

Otago University Canoe Club

Incorporated Constitution (Rules)

First adopted: 22 April 2026

Last ratified: 22 April 2026

1. Name

The name of this club is **Otago University Canoe Club Incorporated** (in this Constitution referred to as the “Club” or “OUCC”).

2. Definitions

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

- 2.1. ‘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.
- 2.2. ‘Annual General Meeting’ refers to a meeting of the Members of the Club held once per year which, among other things, will receive and consider reports on the Club’s activities and finances.
- 2.3. ‘Associated Person’ refers to a person who has any connection or interest in the Club but is not a Member.
- 2.4. ‘Clear Days’ refers to complete days, excluding the first and last named days (for instance, excluding the date a Notice of meeting is posted or sent to Members and the date of the meeting).
- 2.5. ‘Club Activity’ refers to anything hosted or endorsed by the Club. This does not include promoting attendance at other groups’ events. The Club is not permitted to promote the consumption of alcohol.
- 2.6. ‘Club Member’ or ‘Membership’ refers to a person who has registered to be a Club Member through the OUSA Clubs Portal, has had their membership accepted, has paid required membership fees, and who has not ceased to be a Member of the Club.
- 2.7. ‘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, and the OUSA Resolution (and Complaints) Policy.

- 2.8. 'Committee' refers to the Club's governing body.
- 2.9. 'Committee Member' refers to a Member of the Committee, including the President, Vice President, Secretary, Treasurer, Safety Officer, Gear Officer, Sponsorships and Grants Officer, Social Officer, and General Executive Member. Committee Members must be Club Members.
- 2.10. 'Gear Officer' refers to the Committee Member responsible for looking after all the gear the Club owns. This includes maintenance, keeping up-to-date inventories and asset registers, and organising gear hire.
- 2.11. 'General Executive Member' refers to the Committee Members responsible for assisting the other Committee Members in their tasks, and picking up any miscellaneous tasks.
- 2.12. 'General Meeting' refers to the regular assembly of Committee Members.
- 2.13. 'Inaugural Meeting' refers to the first meeting of a new Club where the Constitution is ratified and Committee Members are elected.
- 2.14. 'Life Member' refers to a person who the Club has awarded lifetime membership because of the significant contributions they have made to the Club. Life Members are not required to pay a membership fee. Life Memberships are appointed at the Annual General Meeting, with voting consistent with the meeting procedures. Life Membership does not revoke membership obligations, and, following the dispute resolution process, may be terminated.
- 2.15. 'Meeting' refers to the assembly of Members for a particular purpose.
- 2.16. 'Motion' refers to putting forward an item to be decided on through voting. The decision of that motion becomes a "resolution".
- 2.17. 'Non-Student' refers to anyone who is not a Student as specified in this Constitution.
- 2.18. '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.
- 2.19. 'OPSA' refers to the Otago Polytechnic Students' Association for whom Otago Polytechnic students are Members.
- 2.20. 'Ordinary Resolution' refers to a motion that requires and has been passed by a majority vote to pass.
- 2.21. 'OUSA' refers to the Otago University Students' Association.

- 2.22. 'OUSA Affiliated Club or Society' will be referred to as "OUSA Club" in this Constitution. Both terms refer to any Club or Society affiliated that has met and continues to meet affiliation or re-affiliation requirements as specified in the OUSA Affiliated Clubs and Societies Affiliation Policy.
- 2.23. 'OUSA Rules' refers to the OUSA Constitution and all OUSA Policies.
- 2.24. 'President' refers to the Committee Member responsible for, among other things, overseeing the governance and operations of the Club and chairing General Meetings.
- 2.25. 'Register of Members' refers to the register of Members kept under these Rules within the OUSA Clubs Portal.
- 2.26. 'Rules' means the provisions set out in this Constitution.
- 2.27. 'Safety Officer' refers to the Committee Member responsible for ensuring that the Club's trips and events are run to a satisfactory safety standard.
- 2.28. 'Secretary' refers to the Committee Member responsible for, among other things, keeping the Register of Members and recording the minutes of meetings.
- 2.29. 'Social Officer' refers to the Committee Member responsible for managing the social media platforms of the Club and organising social events.
- 2.30. 'Special General Meeting' refers to a meeting of the Members, other than an Annual General Meeting, called for a specific purpose.
- 2.31. 'Special Resolution' refers to a motion that requires and has been passed by a two-thirds majority vote.
- 2.32. 'Sponsorships and Grants Officer' refers to the Committee Member responsible for searching for and acquiring sponsorships and grants to aid in the running of the Club and its events.
- 2.33. 'Student' refers to any person who is currently a student at the University of Otago or Otago Polytechnic.
- 2.34. 'Subsidiary Club' refers to a club that operates under and is affiliated with the Club.
- 2.35. 'Treasurer' refers to the Committee Member responsible for, among other things, overseeing the finances of the Club.
- 2.36. 'Vice President' refers to the Committee Member elected or appointed to deputise in the absence of the President.
- 2.37. 'Welfare Officer' refers to a Committee Member responsible for ensuring the OUSA Affiliated Clubs and Societies Sexual Misconduct Policy is upheld within the Club.

