



otago uni students' association

Constitution of Tavake

1. NAME OF CLUB

1.1 The name of the Club shall be 'Tavake'.

2. DEFINITION AND INTERPRETATION

2.1 'OUSA' refers to the Otago University Students' Association Inc.

2.2 'The Club' refers to 'Tavake'.

2.3 'UOPISA' refers to the University of Otago Pacific Island Student 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 Ordinary Resolution refers to a motion requiring a majority positive vote to pass.

2.6 Special Resolution refers to a motion requiring a two-thirds majority positive vote to pass.

2.7 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.

2.8 These rules are to be read in conjunction with the OUSA Affiliation policy.

2.9 This 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.

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 are to:

3.2.1 Promote and facilitate an interactive and supportive environment for tertiary students of Tokelau descent within the Otago region, to affirm their cultural identity.

3.2.2 Encourage resilient and thriving Tokelauan leaders, who achieve excellence in areas of academia, sport, culture, and community service.

3.2.3 Encourage and provide opportunities for members to be involved with the Otago Tokelau community to create a sense of engagement, familiarity and belonging.

3.2.4. In relation to other organisations and associations, to affiliate with OUSA, to promote a stronger student community.



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3.2.5 In relation to other organisations and associations, to affiliate with UOPISA, and liaise with all other Pacific Islands Student Associations, to promote a stronger Pacific student community.

4. POWERS OF OUSA WITH RESPECT TO THE CLUB

4.1 Affiliation to OUSA shall not limit or affect the rights and powers of OUSA or any of its committees in respect of any matter.

4.2 The OUSA Executive may, at any time, by ordinary resolution:

4.2.1 Inspect the Club's financial records, asset register, and membership list;

4.2.2 Appoint a committee to conduct an examination of the affairs of the Club and to report thereafter to the OUSA Executive;

4.2.3 Convene a Special General Meeting of the Club for any purpose;

4.2.4 Disaffiliate the Club.

5. POWERS OF THE CLUB

5.1 The Club is not formed for the pecuniary gain of its members.

5.1.1 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.

5.1.2 Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services.

6. AFFILIATION

6.1 The Club shall be affiliated to OUSA.

6.2 The Club shall be affiliated to UOPISA.

6.3 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 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.

6.4 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.



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6.5 The Club shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.

6.5.1 Any affiliation to any other body entered into without the OUSA Executive's consent shall be null and void.

7. LIABILITIES INCURRED BY THE CLUB

7.1 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.

7.2 OUSA shall not be responsible for any liabilities or debts incurred by the

Club. 8. MEMBERSHIP

8.1 The Club shall, in normal circumstances, have no less than 75% of total membership of OUSA/OPSA members.

8.2 The Club shall in normal circumstances have no less than ten members.

8.3 Membership of the Club shall be open to all members of OUSA/OPSA.

8.4 Membership can be restricted to a subsection of OUSA/OPSA members provided that the restrictions do not contravene the laws of New Zealand.

8.5 The Club shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of the Club.

8.6 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.

8.7 Membership shall be deemed to continue until a formal resignation is received by the Club Committee or by the end of the calendar year.

8.8 A club member may not be suspended or expelled unless the committee resolves to do so by special resolution.

8.8.1 The suspended member will be relieved of any powers and responsibilities and is not permitted to attend club activities.

8.8.2 A special general meeting must be called within three months to expel the member or the suspension lapses.



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8.9 The following procedure must be used to expel a club member:

8.9.1 Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received in person 30 days prior to the meeting taking place.

8.9.2 That a special general meeting is called which the member to be expelled may attend in person, or submit in written form, grounds for his or her defence.

8.9.3 The motion to expel a club member must be passed by special resolution.

8.9.4 That the member is informed in writing of the decision of the meeting and the length of his or her expulsion.

8.10 Where a member of the Club is expelled, that member shall have the right of appeal to the OUSA Executive.

9. ANNUAL GENERAL MEETING (AGM)

9.1 The AGM shall be held in Semester Two of the academic year, at the location and time decided by the Executive

9.2 The AGM shall be held for the following purposes:

9.2.1 To receive, from the Club Committee, a report of the proceedings of the previous year and a statement of the Club accounts;

9.2.2 To elect the officers of the Club Committee for the following year;

9.2.3 To conduct any general business.

9.3 The AGM is to be chaired by the President of Tavake and can be handed to an Executive of UOPISA, if there is a motion passed.

9.4 Every motion shall be moved by one Club member and seconded by another.

9.5 Every member present shall be entitled to one vote,

9.5.1 In the case of an equality of votes the Chair shall have a second or casting vote.

9.6 The quorum shall be 20 percent of the Club's total members or 6 members, whichever is greater.

9.7 At least 14 days notice of the AGM shall be given to all members via social media platforms and any other platforms executives seem fit.



