



The Constitution of the Pacific Islands Health Professional Students' Association (PIHPSA)

Version 7

Last Amended:
Sunday, 22nd September 2024

The Constitution of the Pacific Islands Health Professional Students' Association

1. NAME OF CLUB

- 1.1. The name of the club shall be the Pacific Islands Health Professional Students' Association (PIHPSA).

2. DEFINITION AND INTERPRETATION

- 2.1. 'OUSA' refers to the Otago University Students' Association Inc.
- 2.2. 'The Club' refers to the Pacific Islands Health Professional Students' Association (PIHPSA).
- 2.3. 'Rules of OUSA' refers to the OUSA Constitution and Policy or resolutions as set by the SGM or the OUSA Executive.
- 2.4. 'Ordinary Resolution' refers to a motion requiring a majority positive vote to pass.
- 2.5. 'Special Resolution' refers to a motion requiring a two-thirds majority positive vote to pass.
- 2.6. The Club Committee shall, subject only to the OUSA Executive, be the sole authority for the interpretation of these rules. The decisions of the Club Committee shall be binding, subject only to the right of appeal to the OUSA Executive.
- 2.7. These rules are to be read in conjunction with the OUSA Affiliation policy.
- 2.8. The constitution is subject to the rules of OUSA and shall be void and of no effect to the extent of their conflict with the rules of OUSA.
- 2.9. 'PMA' refers to the Pasifika Medical Association.
- 2.10. 'UOPISA' refers to the University of Otago Pacific Island Students' Association.
- 2.11. 'OUMSA' refers to the Otago University Medical Students' Association.
- 2.12. 'TOKŌ' refers to Te Oranga ki Ōtākou
- 2.13. 'ROMSA' refers to Rainbow Otago Medical Students Association
- 2.14. 'NZDSA' refers to the New Zealand Dental Students' Association.
- 2.15. 'OPSA' refers to the Otago Polytechnic Students' Association.
- 2.16. 'PSA' refers to the Physiotherapy Students' Association.
- 2.17. 'NZAPS-O' refers to the New Zealand Association of Pharmacy Students Otago.

3. OBJECTIVES OF THE CLUB

- 3.1. The objectives of The Club shall not, in any significant way, contradict the objectives of OUSA and UOPISA
- 3.2. The objectives of The Club shall be:
 - 3.2.1. To provide mentoring and support for Pacific Island students studying health professional courses including Medicine, Pharmacy, Dentistry, Dental Technology, Oral Health, Physiotherapy, Medical Laboratory Science, and Radiation Therapy (University); and Nursing, Midwifery, and Occupational Therapy (Polytech);
 - 3.2.2. To enable Pacific students to form valuable networks with our future and existing health professionals;
 - 3.2.3. To expose students and the community to Pacific culture;

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- 3.2.4. To alert students to the special issues involved in Pacific health;
- 3.2.5. To provide guidance to Pacific Island students contemplating entering a health profession;
- 3.2.6. To provide advice to academic institutions on the Pacific health curriculum and Pacific student recruitment and retention;
- 3.2.7. To promote the health professions as career paths in Pacific communities.

4. COMMON SEAL/PIHPSA LOGO

- 4.1. The PIHPSA logo will be stored as an electronic document and affixed to The Club's email account. It is to be used for all official PIHPSA business.
- 4.2. The PIHPSA logo will be attached to any letterhead or official document and at the discretion of the Club Committee.
- 4.3. The PIHPSA logo shall be agreed upon by The Club as the official PIHPSA emblem.
- 4.4. The use of the PIHPSA logo for any purpose apart from official PIHPSA matters must be authorised by the Club Committee.

5. POWERS OF OUSA AND UOPISA WITH RESPECT TO THE CLUB

- 5.1. Affiliation to OUSA and UOPISA shall not limit or affect the rights and powers of OUSA and UOPISA or any of their committees in respect of any matter.
- 5.2. The OUSA and UOPISA Executive may, at any time, by Ordinary Resolution:
 - 5.2.1. Inspect The Club's financial records, asset register, and membership list;
 - 5.2.2. Appoint a committee to conduct an examination of the affairs of The Club and to report thereafter to the OUSA and UOPISA Executive;
 - 5.2.3. Convene a special general meeting of The Club for any purpose;
 - 5.2.4. Appoint a temporary Club Committee to replace the regular Club Committee for such time, and with such powers, as the OUSA or UOPISA Executive may determine;
 - 5.2.5. Disaffiliate The Club.

