



CONSTITUTION OF THE OTAGO REGION OF UN YOUTH NEW ZEALAND

(An unincorporated branch of the United Nations Association of New Zealand (United Nations Youth New Zealand Branch) Incorporated)

1. Application and Interpretation

1.1. The unincorporated branch is named the Otago Region of the United Nations Association of New Zealand (United Nations Youth New Zealand Branch) Incorporated (the region). The United Nations Association of New Zealand (United Nations Youth New Zealand Branch) Incorporated trades as United Nations Youth New Zealand (UN Youth). The region may trade as:

- 1.1.1. The Otago Region of UN Youth; or
- 1.1.2. UN Youth Otago; or
- 1.1.3. The Otago-Southland Region of UN Youth; or
- 1.1.4. UN Youth Otago-Southland.

1.2. The region is an unincorporated branch of UN Youth, with geographic boundaries. 1.3. UN Youth is an incorporated branch society of the United Nations Associated of New Zealand Incorporated (UNANZ).

1.4. The region must comply with the UNANZ and UN Youth Constitutions at all times. 1.5. The region may exercise any additional powers in accordance with this constitution, except where it contravenes the UNANZ, or UN Youth Constitutions.

2. Treaty of Waitangi

2.1. UN Youth Otago-Southland recognises Te Tiriti o Waitangi as a foundation document of Aotearoa New Zealand and is committed to respecting and upholding the principles recognised therein.

3. Interpretation

- 3.1. "AGM" means an annual general meeting of UN Youth Otago at which all Regional Members may attend, participate, speak and vote on motions;
- 3.2. "Constitution" means this document in its entirety, being the regional constitution of UN Youth Otago;
- 3.3. "Regional Council" means the collective group of Regional Officers, the Immediate Past President, and any Regional Officeholders appointed to sit on the council.
- 3.4. "Regional Member" means a person who has become a member of UN Youth Otago in accordance with clause 6;
- 3.5. "Regional Officer" means a Member elected through AGM or SGM, to a volunteer position within the Region, and whose position, responsibilities, duties and term of office is determined by this constitution;
- 3.6. "Regional Officeholder" means a Member appointed to a volunteer position within UN Youth by the Regional Officers, and whose position, responsibilities, term of office and the relevant appointment procedure is to be determined by the Regional Officers;
- 3.7. "SGM" means a special general meeting of UN Youth Otago at which all regional Members may attend, participate, speak and vote on motions;
- 3.8. "UN Youth" means the United Nations Association of New Zealand (United Nations Youth Association of New Zealand Branch) Incorporated, also referred to as UN Youth New Zealand;

3.9. "UN Youth Constitution" means the national constitution of UN Youth New Zealand; and 1

3.10. "UNANZ" means the United Nations Association of New Zealand Incorporated.

3.11. "OUSA" means the Otago University Students Association

4. Objects of UN Youth Otago

4.1. UN Youth Otago's objects are:

4.1.1. The education of young New Zealanders about the United Nations and other international affairs and issues, and other local affairs and issues; and

4.1.2. Any other charitable purposes within New Zealand (whether relating to the relief of poverty, the advancement of education, or any other charitable purpose).

4.2. Pecuniary gain and private profit are not objects of the region

5. Functions of UN Youth Otago

5.1. To advance UN Youth Otago's objects, the regions functions are to:

5.1.1. Facilitate discussion and debate on issues that are relevant to its objects;

5.1.2. Host Model United Nations events at regional and national levels, both in Dunedin Ōtepoti and elsewhere in the region;

5.1.3. Host other relevant conferences and events, both in Dunedin Ōtepoti and elsewhere in the region;

5.1.4. Promote the attendance of members at relevant regional, national and international conferences and events;

5.1.5. Provide inspiration and opportunities for youth to realise their full potential;

5.1.6. Cooperate with the other UN Youth New Zealand regions especially on outreach to rural areas;

5.1.7. Cooperate with other UN Youth associations and UN associations in other countries, especially those affiliated with the World Federation of UN Associations;