3. Affiliations

- 3.1. The Club will be affiliated with OUSA for the following tertiary year.
- 3.2. The Club and Club Members will uphold its obligations as specified in OUSA Club Related Policy.
- 3.3. Failure of the Club or Club Members to uphold these obligations may result in OUSA temporarily or permanently:
 - 3.3.1. Withdrawing a benefit or benefits of being affiliated with OUSA;
 - 3.3.2. Imposing a temporary or permanent termination of Club Membership;
 - 3.3.3. Requesting further involvement, supervision or monitoring of Club governance and operations;
 - 3.3.4. Imposing conditions on maintaining affiliation or on re-affiliation; or
 - 3.3.5. Issuing trespass notices to OUSA property.
- 3.4. The Club Constitution at all times is subject to OUSA Rules. Any deviations will be void.
- 3.5. OUSA reserves the sole right to interpret this Constitution and authorise any deviations.
- 3.6. The Club shall not become affiliated with or in any way connected with any other organisation without the consent of OUSA, and any such affiliation must be outlined in this Constitution.
- 3.7. Regardless of affiliation status, OUSA Clubs at all times remain their own separate legal entities.

4. Purpose

- 4.1. The primary purpose of the Club is to run whitewater kayaking trips, rolling sessions, day-trips, social events, and educational events, to teach and promote the sport of whitewater kayaking.
- 4.2. The Club must not operate for the purpose of, or with the effect of any Member of the Club deriving any personal financial gain from membership or activities of the Club.
- 4.3. The Club must govern and operate within the requirements of OUSA Rules, including Club Related Policy.
- 4.4. The Club must comply with New Zealand law, including Acts, bylaws, and any standards relevant to the Club.
- 4.5. In a legal sense, the Club will act as a not-for-profit Incorporated Society registered under the Incorporated Societies Act 2022.

5. Tikanga/Culture

- 5.1. The tikanga or culture of the Club is:
 - 5.1.1. To prioritise the health and safety of Club Members;
 - 5.1.2. To be welcoming and inclusive;
 - 5.1.3. To be caring, supporting and uplifting;
 - 5.1.4. To embrace challenges;
 - 5.1.5. To be environmentally conscious.

6. New Zealand Law

- 6.1. Nothing in this Constitution authorises the Club to do anything illegal. This extends to Acts, regulations, bylaws, or otherwise.
- 6.2. At no time does OUSA accept liability on behalf of OUSA Clubs.

7. Address

- 7.1. Mail of the Club will be addressed to the Club and sent to the OUSA Clubs and Societies Centre, 84 Albany Street, Dunedin North, Dunedin, 9016.

8. Power to Borrow Money

- 8.1. The Club is not authorised to borrow money in any capacity.
- 8.2. The Club is not authorised to employ staff.

9. Other Powers

- 9.1. The Club may charge membership fees to Club Members to cover operational costs of the Club. These fees should be fixed for the membership period.
- 9.2. The Club may charge additional fees for activities that are not covered in the membership in a user-pays manner.
- 9.3. Consistent with the Constitution, the Club may expend funds including the purchase of assets.
- 9.4. The Club may reimburse Club Members for reasonable expenses legitimately incurred on behalf of the Club while pursuing the Club's purposes.

