

Constitution of the

**Otago University International Socialist Club**

**1. Constitution**

- a. This document establishes the club known as the “Otago University International Socialist Club (OUIISC)” hereafter referred to as “the Club”.
- b. The basic authority over the Club rests with its entire membership, which is exercised in:
  - i. An Annual General Meeting (AGM), held no later than twelve months since the last AGM, in which it shall conduct all its elections, deal with proposed amendments to the constitution, and enact resolutions expressing the general will of the membership and its policies to which all members are bound; and
  - ii. Meets in a Special General Meeting (SGM), held at the request of the Club Committee, or a statement signed by 25% of the membership, to consider proposals for constitutional amendments, policies or to deal with a recall process.
- c. AGMs and SGMs shall begin first by electing a chair to run that meeting, and a secretary to keep a record of the meeting’s decisions.
- d. The day to day running of the Club is the responsibility of the Club Committee.
- e. The Club is based on the campuses of the University of Otago and what is known as the Otago Polytechnic.
- f. The Club is intended to be affiliated with the Otago University Students Association (OUSA) and for such purposes, exists and constitutes itself in accordance with the constitution of the OUSA and its policies.
  - i. Should the OUSA provide notice of non-compliance, the Club Committee must hold an SGM to deal with the matter.
  - ii. In a scenario where the Club is disaffiliated from OUSA, it shall continue to exist in accordance with this document, with the exception of any clauses relating to affiliation, until affiliation is restored.
- g. A Secretary is appointed by the Club Committee, and must also be a member of the Club Committee, and is responsible for reporting on compliance matters,

distributing and archiving correspondence, maintaining the membership list and keeping records of meetings.

- h. Dissolution of the Club is decided by the membership at an AGM, SGM or by an authorised online vote.

## **2. Membership**

- a. A member is someone who:
  - i. Has added their name, student ID (if applicable), and a piece of contact information, to a contact list sheet during a public stall or meeting of the Club; and
  - ii. Has been recognised by the Club Committee at one of its meetings as having signed up through a contact list sheet.
  - iii. May be a tertiary student and member of the OUSA or the Otago Polytechnic Students Association.
- b. A Club membership is considered to be ended when one of the following conditions are met:
  - i. It has been more than a calendar year since the member has attended a meeting of the Club without submitting apologies; or
  - ii. A member submits a written resignation to the Club Committee; or
  - iii. A disciplinary process ends in expulsion for the Club member; or
  - iv. The Club is dissolved.
- c. All members have equal status, freedom to criticise, and are expected to share in the common work of the Club to the best of their ability and availability.

## **3. Club Committee, Elections**

- a. The Club Committee shall be made up of no less than three members, elected once a year at the Club's Annual General Meeting.
- b. The Club Committee shall make decisions as required by, or in accordance with the principles of this constitution, or otherwise in the immediate interest of the Club.
- c. The Club Committee may be recalled by a majority vote of the Club, which shall trigger a SGM to deal with the matter of replacing the Club Committee until the next AGM.

- d. Directly before the election of a Club Committee, the members shall decide how many shall sit on the Committee for that year. Once this has been decided, nominations shall be made. Once each nomination has been seconded and confirmed, a vote shall be taken, where each member shall cast a number of votes equal to the number of committee members to be elected. The nominee with the highest tally is elected, then the next highest tallying nominee is elected, and so on until the vacancies are filled.
- e. The Club Committee Chair shall be decided at each meeting, with a tendency toward rotating the role among the Committee members.
- f. The Club Committee makes decisions through proposals. Any member of the Club can make a proposal, but only the Club Committee can vote on them.
- g. Club Committee meetings shall be open to all members, and the Chair of a Committee meeting shall make sure there is enough time for members to have speaking rights.

#### **4. Disputes and discipline**

- a. A member may raise a complaint or grievance that clearly describes the issue, problem or fault that needs to be addressed. This may relate to political behaviour, or personal conduct.
- b. A complaint or grievance can be made by a non-member if it relates to the behaviour of a member.
- c. The Club Committee must address the complaint without delay, at the soonest possible convenience. If it is not already plainly stated in the complaint, the Committee should first ascertain whether the complaint is to be heard in confidence, or if it is intended to be known by the whole club. If it is to be heard in confidence, then the Committee is bound to the privacy of the complainant.
- d. The alleged or accused member(s) of the complaint shall be notified of the complaint. If the complainant wishes to be anonymous, their identity must be withheld with all due care, but the identity of the complainant must be known to the Committee.
- e. The alleged member(s) have the right to reply to the complaint. Once both parties are satisfied with the fact situations they have submitted, it becomes the responsibility of the Committee to decide what is fact between the two situations, considering any other extra evidence at hand. If more than one month has passed before both parties are satisfied with their submissions, then the Committee may end the submission period and begin working towards a decision.

- f. If the Committee cannot decide on a fact situation, or if the complainant or the accused requests, the Chair of the Committee shall conduct a random selection of three members to decide on the fact situation to base a disciplinary decision on. This can only happen at the end of the submission period.
- g. A disciplinary decision after a complaint can be:
  - i. No decision, in which the complaint is dismissed; or
  - ii. Censure, in which the complaint is upheld and the accused is warned; or
  - iii. Suspension, in which the complaint is upheld and the accused is expected to withdraw and abstain from all club activity until otherwise decided by the Committee; or
  - iv. Expulsion, in which the complaint is upheld and the member can resign or is advised that they are no longer to be involved in the club whatsoever.

## **5. Financial Matters**

- a. Loans or debt in the name of the Club are not authorised by it; no members, nor the Club Committee, can accept or agree to loans or debt on the Club's behalf.
- b. The Club Committee is authorised to make decisions about the Club's finances, and the Treasurer shall be responsible for maintaining the Club's financial records and reporting on its state of its finances.
- c. The Treasurer is appointed by the Club Committee, and must also be a Club Committee member.
- d. Regular financial contributions from members is a policy to be decided by at an AGM.