5.1.8. Work with educational institutions, government departments and non-governmental organisations;

5.1.9. Promote youth interests within UN Youth;

5.1.10. Prioritise equitable opportunity for youth with a focus on rural, tangata whenua, & disabled groups;

5.1.11. Do anything else necessary to achieve its objects.

5.2. In particular, the region's functions include:

5.2.1. Promoting UN Youth at schools, universities and other education institutions;

5.2.2. The region is to liaise with:

5.2.2.1. The UN Youth New Zealand National Executive

5.2.2.2. Affiliated societies at tertiary institutions;

5.2.2.3. Other non-governmental organisations;

5.2.2.4. Student unions at tertiary institutions;

5.2.2.5. High Schools;

5.2.2.6. Tertiary institutions;

5.2.2.7. Other education institutions; and

5.2.2.8. Other relevant organisations that may further UN Youth's charitable objects

6. Membership

6.1. Only a natural person may become a Member,

6.2. To be eligible for membership, a person must be either:

6.2.1. Enrolled full-time at a primary, secondary or tertiary educational institution in New Zealand; or

- 6.2.2. A New Zealand citizen or permanent resident or non-permanent resident who is aged 25 years or younger; or
- 6.2.3. Appointed as a Member expressly in writing by the unanimous agreement of the Regional Council.

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6.3. In order to become a Member, a person who meets one or more of the criteria outlined in sub-clause 10.2 must register for membership by accurately completing a membership registration form. All membership details shall be retained as confidential information by UN Youth and UN Youth Otago, and may be accessed and utilised by designated staff in accordance with the Protocols and the privacy policy.

6.3.1. This clause is subject to OUSA policy.

6.4. Every Regional Member, by virtue of their membership, is deemed to have agreed to be bound by this Constitution, the Protocols, policy and the UNANZ constitution.

6.5. Membership of UN Youth is for a term of one calendar year, beginning 1 January and ending 31 December. Before the Regional Member's membership ends, UN Youth may invite them via their provided email address to opt out of membership if they are still eligible for membership in accordance with sub-clause 6.2. If a Regional Member does not opt out of membership within a reasonable period of time, that Member's membership shall be deemed to be renewed for the concurrent calendar year.

6.6. The Protocols may provide circumstances where a Member may be expelled from membership.

7. Regional Council

7.1. The region is governed by the regional council in accordance with this constitution, UN Youth National Constitution, Protocols, policy, and Regional AGM or SGM

7.2. The regional council comprises:

- 7.2.1. Regional President;
- 7.2.2. Vice-President for Tertiary;
- 7.2.3. Vice-President for High Schools;
- 7.2.4. Regional Secretary;
- 7.2.5. Regional Treasurer;
- 7.2.6. Regional Immediate Past President;
- 7.2.7. Any other officer that may be elected or appointed from time to time at the regional AGM or regional SGM.

7.2.8 Communications Officer

7.2.9 Welfare and Equity Officer

7.3. The regional council may, through simple majority, appoint any officeholder at any time during their term.

7.4. The regional president or in their absence a vice-president, to be selected by the president, shall preside over meetings of the regional council.

7.5. The regional council must meet at least six times a year (excluding the AGM) 7.6. Quorum for the regional council is 51% of Regional Officers, which must include the regional president or a vice-president,

7.7. If clause 7.6 cannot be satisfied then an immediate SGM is to be called according to clause 10, with the purpose of rectifying this challenge.

7.8. All present, elected regional council members shall have speaking and voting rights at regional council meetings, except for the Immediate Past President and Regional Officeholders who shall only have speaking rights.

7.9. Any other member of the region, who may be invited to a council meeting, shall only have speaking rights but not voting rights.

7.10. Any member of the region may request that the minutes of any Regional Council meeting are made public.

7.10.1. The minutes document provided may be abridged by the Regional Council.

7.11 The Council shall consist of all roles listed in clause 7.2 and a maximum of two general members

8. Positions and Powers

8.1. The Regional Council's term will be from the 1 January to 31 December of the same year, except the position of the Immediate Past President whose term will end only when their proceeding Regional President is subsequently preceded.