10. Members

- 10.1. The Club must maintain a minimum number of 10 Club Members, and 90% or more of Club Members will be Students.
- 10.2. Gender, age, disability, race, culture, religious background and sexual orientation will not inhibit the ability for individuals to become a Club Member.
- 10.3. Subject to this Constitution, the Club may impose prerequisites or conditions on Club Membership that have been resolved by ordinary resolution at an AGM.
- 10.4. Consent to become a Member is given when an individual completes a membership registration form through the OUSA website.
- 10.5. Membership is granted when an individual:
 - 10.5.1. Completes the membership registration form through the OUSA website (agreeing to the Club Conduct Policy);
 - 10.5.2. Meets any Club Member prerequisites;
 - 10.5.3. Any membership fees have been paid;
 - 10.5.4. The 10% threshold for non-Student Members has not been exceeded.
- 10.6. The Club may decline an application for membership when:
 - 10.6.1. The requirements of 10.4 or 10.5 are not met; or
 - 10.6.2. Any other reasonable ground consistent with this Constitution or OUSA Rules.
- 10.7. Members are responsible for advising the Club of changes to contact details where they will be required to re-register via the OUSA website.
- 10.8. Membership does not result in any Member having ownership rights to Club funds, equipment or property.
- 10.9. All Members (including Committee Members) shall promote the interests and purpose of the Club and shall do nothing to bring the Club or OUSA into disrepute.
- 10.10. All Members (including Committee Members) are bound by the OUSA Club Conduct Policy.
- 10.11. A Member is only entitled to exercise the rights of membership if all membership fees and any other outstanding fees have been paid to the Club by the due date. This does not apply to Life Members.
- 10.12. The Committee may decide what access or use Members have to any facilities or equipment the Club owns, including any conditions of and fees for such access or use.
- 10.13. A Member ceases their membership by notice to the Secretary or on termination of a Member's membership following a dispute resolution process under these Rules.

- 10.14. A Member who resigns or whose membership is terminated under these Rules:
 - 10.14.1. Remains liable to pay any outstanding Club fees;
 - 10.14.2. Shall cease to hold themselves out as a Member of the Club;
 - 10.14.3. Shall return to the Club any equipment or property provided to the Member by the Club;
 - 10.14.4. Shall cease to be entitled to any of the rights of a Club Member.
- 10.15. Any former Member may apply for re-admission in the manner prescribed for new applicants and may be re-admitted only by resolution of the Committee.

11. Subscription and Fees

- 11.1. The annual membership fee will be set at the first General Meeting of the new Committee after the AGM.
- 11.2. Any Member of the Club who does not pay any required membership fee within one calendar month of joining shall not be permitted to exercise the privileges of membership until the subscription is paid.
- 11.3. If such arrears are not paid within two months of the due date, the Committee may terminate the Member's membership (without being required to give prior notice to that Member).

12. General Meeting

- 12.1. The Committee shall conduct General Meetings (GMs) at such times and places and in such a manner as it may determine.
- 12.2. The President will chair the meeting. In their absence, the meeting shall elect another Committee Member to chair that meeting.
- 12.3. The quorum for GMs is a majority of the Committee Members.

13. Annual General Meetings

- 13.1. The Annual General Meeting (AGM) will be held once a year between 1 September and 31 October.
- 13.2. The business of an AGM shall be to:
 - 13.2.1. confirm the minutes of the previous Annual General Meeting;
 - 13.2.2. adopt the annual report(s) on Club business;
 - 13.2.3. adopt the Treasurer's report on the finances of the Club and the annual financial statements;
 - 13.2.4. consider any motions put forward;
 - 13.2.5. consider any amendments to the Constitution;

- 13.2.6. consider any general business; and
- 13.2.7. elect the Members of the Committee for the following year, and ensure a proper handover between outgoing and incoming officers, including confirmation of the President, Vice President, and Treasurer as authorised bank signatories.

14. Special General Meetings

- 14.1. A Special General Meeting (SGM) may be called at any time by the Committee.
- 14.2. The Committee must call a SGM if the Secretary receives a written request endorsed by 50% of the Members. Any resolution or written request must state the business that the SGM is to action.
- 14.3. The Rules relating to the procedure to be followed at a GM shall apply to an SGM, and an SGM shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

15. AGM and SGM Procedures and No Confidence Votes

- 15.1. 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.
- 15.2. An AGM or SGM's business will not be invalidated because one or more Members do not receive the notice.
- 15.3. All Members may attend, speak and vote at AGMs or SGMs. This must be done in person (physically or remotely) or by proxy through the Secretary only.
- 15.4. Members must disclose any conflicts of interest and must not participate in discussion or voting on that matter.
- 15.5. The quorum for AGMs and SGMs is a minimum of 10 Members if Club Membership is less than 100 Members, or 15% 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.
- 15.6. AGMs and SGMs may be held in person or remotely in a format that allows for maximum participation.
- 15.7. All AGMs and SGMs will be chaired by the President. Where the President is absent, the Vice President shall chair. In their absence, the meeting shall elect another Committee Member to chair that meeting.
- 15.8. The person chairing an AGM and SGM will have a casting vote in the case of equal votes on a motion.
- 15.9. Any person chairing an AGM or SGM may:

