

# ***The University of Otago Blues & Golds Awards Panel Terms of Reference***

Category: Terms of Reference

Version 2

First ratified: August 2018

Last ratified: February 2022

Review date: February 2023

---

## **1. Purpose**

- 1.1. To appoint a Panel that will make recommendations to the OUSA Executive for awards to be presented at the annual University of Otago Blues & Golds Awards.

## **2. Interpretation**

- 2.1. Unless the context otherwise states:
  - 2.1.1. OUSA is the Otago University Students' Association.
  - 2.1.2. OUSA Executive are the elected or appointed officers responsible for governing the OUSA.
  - 2.1.3. CDO is the OUSA Clubs Development Officer.
  - 2.1.4. Centre Manager is the Clubs and Societies Centre Manager
  - 2.1.5. OUSA President is the elected president for the OUSA Executive
  - 2.1.6. Clubs and Societies Representative is the elected member onto the OUSA Executive
  - 2.1.7. Club means any organisation, society or association affiliated to OUSA under the constitution.
  - 2.1.8. Criteria relates to The University of Otago Blues & Golds Criteria Document outlined in the Terms of Reference Appendix 1.

## **3. Membership**

- 3.1. The membership of the Panel shall consist of:
  - 3.1.1. Clubs Development Officer (Chair);
  - 3.1.2. Clubs and Societies 2IC (who shall act as the Secretary);
  - 3.1.3. Clubs and Societies Representative;
  - 3.1.4. OUSA President;
  - 3.1.5. Two external individuals with relevant expertise in the areas of arts and culture;
  - 3.1.6. Two external individuals with relevant expertise in the area of sports;
  - 3.1.7. A representative from the Māori and or Pasifika community;
  - 3.1.8. One individual from an OUSA affiliated sports club; and;
  - 3.1.9. One individual from an OUSA affiliated society.
- 3.2. Members of the Blues & Golds panel shall be ratified by the OUSA Executive.

## **4. Meetings**

- 4.1. The Panel shall meet at least once per year.
- 4.2. At least two weeks' notice of a Panel meeting must be given to all Panel members.
- 4.3. The quorum for any meeting shall be at least half of its members and the Clubs and Societies Representative or the President must be present.
- 4.4. If the CDO is absent, the Centre Manager shall be the Chairperson.
- 4.5. The Secretary shall circulate the minutes from the previous meeting, an agenda, and a copy of all nominations received to all Panel members.

## **5. Voting**

- 5.1. Each member of the Panel shall have one vote, excluding the Secretary.
- 5.2. The Clubs and Societies Representative shall have a casting vote in the event of a tied vote.
- 5.3. A simple majority shall carry any motion.

## **6. Discretionary**

- 6.1. The Executive reserve the right to diverge from criteria in set circumstances or impose conditions relevant to an award.
- 6.2. The CDO shall, at their discretion, inform the unsuccessful applicants as to why the application was unsuccessful.
- 6.3. In the event The University of Otago Blues & Golds Awards needs to be postponed this will be decided at the discretion of the Executive.

## **Appendix 1.**

The University of Otago Blues & Golds Awards Criteria attached