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8.2. If a Regional Council officer resigns or passes away prior to the end of their term of office, and barring the position of an officer position created by clause 7.2.7;

8.2.1. If they resign or pass away prior to 1 August of their term of office, an SGM must be held in accordance to clause 10 to elect a new Regional Officer; or

8.2.2. If they resign or pass away on or after 1 August of their term of office, the Regional Council has the power to appoint any Member to the position that has been vacated, with the appointee holding office as if they have been elected at the previous AGM, who will take office immediately.

8.2.2.1. The appointment of a Member to the Regional Council in accordance with clause 8.2.2. must be announced to Regional Members either through the organisation's website and/or social media.

8.3. The duties and obligations of the Regional Council portfolios are as follows:

8.3.1. Regional President:

8.3.1.1. Provide leadership, strategy and vision to the region;

8.3.1.2. Oversee and support all regional operations;

8.3.1.3. Represent UN Youth Otago at events;

8.3.1.4. Promote the profile of UN Youth Otago in the community;

8.3.1.5. Work with other council members to develop a clear strategic plan for their term;

8.3.1.6. Run the Regional Council strategic planning session, to be held before the start of tertiary Semester One each year;

8.3.1.7. Train the regional council to use UN Youth national resources, with the assistance of other portfolios where applicable;

8.3.1.8. Update the council on UN Youth's national agenda and policies;

8.3.1.9. Ensure the smooth running of the UN Youth Otago region.

8.3.2. Vice-President for Tertiary:

8.3.2.1. In conjunction with the President, develop the goals and content of the UN Youth programme for tertiary students, including oversight of regional tertiary programmes, social functions, participation in national and international conferences, and any other opportunities

8.3.2.2. Liaise with OUSA and other affiliated clubs that share similar values and objects to UN Youth and UN Youth Otago;

8.3.2.3. Develop and maintain relationship with tertiary Residential Colleges;

8.3.2.4. Seek to promote UN Youth on all tertiary campuses in the Region. 8.3.3.

Vice-President for High Schools:

8.3.3.1. In conjunction with the President, develop the goals and content of the UN

- Youth programme for high school students and teachers, including oversight of regional events, social functions, participation at national and international conferences, and any other opportunities;
- 8.3.3.2. Ensure the implementation of the UN Youth programme for high school students and teachers;
- 8.3.3.3. Seek and maintain relationships with High Schools in the Otago and Southland Regions;
- 8.3.3.4. Promote UN Youth educational resources amongst Otago and Southland High School teachers;
- 8.3.3.5. Maintain and grow the High School Ambassadors programme;
- 8.3.3.6. Alongside the rest of the Regional Council, organise outreach events in furtherance of clauses 5.1.2 and 5.1.3.
- 8.3.4. Regional Secretary:

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- 8.3.4.1. Record council meeting minutes and distribute minutes with clear action points from the meeting, to each council member;
- 8.3.4.2. Liaise with the National Operations Officer and event organisers to ensure that an updated members database can be acquired at all times;
- 8.3.4.3. In conjunction with the Vice-President for Tertiary, manage relationship and compliance with OUSA.
- 8.3.5. Regional Treasurer:
 - 8.3.5.1. Perform all responsibilities of a UN Youth Otago treasurer;
 - 8.3.5.2. Draft and maintain, in conjunction with the Regional Council, a regional budget;
 - 8.3.5.3. Identify opportunities for new spending, scholarships, grants and more;
 - 8.3.5.4. Make sure all members are aware and skilled on all UN Youth financial practices;
 - 8.3.5.5. Aid event coordinators in creating event budgets and seeking event sponsorship/grants;
 - 8.3.5.6. Where an event does not have a committee, create an event budget and seek event sponsorship/grants;
 - 8.3.5.7. Assist Members with any reimbursement claims, debts, expenses and/or accounts receivables;
 - 8.3.5.8. Assist the Regional President in developing final accounts ledger balance to present at AGM.
- 8.3.6. Immediate Past President
 - 8.3.6.1. This is the last natural president, who is not the current Regional President;
 - 8.3.6.2. Provide support and guidance to the Regional President and Council, and be available to provide advice when sought;
 - 8.3.6.3. They are a non-voting member of the Regional Council, as per clause 7.7;
 - 8.3.6.4. They are only allowed to attend regional council meetings upon the invite of the Regional Council;
 - 8.3.6.5. They are to be invited to all regional conferences and other social events.