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9.7.1 The notice shall include an agenda of business to be conducted at the AGM.

10. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES

10.1 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.

10.1.1 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.

10.1.2 Notice of a Special General Meeting shall be given in the manner described above for an AGM.

10.2 The conduct, voting procedures and quorum of a Special General Meeting shall be the same as those prescribed for the AGM.

10.3 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.

10.3.1 On the passing of such motion, the Committee member 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).

10.3.2 Such new Executive shall hold office until the next AGM.

11. CLUB OFFICERS AND THEIR ELECTION

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

11.2 The Committee of the Club shall consist of a maximum of six (6) people, being the President, Vice-President Secretary, Treasurer, Public Relations Officer and Cultural Representative, all of whom shall be elected at the Annual General Meeting and/or Special General Meeting.

11.3 Every candidate for office shall be nominated at the meeting by one member of the Club and seconded by another.

11.4 Every member present at the meeting shall be entitled to one vote.

11.5 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.

11.6 The Club Officers shall hold office for one year following their appointment or until an officer resigns.



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11.6.1 Such resignation shall be effective immediately upon receipt in writing by the committee.

11.6.2 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.

11.6.3 If a vacancy occurs due to a no confidence vote then section 10 of this constitution applies.

11.7 Executive Officers should support each other in their roles and duties where appropriate and necessary, without compromising the responsibilities of their own role.

11.7.1 President:

11.7.1.1 Provide leadership and ensure Tavake's objectives are achieved

11.7.1.2 Chair Executive Meetings formally, following the constitution and agenda.

11.7.1.3 Call special meetings to address urgent matters.

11.7.1.4 Delegate tasks to the Executive to ensure effective tomorrow

11.7.1.5 Oversee Tavake initiative to ensure they align with the association's objectives and members' interests

11.7.2 Secretary:

11.7.2.1 Keep a true record and account of the proceedings and meetings of the Club and the Club Committee;

11.7.2.2 Keep a correct and up-to-date membership list;

11.7.2.3 Conduct and archive all correspondence relating to the club.

11.7.3 Treasurer:

11.7.3.1 Keep a true record and account of all the receipts and payments of the Club, including bank statements

11.7.3.2 Prepare the statement of accounts and balance sheet for the financial year

11.7.3.3 Keep the Club's asset register up to date

11.7.4 Public Relations Officer:

11.7.4.1 The Public Relations Officer is responsible for organising the production and distribution of promotional materials and ensuring communication with media networks and the public. They will manage external and internal communications using email and social media platforms.

11.7.5 Cultural Representative:



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- 11.7.5.1 Organize all cultural activities within the Association.
- 11.7.5.2 Seek assistance required for the cultural practices of Tavake
- 11.7.5.3 Work in conjunction with the President for the commencement of Cultural Events.

11.7.6 Vice-President:

- 11.7.6.1 In the President's absence, the Vice President shall exercise all the powers and duties of the President where necessary and appropriate.
- 11.7.6.2 The Vice President is responsible for maintenance of the internal administrative functions including maintenance of internal policy, oversight of the legislative requirements of UOPISA and monitoring its strategic goals.

12. THE CLUB COMMITTEE

12.1 The Club Committee shall have full power at its meetings to deal with all matters relating to the objectives of the Club.

12.1.1 Any matters relating to the interpretation of these rules;

12.1.2 Except where power is vested in the Club at a general meeting.

12.2 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.

12.3 The Club Committee shall meet at such times as it deems fit.

12.4 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 at all Club Committee meetings.

12.5 The quorum for Club Committee meetings shall be at least six (6) Club Committee members.

12.6 One member of the Club Committee shall be elected to represent the Club on the OUSA Affiliated Clubs Council.

13. FINANCE, PROPERTY AND RECORDS OF THE CLUB

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

14. DISAFFILIATION OF THE CLUB FROM OUSA

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

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

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

First Ratified:
Amendment Date:
Version No.:

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15. DISSOLUTION OF THE CLUB

15.1 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.

15.2 Upon dissolution of the Club:

15.2.1 All funds remaining after debts have been cleared will be put into a trust for the next Tavake.

15.2.2 All assets will also be put into a trust for the next Tavake.

16. AMENDMENT OF THIS CONSTITUTION

16.1 Proposed amendments to the constitution of the Club must be approved at the Clubs General Meeting, then ratified by the OUSA Executive.

16.1.1 Any proposed amendments to the constitution must be highlighted;

16.1.2 Proposed amendments must be attached with the Clubs General Meeting minutes for OUSA Executive ratification.

16.1.3 Proposed amendments and Club General Meeting minutes must be sent to the Clubs Development Officer, who shall pass onto the OUSA Recreation Officer.

16.2 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:

16.2.1 14 days notice of the proposed amendment has been given;

16.2.2 Once ratified at a General meeting of the Club, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.