- 15.9.1. Facilitate the meeting agenda and business;
- 15.9.2. 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;
- 15.9.3. In the absence of a quorum or in the case of an emergency, adjourn the Meeting or declare it closed;
- 15.10. 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.
- 15.11. At any SGM, a motion of no confidence in the Club Committee, or any Committee Member, may be passed by special resolution provided that 14 Clear Days notice of such intention has been given.
- 15.12. On the passing of such a motion, the affected Committee Member or Members shall be deemed to have resigned, and the meeting may then proceed to elect replacement Committee Members to the vacant positions.
- 15.13. Such replacement Committee Members shall hold office until the next AGM.

16. Meeting Minutes

- 16.1. All meeting minutes must be kept by the Secretary at all meetings. These are to be uploaded to the OUSA Clubs Portal.
- 16.2. Minutes may be taken by another Committee Member in the absence of the Secretary, but must be handed to the Secretary promptly.

17. Committee

The Club Committee is vital to the success of the Club. The Club Committee is expected to understand their roles and responsibilities to the Club and commit to fulfilling their responsibilities.

- 17.1. From the end of each AGM until the end of the next AGM, the Club shall be governed by the Committee, which shall be accountable to the Members for the advancement of the Club's purposes and the implementation of resolutions approved by the Club.
- 17.2. At all times each Committee Member shall:
 - 17.2.1. Act in accordance with this Constitution;
 - 17.2.2. Uphold their obligations to OUSA, as detailed in Club Related Policy;
 - 17.2.3. Act in good faith and in what they believe to be the best interests of the Club;

- 17.2.4. Prioritise Club Member safety and wellbeing;
- 17.2.5. Disclose any conflicts of interest to the Club and Club Committee.
- 17.3. Committee Members must exercise their powers and carry out their duties in good faith, in the best interests of the Club, and in accordance with the Incorporated Societies Act 2022.
- 17.4. The Club is an Incorporated Society and is a separate legal entity. Committee Members are not personally liable for the obligations of the Club except as provided by law.
- 17.5. Every Committee Member must consent in writing to being an officer of the Club and certify that they are not disqualified from holding office under the Incorporated Societies Act 2022.
- 17.6. The Committee will consist of a minimum of three Committee Members. Committee Members must also be Club Members. This will include, at a minimum, a President, Secretary, and Treasurer. The Club Committee will not exceed 10 Committee Members.
- 17.7. The Committee must have a ratio of two-thirds of Students.
- 17.8. Positions on the Committee will include President, Secretary, Treasurer, Vice President, Safety Officer, Social Officer, Gear Officer, Sponsorships and Grants Officer, and two General Executive Members.
- 17.9. The Secretary shall act as the Contact Person for the Club for the purposes of the Incorporated Societies Act 2022 and will be appointed through the election process in section 17.13.
- 17.10. The President of the Committee must have been on the Committee for at least one year before their election as President.
- 17.11. Within the first meeting of the new Committee, two Welfare Officers will be elected from the Committee Members. This role is additional to their already elected Committee role.
 - 17.11.1. Every candidate for the Welfare Officer role must be nominated at the meeting by one Member of the Committee and seconded by another.
 - 17.11.2. Every Committee Member shall be entitled to one vote.
 - 17.11.3. 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.
 - 17.11.4. The Welfare Officers shall hold office for one year following their appointment or until an officer resigns.

