



CONSTITUTION FOR THE UNIVERSITY OF
OTAGO
NIUE STUDENTS' ASSOCIATION



CONTENTS

Part 1: Introduction

1. Name of Club
2. Definition and Interpretation
3. Objectives

Part 2: Affiliations

1. OUSA
2. UOPISA

Part 3: Membership

1. Membership
2. Suspension and Expulsion
3. Support Person

Part 4: The Executive

1. Club Officers and their Election
2. Responsibilities of the Executive Officers

Part 5: Meetings

1. Special General Meeting
2. Annual General Meeting

Part 6: Finances

1. Property of ONSA
2. ONSA Finance
3. Records of the Club

Part 7: Disaffiliation, Dissolution and Amendments

1. Disaffiliation of the club from OUSA
2. Dissolution of the club
3. Amendments of this constitution

PART 1: INTRODUCTION

1. Name of the club

- 1.1. The name of the Club shall be the Otago Niuean Students' Association, otherwise known as ONSA.
- 1.2. OUSA shall refer to the Otago University Students' Association.

2. Definition and Interpretation

- 2.1. 'OUSA' refers to the Otago University Students' Association Inc.
- 2.2. 'The Club' refers to the Otago Niuean Students' Association.
- 2.3. 'UOPISA' refers to the University of Otago Pacific Island Students' Association.
- 2.4. "The rules of OUSA" refers to the OUSA Constitution and Policy or resolutions as set by the SGM, referenda, or the OUSA Executive."
- 2.5. Niuean descent shall mean individuals who have an understanding of and genealogical connection to the Niue culture.

2.6. Objectives

- 2.7. The objectives and aims of the Club shall not, in any significant way, contradict the objectives and rules set out by OUSA and UOPISA.
- 2.8. The objectives of ONSA shall be to:
 - 2.8.1. Promote the expression of Niue culture and language within Otago University, Otago Polytechnic, and the wider Otago Community.
 - 2.8.2. ONSA is to affiliate itself as a body with UOPISA and OUSA.
 - 2.8.3. To maintain relationships with OUSA and other student associations at both the University of Otago and Otago Polytechnic.
 - 2.8.4. Establish and maintain relationships with external stakeholders where appropriate.
 - 2.8.5. Promote the equitable opportunity, wide representation, friendly gathering, and participation of Niuean tertiary students and Non-Niuean tertiary students within the University of Otago and Otago Polytechnic.

PART 2: AFFILIATIONS

1. OUSA



- 1.1. ONSA shall be affiliated with OUSA and shall be bound by the rules and policies of OUSA.
 - 1.2. The Club and its members, present and future, shall be bound by the rules and policies of OUSA, and every such Club and all such members shall be bound 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.
 - 1.3. The Club's affiliation to OUSA shall automatically lapse if The Club fails or ceases to comply with the OUSA Affiliation Policy or Section 18 of the OUSA Constitution and Rules
2. UOPISA
 - 2.1. ONSA shall be affiliated with UOPISA.
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PART 3: MEMBERSHIP

1. Membership

- 1.1. Membership to the Association shall be extended to individuals, who are not enrolled in Tertiary Study, who are involved with the Associations Activities as approved by the ONSA Executive team.
- 1.2. Membership of the Club shall be open to all members of OUSA/OPSA.
- 1.3. Individuals shall become members of the Club upon submission of a membership registration.
- 1.4. Membership shall be deemed to continue until a formal resignation is received by the Club Committee or by the end of the calendar year.
- 1.5. ONSA shall keep a record of member associations which will be updated at least annually

2. Suspension and Expulsion

- 2.1. A club member may not be suspended or expelled unless the committee resolves to do so by special resolution.
 - 2.1.1. The suspended or expelled member will be relieved of any powers and responsibilities and is not permitted to attend club activities.
 - 2.1.2. A special general meeting must be called within three months to expel or suspend the member or the suspension lapses.
 - 2.1.3. The member reserves the right to grant a club an 'executive only present' special general meeting if the information relating to the proposed suspension/expulsion could be harmful to or pose risk to themselves or members.