6. POWERS OF THE CLUB

- 6.1. The Club is not formed for the pecuniary gain of its members.
- 6.2. The Club may make payment as reasonable remuneration to any servant or officer of The Club or the payment of reasonable expense to any authorised representative or delegate of The Club.
- 6.3. Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services.

7. AFFILIATION

- 7.1. The Club shall be affiliated to OUSA.
 - 7.1.1. The Club and its members present and future shall be bound by the rules of OUSA, and every such Club and all such members shall be so bound

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in all respects. Where the OUSA constitution is not expressly mentioned in the constitution of The Club, the provisions of the OUSA constitution shall be read into the document.

- 7.1.2. The Club's affiliation to OUSA shall automatically lapse if The Club fails or ceases to comply with the OUSA Affiliation Policy of Section 18 of the OUSA Constitution and Rules.
- 7.1.3. The Club shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.
 - 7.1.3.1. Any affiliation to another body entered into without the OUSA Executive's consent shall be null and void.
- 7.2. The Club shall be affiliated to PMA.
- 7.3. The Club shall be affiliated to UOPISA.
 - 7.3.1. The executive shall appoint an existing executive officer to represent the club in the UOPISA Standing Committee.
 - 7.3.2. If the elected person is temporarily unable to fulfil this role, then the club President must attend the role in their place.
- 7.4. The Club shall have Memorandum of Understanding with OUMSA.
 - 7.4.1. The executive shall appoint a medicine representative to sit on the OUMSA executive as outlined in the Memorandum of Understanding between the two Associations.
 - 7.4.2. A PIHPSA member studying medicine shall be elected to sit on the OUMSA Medicine Executive as the Pacific Representative.
 - 7.4.2.1. Candidates for this role must be club members of Pacific Island heritage and are enrolled in ELM3 for the year they will be in office.
 - 7.4.3. A PIHPSA member studying medicine shall be elected to sit on the OUMSA Education Committee.
 - 7.4.3.1. Candidates for this role must be club members of Pacific Island heritage and are enrolled in ELM3 for the year they will be in office.
- 7.5. The Club shall have a Memorandum of Understanding with TOKŌ.
- 7.6. The Club shall have a Memorandum of Understanding with ROMSA.
- 7.7. The Club shall have a Memorandum of Understanding with NZDSA.
- 7.8. The Club shall have a Memorandum of Understanding with PSA.
- 7.9. The Club shall have a Memorandum of Understanding with NZAPS-O.

8. LIABILITIES INCURRED BY THE CLUB

- 8.1. The Club shall not enter into any loan agreement of a value greater than NZ\$1000 without approval by Ordinary Resolution of the OUSA Executive.
- 8.2. OUSA shall not be responsible for any liabilities or debts incurred by The Club.

9. MEMBERSHIP

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- 9.1. The Club shall, in normal circumstances, have no less than 90% of total membership of OUSA/OPSA members.
- 9.2. The Club shall in normal circumstances have no less than ten members.
- 9.3. Membership of The Club shall be open to all members of OUSA/OPSA.
- 9.4. Membership can be restricted to a subsection of OUSA/OPSA members provided that the restrictions do not contravene the Laws of New Zealand.
- 9.5. Pacific students shall become members of The Club when they enter or are intending to enter any health professional course as mentioned in 3.2 above.
- 9.6. The Club shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of The Club.
- 9.7. Any member of The Club who does not pay any required subscription within one calendar month of joining shall not be permitted to exercise the privileges of membership until the subscription is paid.
- 9.8. Membership shall be deemed to continue until a formal resignation is received by the Club Committee.
- 9.9. A club member may not be suspended or expelled unless the committee resolves to do so by Special Resolution.
 - 9.9.1. The suspended member will be relieved of any powers and responsibilities and is not permitted to attend club activities.
 - 9.9.2. A special general meeting must be called within three months to expel the member or the suspension lapses.
- 9.10. The following procedure must be used to expel a club member:
 - 9.10.1. Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received 24 hours prior to the meeting taking place;
 - 9.10.2. A special general meeting is called which the member to be expelled may attend in person; or submit in written form, grounds for their defence;
 - 9.10.3. The motion to expel a club member must be passed by Special Resolution;
 - 9.10.4. The member is informed in writing of the decision of the meeting and the length of their expulsion.
- 9.11. Where a member of The Club is expelled, that member shall have the right of appeal to the OUSA Executive.