- 17.11.5. Welfare Officers must, upon election, complete appropriate welfare or support training as soon as reasonably practicable. Such training is also recommended for other Committee Members.
- 17.12. The Club will provide the Committee with descriptions of their roles.
- 17.13. The election of the Committee Members shall be conducted as follows:
- 17.13.1. Committee Members shall be elected during the AGM unless a vacancy arises between AGMs.
- 17.13.2. If a vacancy arises between AGMs, providing a Committee quorum remains, the Club Committee may appoint any Member of the Club to fill the vacancy unless the vacancy has occurred due to a no confidence vote (see section 15 of this Constitution).
- 17.13.3. Every candidate for office shall be nominated at the meeting by one Member of the Club, and seconded by another.
- 17.13.4. Every Member present at the meeting shall be entitled to one vote.
- 17.13.5. 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 Members (excluding those in respect of whom the votes are tied).
- 17.13.6. 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 papers.
- 17.14. 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. It is expected that outgoing Committee Members will facilitate a handover period with incoming Committee Members.
- 17.15. Where a complaint is made about the actions or inaction of a Committee Member in relation to their role, the OUSA Resolution (and Complaints) Policy will be followed.
- 17.16. Any complaint concerning a Committee Member that is not resolved through informal or welfare processes will be dealt with in accordance with section 21 of this Constitution.
- 17.17. A Committee Member shall be deemed to have ceased to be a Committee Member if that person:
- 17.17.1. Ceases to be a Member.
- 17.17.2. Provides written resignation of their Committee Role to the Secretary, or

17.17.3. Is removed from the Committee in accordance with section 21 of this Constitution.

17.18. After ceasing Committee Membership, the outgoing Committee Member will have 14 Clear Days to deliver to the Secretary all paperwork and other property of the Club held by such former Committee Member. If it is the Secretary who is departing, paperwork and property will go to the President.

18. The OUSA Affiliated Clubs Council and Sub-Committees

18.1. The Club Committee will appoint a Club Member to represent the Club at the bi-annual OUSA Affiliated Clubs Council.

18.2. The Committee may appoint Sub-Committees consisting of such persons and for such purposes as it thinks fit. Unless otherwise resolved by the Committee:

18.2.1. The quorum for every sub-Committee is half the Members of the sub-Committee.

18.2.2. No sub-Committee shall have the power to co-opt additional Members.

18.2.3. A sub-Committee must not commit the Club to any financial expenditure.

18.2.4. A sub-Committee must not further delegate any of its powers.

18.3. Subsidiary Clubs are bound by the Rules of the Club, but they themselves are not considered an OUSA Club.

19. Records

19.1. All Club records will be collected, stored and used in accordance with the Privacy Act 2020.

19.2. The Secretary shall keep an up-to-date record of Club Members on the OUSA Clubs Portal. Minimum requirements for the details of Club Members include:

19.2.1. Full names;

19.2.2. Contact number;

19.2.3. Email address.

19.3. All records will be stored on the OUSA Clubs Portal, with only the Committee having access. Other than what is required by law, no personal information will be released.

19.4. In accordance with the Privacy Act 2020, a Member may request information from the Club in writing through the Secretary. The request must specify the information sought in sufficient detail to enable the information to be identified.

19.5. The Club must, within a reasonable time after receiving a request:

19.5.1. Provide the information; or

- 19.5.2. Refuse to provide the information on Privacy grounds where the burden to the Club in responding is substantially disproportionate to any benefit the Member may receive, or where the request is frivolous.

20. Finances

- 20.1. The Club's financial year shall be from 1 July to 30 June.
- 20.2. The funds and property of the Club shall be controlled by the Committee, subject to these Rules and devoted solely to the purposes of the Club.
- 20.3. The Treasurer will be delegated administrative financial responsibilities including:
- 20.3.1. Being a signatory of any Club bank accounts;
- 20.3.2. Financial bookkeeping;
- 20.3.3. Maintaining accurate financial records throughout the financial year and following the balance date, and preparing draft financial statements for presentation to the Committee and Annual General Meeting, noting that the Treasurer's responsibilities continue until the conclusion of the Annual General Meeting;
- 20.3.4. Maintaining the Club's asset register;
- 20.3.5. Filing the Club's annual tax return to Inland Revenue.
- 20.4. The authorised signatories for the Club bank accounts shall be the President, Vice President, and Treasurer.
- 20.5. The Committee must review, approve, and present the annual financial statements for the Club for each financial year at the Annual General Meeting.

21. Complaint Resolution

From time to time, it is 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 minimal disruption to the Club's activities.

- 21.1. Where appropriate, the Committee will seek to resolve concerns through an informal, welfare-led process (including precautionary safety decisions). Where this is not appropriate, or does not resolve the matter, the concern may escalate to a formal process as described in this section.
- 21.2. The Club will follow a fair and reasonable dispute resolution process consistent with the Incorporated Societies Act 2022.
- 21.3. Any Member wishing to lodge a grievance or make a complaint may do so in writing or verbally to the Welfare Officers or a designated Committee Member, who must be reasonably available to Members. Where a complaint relates to a

Welfare Officer, it must be handled by a designated Committee Member who is not the subject of the complaint.