- 2.2. The following procedure must be used to suspend or expel a club member:
- 2.2.1. Written notice of any meeting regarding the suspension or expulsion and the basic allegations and charges against the member must be received in person 30 days before the meeting takes place.
 - 2.2.2. A special general meeting must be called within three months to expel or suspend the member or the suspension lapses.
 - 2.2.3. The member reserves the right to grant a club an 'executive only present' special general meeting if the information relating to the proposed suspension/expulsion could be harmful to or pose risk to themselves or members.
- 2.3. Where a member of the Club is expelled, that member shall have the right to appeal to the OUSA/UOPISA Executive.
3. Support Person
- 3.1. A support person is there to provide and assist ONSA in maintaining the structure of the association where appropriate.
 - 3.2. The support person is not part of the executive.
 - 3.3. They are to help and provide assistance in cultural matters of ONSA if the executive deems necessary. These are providing support in:
 - a. Performances;
 - b. Niuean history;
 - c. Niuean language;
 - d. Traditional ceremonies.
 - 3.4. Eligibility
 - a. Those entitled to be a support person can:
 - i. Be an alumni, who was an executive member on ONSA in the previous years or;
 - i. Be a member of the Niuean community or;
 - i. Be an enrolled second year student or above at the University of Otago.
 - 3.5. Selection of support person
 - 3.5.1. The current elected executive team shall select a support person in which they think is capable to maintain ONSA
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PART 4: THE EXECUTIVE

1. Club Officers and their Election

- 1.1. The management and control of the Club shall be deputed to the officers of the club who represent the Committee of the Club.



- 1.2. The Executive of the club shall consist of a minimum of (3) and a maximum of (6) officers, being President, Vice President, Treasurer, Secretary, Cultural Representative, Public Relations Representative, all of whom shall be elected at the Annual General Meeting and or Special General Meeting.
- 1.3. Candidates nominated for office shall be nominated through a google form released before the AGM, therefore nominees must be present at the AGM to accept their nomination. Failure to do so forfeits their nomination. Open floor nominations are permitted at the AGM and must be seconded by another member.
- 1.4. Every member present at the meeting shall be entitled to one vote.
- 1.5. 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.
- 1.6. The Club Officers shall hold office for one year following their appointment or until an officer resigns.
 - 1.6.1. Such resignation shall be effective immediately upon receipt in writing by the committee.
 - 1.6.2. 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 a vacancy, unless it has occurred due to a no-confidence vote.
 - 1.6.3. If a vacancy occurs due to a no-confidence vote, then section 2 of part 5 of this constitution applies.
- 1.7. All candidates running must be in their second year or above at the University of Otago or the Otago Polytechnic the year they take office.
- 1.8. Any candidate running for the role of President or Cultural Representative must be of Niuean descent.
- 1.9. Any candidate running for the role of Vice President, Secretary, Public Relations Representative must be of Pacific Island descent.
 - 1.9.1 In the event that a candidate of non-Niuean descent is elected as Vice President, the Cultural Representative shall hold greater cultural authority in matters where the Cultural Officer deems it necessary.
2. Responsibilities of the Executive Officers
 - 2.1. President
 - 2.1.1. The President must not hold office for longer than two (2) years in total.



2.1.2. The President is the primary elected representative of the members of ONSA. The president will lead ONSA in fulfilling its core functions and achieving its goals outlined in section 3 of part one of this constitution.

2.2. Vice-President

2.2.1. In the President's absence, the Vice-President shall exercise all the powers and duties of the President where necessary and appropriate.

2.2.2. The Vice-President is responsible for the maintenance of the internal administrative functions including the maintenance of internal policy. Oversight of the legislative requirements of ONSA and monitoring its strategic goals.

2.3. Treasurer

2.3.1. The Treasurer is responsible for the coordination and oversight of ONSA's financial performance as well as administering and monitoring its finances.

2.4. Secretary

2.4.1. The Secretary is responsible for coordination and oversight of the administrative tasks.

2.4.2. The Executive may set policies expanding upon the responsibilities of Executive Officers in this Constitution provided that such policies are consistent with this Constitution.