Annual General Meeting

- 9.1. The region must hold a regional AGM between 1 September and 31 October
- 9.2. The region must give no less than 28 days' notice of the time, date and location of the AGM to all current regional members, using their last known contact details. It is the responsibility of members to

keep their contact details up to date. Announcement of an AGM on the UN Youth Website and UN Youth Otago social media sites is deemed to be notice to all members.

9.3. All present regional members may speak and vote at a regional AGM

9.4. Voting on all motions is decided by simple majority, except as otherwise provided in this constitution or the UN Youth Constitution.

9.5. An AGM is chaired by the president, or in their absence, a vice-president to be selected by the president.

9.6. Each regional AGM must:

9.6.1. Receive the minutes of the previous AGM and of any SGM held since the last AGM;

9.6.2. Receive reports from the elected regional council members;

9.6.3. Elect the Regional Council (except the Immediate Past President);

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9.6.4. Conduct any other business that the Regional President or any other Regional Member may bring before the meeting, so long as it complies with this constitution or the UN Youth Constitution.

9.7. Upon announcement of an AGM the Regional Council will appoint a Returning Officer who will receive nominations; create, and collect proxy voting forms; and be present during the AGM to collect and count final votes at the end of each Election Round.

9.8. Returning Officers are not allowed to be a current candidate in the aforementioned AGM;

9.9. Selection of an Returning Officers will be appointed from the following list: 9.9.1. First preference is to appoint a current Regional Council member who is not rerunning;

9.9.2. If a candidate is not available from clause 9.10.2, then any other national officeholder who resides in the region is eligible for consideration;

9.9.3. If no candidate can be found from the list identified in clause 9.10.2 or 9.10.3 then the Regional Council has the right to appoint any other regional member who they hold trust or confidence in.

9.10. Quorum for an AGM is ten regional members which must include: 9.10.1. The Regional President, or in their absence a Regional Vice-President; and 9.10.2. One other regional council member, not already specified in 9.10.1

9.11. Regional Election Process

9.11.1. Nomination Process

9.11.1.1. All nominations are to be received after time specified in clause 9.2 and 10.2, and before a time specified as appropriate by the Regional Council.

9.11.1.2. Written submissions should contain

9.11.1.2.1. Candidate's name, email address, position of nomination and any other office or officeholder positions that the candidate currently holds;

9.11.1.2.2. The name of one individual member who supports that candidate's nomination;

9.11.1.2.3. A statement of intent, explaining why the candidate is suitable for the position and their vision for the position, with a word limit determined by the Returning Officer

9.11.1.3. Written statements shall be distributed to all Members when proxy forms are released. Distribution will be sufficient through email or announcement on the organisation's website.

9.11.2. Election at AGM

9.11.2.1. When it comes time to conduct an election, quorum is that set out in clause 9.12 (for AGM Election) or clause 10.8 (for SGM election);

9.11.2.2. Election shall be conducted in six rounds:

9.11.2.2.1. Round One: Election of Regional President;

9.11.2.2.2. Round Two: Election of Regional Vice-President for Tertiary

9.11.2.2.3. Round Three: Election of Regional Vice-President for High Schools

9.11.2.2.4. Round Four: Election of Regional Secretary

9.11.2.2.5. Round Five: Election of Regional Treasurer; and

9.11.2.2.6. Round Six: If council sees fit, then any other elected positions allocated for that regional council term.

9.11.2.3. Each candidate is invited to give a speech when their nominated round is conducted;

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9.11.2.3.1. Speaking time will be decided by the Returning Officer and will be equal for each candidate

9.11.2.3.2. The order of speaking is to be determined alphabetically by surname.

9.11.2.4. Candidates will then be open to questions from individual regional members;

9.11.2.4.1. The amount of time allocated for questions will be allocated by the Returning Officer and will be equal for each candidate.