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9.12.

10. ANNUAL GENERAL MEETING (AGM)

- 10.1. The Annual General Meeting (AGM) of The Club shall be held during the month of September at such time and place as the Club Committee shall decide.
- 10.2. The AGM shall be held for the following purposes:
 - 10.2.1. To receive, from the Club Committee, a report of the proceedings of the previous year and a statement of The Club accounts;
 - 10.2.2. To elect the officers of the Club Committee for the following year;
 - 10.2.3. To conduct any general business.
- 10.3. The UOPISA President, or in the event of their absence, a member of the UOPISA executive, shall be the chairperson of the meeting.
- 10.4. Every motion shall be moved by one Club member and seconded by another.
- 10.5. Every member present shall be entitled to one vote.
 - 10.5.1. In the case of an equality of votes when electing a new club committee, there must be a revote until a majority is reached.
 - 10.5.2. In the case of passing a motion for constitutional changes, a majority vote is needed for the motion to be passed. Therefore, an equality of votes means the motion cannot be passed.
- 10.6. The quorum shall be 20 percent of The Club's total members or 6 members, whichever is greater.
- 10.7. At least 14 days notice of the AGM shall be given to all members by posting a notice on the OUSA notice board and/or via the PIHPSA email:
- 10.8. pihpsaexec@gmail.com, and PIHPSA's social media platforms: Instagram [pihpsa_otago](#) and Facebook [PIHPSA Otago page](#).
- 10.8.1. The notice shall include an agenda of business to be conducted at the AGM.

11. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES

- 11.1. The Club Committee on their own behalf or on the signed request of a quorum of members may at any time call a special general meeting.
 - 11.1.1. If the Club Committee does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a special general meeting.
 - 11.1.2. Notice of a special general meeting shall be given in the manner described above for an AGM.
- 11.2. The conduct, voting procedures and quorum of a special general meeting shall be the same as those prescribed for the AGM.
- 11.3. At any special general meeting a motion of no confidence in the Club Committee, or any member thereof, may be passed by Special Resolution provided that 14 days notice of such intention has been given.

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- 11.3.1. On the passing of such a motion, the Committee member(s) shall be deemed to have resigned and the meeting shall then have the power to, and may proceed to, elect a new Committee member to each vacant position.
- 11.3.2. Following their election, the new member(s) shall hold office until the next AGM.

12. CLUB OFFICERS AND THEIR ELECTION

- 12.1. The management and control of The Club shall be deputed to the officers of the club who represent the Committee of The Club.
- 12.2. The Committee of The Club shall consist of a minimum of four (4) people, being:
 - 12.2.1. President;
 - 12.2.2. Vice President;
 - 12.2.3. Secretary;
 - 12.2.4. Treasurer.
- 12.3. There must also be representatives from each health professional course (as outlined in 3.2.1) where there are five or more students enrolled in the course, representatives from each clinical school (Christchurch and Wellington), and a general representative.
 - 12.3.1. There shall be at least one representative from each clinical school (Christchurch and Wellington).
- 12.4. All of the applicable committee roles shall be elected at the AGM.
- 12.5. Every candidate for office shall be nominated at the meeting by one member of The Club and seconded by another.
- 12.6. Every member present at the meeting shall be entitled to one vote.
- 12.7. In the event of two or more candidates receiving an equal number of votes, the chair of the meeting shall have a second or casting vote.
- 12.8. The Club Officers shall hold office from one year following their appointment or until an officer resigns.
 - 12.8.1. Such resignation shall be effective immediately upon receipt in writing by the committee.
 - 12.8.2. If a vacancy on the Club Committee occurs during the year, providing that a quorum remains, the Club Committee may appoint any member to fill such vacancy, unless it has occurred due to a no confidence vote.
 - 12.8.3. If a vacancy occurs due to a no confidence vote then section 11 of this constitution applies.
- 12.9. If an executive member misses 3 executive meetings with no valid explanation, they are required to have a meeting with the club President and Vice President to discuss further action.