2.5. Public Relations Representative

2.5.1. The Public Relations Representative is responsible for social media platforms for ONSA and liaising between ONSA and the public.

2.5.2. The Social Representative must aid in the responsibilities of the other Executive members when necessary. The Executive may set policies expanding the responsibilities of the Social Representative, provided the policies are consistent with this Constitution.

2.6. Cultural Representative

2.6.1. Organize all cultural activities within the Association.

2.6.2. Seek assistance required for the cultural practices of ONSA.

2.6.3. Work in conjunction with the President for the commencement of Cultural Events.



Part 5: Meetings

1. Annual General Meeting

- 1.1. The Annual General Meeting (AGM) of the club shall be held during the month of October at such time and place as the Executive Officer shall decide.
- 1.2. The AGM shall be held for the following purposes
 - 1.2.1. To receive, from the Executive Officers, a report of the proceedings of the previous year and a statement of the Club accounts.
 - 1.2.2. To elect the officers of the Club Committee for the following year.
 - 1.2.3. To conduct any general business.
- 1.3. The President, or in their absence any member appointed by the meeting, shall be chair of the meeting
- 1.4. The Every motion shall be moved by one Club member and seconded by another
- 1.5. Every member present shall be entitled to one vote
 - 1.5.1. In the case of an equality of votes, the Chair shall have a second or casting vote.
- 1.6. At least 14-day notice of the AGM shall be given to all members, by posting a notice on the OUSA notice board and/or ONSA Instagram or Facebook
 - 1.6.1. The notice shall include an agenda of business to be conducted at the AGM.

2. Special General Meeting

- 2.1. 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.
 - 2.1.1. 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.
 - 2.1.2. Notice of a Special General Meeting shall be given in the manner described above for an AGM.
- 2.2. The conduct, voting procedures and quorum of a Special General Meeting shall be the same as those prescribed for the AGM.
- 2.3. 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-day notice of such intention has been given.



2.3.1. On the passing of such motion, the Executive Officer 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 the vacant position (s).

2.3.2. Such new member(s) shall hold office until the next AGM.

3. General Meeting

3.1. Any Executive member may call a general meeting and must inform the other Executive members 24 hours prior.

3.2. Quorum shall be 3 members in order for a general meeting to proceed. Failure to meet quorum, the meeting shall lapse.

3.3. While in office, the time schedules of the executive members' align, meetings should occur once a week.

Part 6: Finance, Property and Records of the Club

1. Property of ONSA

1.1. The funds of the Club shall be in the control of the Club Committee, which will depute the Treasurer to manage them.

2. ONSA Finances

2.1. The Treasurer shall also:

2.1.1. Maintain accurate records and account of all the receipts and payments of the Club including bank statements.

2.1.2. Prepare the statement of accounts and balance sheet for the financial year.

2.1.3. Keep the Club's asset register up to date.

2.1.4. The ONSA bank account signatories shall consist of the President, Treasurer, and Secretary.

3. Records of the Club

3.1. The Secretary shall:

3.1.1. Maintain accurate records and account of the proceedings and meetings of the Club and Club committee.

3.1.2. Keep a correct and up to date membership list.

3.1.3. Manage and archive all correspondence relating to the club.

Part 7: Disaffiliation, Dissolution and Amendments



1. Disaffiliation of the Club From OUSA

1.1. A club may disaffiliate from OUSA at any time by notifying the CDO in writing.

1.1.1. Such notification will provide reasons for why the club is disaffiliating from OUSA.

1.1.2. Notification will be provided by supplying the Club's AGM Minutes to that effect.

2. Dissolution of the Club

2.1. If the club's 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.

2.2. Upon dissolution of the Club:

2.2.1. All funds remaining after debts have been cleared will be distributed to UOPISA.

2.2.2. All assets will be distributed to UOPISA.

3. Amendments of this Constitution

3.1. Proposed amendments to the constitution of the Club must be approved at the Club's Annual General Meeting or Special General Meeting.