to a member of the organisation, or person associated with a member must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

24. Social Media Conduct

24.1. Members are expected to use social media in a way that does not discriminate against anyone or reflect badly on OUMLSSA.

24.2. Executive Members will look after the Facebook and Instagram pages associated with OUMLSSA.

24.3. Executive Members will not abuse powers of social media to harm anyone or for the monetary promotion of OUMLSSA.

25. Common Seal

25.1. OUMLSSA will have a common seal which may be used by Executive Members in emails and in official documents as a signature.

- 25.2. The common seal will be attached to all contracts and documents containing significant financial obligations incurred by OUMLSSA.
- 25.3. The common seal must be different to the OUMLSSA logo:
 - 25.3.1. The logo is to be used for promotional purposes;
 - 25.3.2. The common seal is a signature to be used for official documents and

26. General Committee

- 26.1. 'General Committee Members' refers to the Non-Executive Team Members responsible for:
- 26.2. Supporting all Executive Team members and OUMLSSA.
- 26.3. Will be delegated roles from the Executive Team Members for setting up events, promotions for OUMLSSA.
- 26.4. Are not part of the executive team but are members of OUMLSSA who support the executive team. They are like a separate group who are reached out by the executive team for extra help, but don't make decisions for OUMLSSA.
- 26.5. There has to be a minimum of at least 2 general committee members. However, there is no limit to how many members can sign up to be a general committee member.

27. Bank Account

- 27.1. OUMLSSA has the power to open a bank account for the purpose of keeping OUMLSSA monetary assets safe.
- 27.2. The OUMLSSA bank account is non-profit.
- 27.3. If an eftpos card is issued through the OUMLSSA bank account, it must be kept in a safe place by the Treasurer.