9.11.2.5. Each candidate in each round will be given equal speaking and question time, which will be determined by the Returning Officer at the start of each Election Round.

9.11.2.6. Voting will commence at the end of each round, and that round will be closed before the next round opens and speeches can start.

10. Special General Meeting

10.1. The region must hold a regional SGM when:

10.1.1. At any time the regional council comprises of fewer than three regional officers;

10.1.2. In accordance with sub-clause 8.2.1;

10.1.3. Requested to do so by two or more regional officers;

10.1.4. At the regional council's discretion, requested to do so by three or more regional members;

10.1.5. At the regional council's discretion, requested to do so via motion or resolution of an UN Youth AGM or SGM for the purpose of calling a Regional SGM.

10.2. The region must give no less than 14 days' notice of the time, date, and location of the SGM to all current regional members, using their last known contact details.

Announcement of the SGM on the UN Youth website and UN Youth Otago social media sites is deemed to be notice to all members.

10.3. All present regional members may speak and vote at regional SGM.

10.4. Proxy votes on any election or motion may be given to the Chair of the regional SGM prior to the commencement of the meeting. Such votes should be indicated on a proxy vote form, which shall be made available to all members as soon as reasonably practicable prior to the SGM.

10.5. Voting on all motions is decided by simple majority, except as otherwise provided in this

constitution or the UN Youth constitution.

10.6. A SGM must be chaired by:

10.6.1. The Regional President

10.6.2. If and only if the president is absent, a regional vice-president, to be appointed by the president;

10.6.3. If any only if the positions of regional president and all vice-president roles are vacant, another member of the regional council;

10.6.4. If and only if all above are vacant, a member of the National Executive. 10.7. Upon announcement of SGM a clear and defined purpose must be developed and announced. The SGM may not consider any issue other than that it is called to consider. 10.8. Quorum for a regional SGM is five individual members which must include: 10.8.1. Regional President and in their absence a Regional Vice-President; and 10.8.2. One other regional council member, not already specified in 10.8.1.

10.9. If an intended purpose of the SGM is to conduct an election, then the process outlined in clause 9.11 must be used.

11. Finances

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11.1. The region's finances are a ledger on the UN Youth's bank account. The region may not operate a separate bank account

11.2. All regional accounts receivable and regional assets vest in UN Youth. All regional property is the property of UN Youth.

11.3. The region is to operate its finances in accordance with UN Youth's processes, set down by the National Executive, Board of Directors, Protocols, policy or otherwise in accordance with the UN Youth Constitution.

12. Constitution and Amendments

12.1. A copy of the constitution is to be available to all regional members; this can be satisfied through the placement of the constitution on the regional page of the UN Youth website. 12.2. A copy of the constitution is to be present at all regional AGM and SGM. 12.3. The constitution may only be amended by resolution of a regional AGM or SGM, in consultation with the regional council.

13. Establishment and Winding Up of the Region

13.1. The region is established by resolution of the UN Youth National Council. 13.2. The region may be wound up by resolution of the UN Youth Board of Directors or a UN Youth AGM or SGM

13.3. Upon winding up, the region's ledger balance is to be collapsed into the residual funds ledger of the national accounts, to be spent at the discretion of the UN Youth National Executive.

Any member of the wound up region may become members of another region subject to the Board of Directors' redrafting of the geographical boundaries.

14. Geographical Boundaries

14.1. The geographical boundaries of the region are defined by the map attached as Appendix One to this constitution, and may be altered by the UN Youth Board of Directors.