21.3.1. The Club must provide a welfare form advertised to Members to confidentially make reports to the Welfare Officers.

21.3.2. The responses to this form must only be accessible by the Welfare Officers or a designated Committee Member. Where a complaint relates to a Welfare Officer, access must instead be limited to a designated Committee Member.

21.3.3. All grievances and responses must be kept confidential, subject to the complainant's permission or an imminent and serious risk to the health and safety of any person.

21.4. The Welfare Officers or a designated Committee Member must handle any grievance using a person-centred approach that prioritises the wishes, wellbeing, and confidentiality of the complainant, and must take all complaints seriously.

21.4.1. The Welfare Officers or a designated Committee Member must refer the complainant to appropriate pastoral support and relevant external services where appropriate.

21.4.2. Where a matter is serious or may require escalation, the Welfare Officers or a designated Committee Member may seek guidance from appropriate University support services. Any information shared will remain anonymous unless the consent of the person involved is obtained.

21.4.3. Welfare Officers will not compel a complainant to take any steps, contact any authorities, or take any action the complainant does not wish to take.

21.4.4. The Welfare Officers will prioritise the complainant's wishes, unless there is an imminent and serious risk to the complainant or others.

21.4.5. A formal process includes any decision that may affect a Member's rights or membership, including restriction of participation, suspension, or termination of membership.

21.4.6. Where a complaint progresses to a formal process that may result in disciplinary action affecting a Member's rights or membership, the principles of natural justice, including the right to be heard and to respond, will apply.

21.4.7. The Committee may take precautionary or safety-based actions, including restricting participation in Club activities, without initiating a

formal process where necessary to protect Member safety. Such actions are not disciplinary findings and do not in themselves constitute a formal process.

- 21.5. Should a grievance or issue progress beyond the welfare stage, the Club will follow the OUSA Resolution (and Complaints) Policy.
- 21.6. If a matter is not resolved through the OUSA Resolution (and Complaints) Policy, the Club may make a formal disciplinary decision, including restriction of membership benefits, suspension, or termination of membership. Such a decision must be made by at least two unconflicted Committee Members, who may include the Welfare Officers and/or the President, and should include at least one Welfare Officer where reasonably practicable. Those making the decision must not be the subject of the complaint and must not have a conflict of interest. The Member must be notified of the decision.
 - 21.6.1. A Member subject to a formal disciplinary decision may request a review of that decision.
 - 21.6.2. Any such review must be conducted in a manner that protects the privacy and wishes of the complainant, including through the use of anonymised information where appropriate.
 - 21.6.3. A review will not require the complainant to participate or provide further information unless they choose to do so.
 - 21.6.4. The review must be carried out by at least two unconflicted Committee Members who were not involved in the original decision, determined by the Welfare Officers, or where they are conflicted, a designated unconflicted Committee Member having regard to the sensitivity of the matter.
- 21.7. Any Committee Member who is the subject of a complaint, or who has a conflict of interest in the matter, must not participate in any discussion or decision-making relating to that complaint.
- 21.8. Where a grievance is lodged against a Committee Member (not in relation to their role), and is not resolved through the OUSA Resolution (and Complaints) Policy, the process in this section shall apply.
- 21.9. A Member subject to any disciplinary decision retains the right to review through OUSA as described in the OUSA Resolution (and Complaints) Policy.

22. Dissolution

- 22.1. No Club funds or property will ever be transferred or awarded to Club Members.

- 22.2. The Secretary shall give written notice to all Members of a proposed dissolution or disaffiliation.
- 22.3. Club Members will have 14 Clear Days to oppose the proposal by requesting an SGM.
- 22.4. The Club may dissolve or disaffiliate from OUSA at any time by notifying OUSA in writing and providing reasons.
- 22.5. Upon dissolution or disaffiliation, all remaining funds and property will be transferred to OUSA and held in trust for a period of six months. If a similar Club has not affiliated with OUSA within that period, the funds and property will be retained by OUSA for use at its discretion.
- 22.6. OUSA will deem the Club disaffiliated if the Club Committee cannot be contacted for a period of six months or more.

23. Constitution Amendments and Deviation

- 23.1. The Club may amend this Constitution at an AGM or SGM by special resolution.
- 23.2. Amendments must be ratified by OUSA and the Club must make clear to OUSA the proposed changes.
- 23.3. Only OUSA may approve deviations from this Constitution.