13. RESPONSIBILITIES OF EXECUTIVE OFFICERS

- 13.1. President:
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- 13.1.1. The President is the primary elected representative of members of PIHPSA. The president will lead PIHPSA in fulfilling its core functions and objectives.
- 13.2. Vice President:
 - 13.2.1. In the President's absence the vice president shall exercise all the powers and duties of the president where necessary and appropriate.
 - 13.2.2. The Vice President is responsible for maintenance of the internal administrative functions including the maintenance of internal policy and oversight of the legislative requirements of PIHPSA.
- 13.3. Treasurer:
 - 13.3.1. The Treasurer is responsible for the coordination and oversight of PIHPSA's financial performance as well as administering and monitoring of its finances.
- 13.4. Secretary:
 - 13.4.1. The Secretary is responsible for coordination and oversight of the administrative tasks.
- 13.5. Medicine General Representative:
 - 13.5.1. The Medicine General Representative is responsible for representing the interests of medical students within PIHPSA and will act as the communication point between medical students and the PIHPSA Executive. The Medicine Representative is responsible for advocating for medical student concerns, coordinating participation in PIHPSA activities, and ensuring the needs of medical students are considered in all decision-making processes.
 - 13.5.2. The Medicine General Representative will serve on the OUMSA Executive as the Pacific Representative.
- 13.6. Medicine Education Representative:
 - 13.6.1. The Medicine Education Representative is responsible for supporting the academic needs of medical students within PIHPSA. This includes developing educational initiatives, facilitating access to academic resources, organising tutorials, and serving as a communication point between medical students and the Executive on academic matters. The Medicine Education Representative will ensure that education-related concerns are addressed, and academic events are organised as necessary. The Medicine Education Representative is also responsible for sitting in on OUMSA Educational meetings.
- 13.7. General Wellington Representative
 - 13.7.1. The General Wellington Representative is responsible for representing Wellington-based students in PIHPSA and will act as the communication point between the Wellington cohort and the Executive. This includes coordinating Wellington-specific PIHPSA activities, addressing local

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concerns, organising tutorials, and ensuring that Wellington students are engaged with PIHPSA initiatives.

13.8. General Christchurch Representative

13.8.1. The General Christchurch Representative is responsible for representing Christchurch-based students in PIHPSA and will act as the communication point between the Christchurch cohort and the Executive. This includes coordinating Christchurch-specific PIHPSA activities, addressing local concerns, organising tutorials, and ensuring that Christchurch students are engaged with PIHPSA initiatives.

13.9. Dentistry Representative

13.9.1. The Dentistry Representative is responsible for representing and supporting all PIHPSA members within the Faculty of Dentistry, including students studying Dentistry, Oral Health, and Dental Technology. The Representative will serve as a communication point between the dental cohort and the Executive, advocate for faculty-specific needs, organise tutorials, and assist in the planning of events relevant to the cohort.

13.10. Pharmacy Representative

13.10.1. The Pharmacy Representative is responsible for representing the interests of pharmacy students in PIHPSA and will act as the communication point between the pharmacy cohort and the Executive. The Pharmacy Representative is tasked with ensuring that pharmacy students are engaged in PIHPSA initiatives, advocating for any pharmacy-specific needs, organising tutorials, and assisting in the organisation of pharmacy-related events.

13.11. Physiotherapy Representative

13.11.1. The Physiotherapy Representative is responsible for representing the interests of physiotherapy students in PIHPSA and will act as the communication point between the physiotherapy cohort and the Executive. The Physiotherapy Representative is tasked with ensuring that physiotherapy students are engaged in PIHPSA initiatives, advocating for any physiotherapy-specific needs, organising tutorials, and assisting in the organisation of physiotherapy-related events.

13.12. Polytechnic Representative

13.12.1. The Polytechnic Representative is responsible for representing all PIHPSA members studying Nursing, Occupational Therapy, and Midwifery at Otago Polytechnic. The Polytechnic Representative will act as the communication point between these students and the Executive, advocate for their academic and professional needs, organise tutorials, and assist in the coordination of events and activities relevant to their fields of study.

13.13. Welfare Representative

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- 13.13.1. The Welfare Representative is responsible for overseeing the well-being of PIHPSA members and will act as the communication point for welfare-related matters between members and the Executive. This includes organising welfare initiatives, promoting health and well-being among members, and ensuring a safe, inclusive, and supportive environment for all students involved in PIHPSA.
- 13.14. Public Relations Representative
 - 13.14.1. The Public Relations Representative is responsible for managing PIHPSA's public relations, including acting as the liaison between the club and external or internal stakeholders.
 - 13.14.2. The Public Relations Representative will oversee PR campaigns, media relations, and promotional materials, and may serve as the club's spokesperson when required by the Executive.

14. THE CLUB COMMITTEE

- 14.1. The Club Committee shall have full power at its meetings to deal with all matters relating to the objectives of The Club.
 - 14.1.1. Any matters relating to the Interpretation of these rules.
 - 14.1.2. Except where power is vested in The Club at a general meeting.
- 14.2. All decisions shall be valid and binding on the members, only so far as they do not conflict with these rules, the rules of OUSA, or decisions of the OUSA Executive.
- 14.3. The Club Committee shall meet at such times as it deems fit.
- 14.4. The President, or in their absence any member appointed by the Club Committee, shall, in the case of an equality of votes, have a second or casting vote to all Club Committee meetings.
- 14.5. Meetings called by the Club Committee shall have a quorum of at least 6 Club Committee members.
- 14.6. The members of the executive team must be of Pacific Island heritage and be enrolled in one of the health professional courses (as in 3.2.1) or an allied health programme (as defined by the University of Otago). This is in order to represent The Club and its members, and to provide leadership opportunities and professional development for Pacific students.

15. FINANCE PROPERTY AND RECORDS OF THE CLUB

- 15.1. The funds of The Club shall be in the control of the Club Committee, which will depute the president and the treasurer to manage them.
- 15.2. The club must have at least three executive signatories with the bank.
 - 15.2.1. One of the signatories must be the club treasurer and the other the club president.
 - 15.2.2. The remaining signatory shall be elected by the Club Committee at the Committee's discretion.

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15.3. The treasurer shall also:

- 15.3.1. Keep a true record and account of all the receipts and payments of The Club including bank statements;
- 15.3.2. Prepare the statement of accounts and balance sheet for the financial year;
- 15.3.3. Keep The Club's asset register and monitor the loaning of club assets.

15.4. The Secretary shall:

- 15.4.1. Keep a true record and account of the proceedings and meetings of The Club and the Club Committee;
- 15.4.2. Keep a correct and up to date membership list;
- 15.4.3. Conduct and archive all correspondence relating to the club.

16. DISAFFILIATION OF THE CLUB FROM OUSA

16.1. The Club may disaffiliate from OUSA at any time by notifying the CDO in writing.

- 16.1.1. Such notification will provide reasons for why The Club is disaffiliating from OUSA.
- 16.1.2. Notification will be provided by supplying The Club's AGM Minutes to that effect.

17. DISSOLUTION OF THE CLUB

17.1. If the Club Committee members are unable to be contacted using all possible means for a period of six months The Club will be deemed to be dissolved.

17.2. Upon dissolution of The Club:

- 17.2.1. All funds remaining after debts have been cleared will be distributed to Pacific Trust Otago;
- 17.2.2. All assets will be distributed to Pacific Trust Otago.

18. AMENDMENT OF THIS CONSTITUTION

18.1. These rules can only be added to, repealed or amended by Special Resolution at an annual or special general meeting of The Club, provided that no resolution shall be deemed to have passed unless:

- 18.1.1. 14 days notice of the proposed amendment has been given.

18.2. Proposed amendments to the constitution of The Club must be approved at The Club's general meeting, then ratified by the OUSA Executive.

- 18.2.1. Any proposed amendments to the constitution must be highlighted.
- 18.2.2. Proposed amendments must be attached with The Club's general meeting minutes for OUSA Executive ratification.