



# Otago Cook Island Students' Association (OCISA) Constitution

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## **PART A: INTRODUCTION**

### **1. NAME**

1. The name of this association shall be the Otago Cook Islands Students' Association hereafter referred to as "OCISA"

### **2. DEFINITIONS AND INTERPRETATIONS**

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

**2.2 The Executive** refers to the executive members of the **Otago Cook Islands Students' Association**

**2.3 UOPISA** refers to the University of Otago Pacific Island Student Association

**2.4 OPSA** refers to the Otago Polytechnic Students' Association

**2.5 CDO** refers to Clubs Development Officer

**2.6 Rules of OUSA** refers to the OUSA Constitution and Policy or resolutions as set by the SGM, referenda, or the OUSA Executive

**2.7 Ordinary Resolution** refers to a motion requiring a majority positive vote to pass

**2.8 Special Resolution** refers to a motion requiring a two-thirds majority positive vote to pass

**2.9** The OCISA executive shall, subject only to the OUSA Executive, be the sole authority for the interpretation of these rules. The decisions of the OCISA Executive shall be binding, subject only to the right of appeal to the OUSA Executive

**2.10** These rules are to be read in conjunction with the OUSA Affiliation policy

**2.11** This constitution is subject to the rules and regulations of OUSA and UOPISA. It shall be deemed void and of no effect to the extent that any provision conflicts with the rules governing the affiliations of either UOPISA or OUSA

## **Part B. OBJECTIVES**

1. The objectives of OCISA shall not, in any significant way, contradict the objectives and policies of OUSA and UOPISA
2. The objectives of OCISA are to

2.1 Promote and facilitate an interactive and supportive environment for tertiary students of Cook Islands descent, and other interested students enrolled at the University of Otago or the Otago Polytechnic

2.2 Encourage resilient and thriving Cook Islanders, fostering excellence in academia, sport, culture and community service

2.3 Encourage and/or provide opportunities for members to be involved with the Otago Cook Islands community, to create a sense of engagement, familiarity and belonging

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

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

## **S.4. POWERS OF OUSA**

1. Affiliations to OUSA shall not limit or affect the rights and powers of OUSA or any of its committees in respect of any matter
2. The OUSA Executive may, at any time, by ordinary resolution:

2.1 Inspect OCISA's financial records, asset register, and membership list;

2.2 Appoint a committee to conduct an examination of the affairs of OCISA and to report thereafter to the OUSA executive

2.3 Convene a Special General Meeting of OCISA for any purpose;

2.4 Appoint a temporary Club Committee to replace the regular Club Committee for such time, and with such powers, as the OUSA Executive may determine;

2.5 Disaffiliate OCISA.

## **S.5. POWERS OF OCISA**

1. OCISA is not formed for the pecuniary gain of its members
  - 1.1 OCISA may make payment as reasonable remuneration to any servant or officer of OCISA or the payment of reasonable expense to any authorised representative or delegate of OCISA
  - 1.2 Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services
2. The Executive Board shall establish a policy outlining the framework for making internal adjustments to the organisation's policies, procedures, and operational guidelines. This policy shall specify the scope of changes that the Executive Board may implement independently without the necessity of convening a Special General Meeting (SGM) or Annual General Meeting (AGM). The policy will ensure that changes:
  - 2.1. Do not conflict with the constitution or significantly alter members' rights
  - 2.2 Are made transparently, with all decisions documented
  - 2.3 Are communicated to members within a (specified timeframe), ensuring that the members remain informed of any internal modifications.

## **S.6. AFFILIATIONS**

1. OCISA shall be affiliated to OUSA
2. OCISA shall be affiliated to UOPISA
3. OCISA may affiliate with or connect to other organisations that align with OCISA's intentions without requiring notification or consent from the OUSA executive

## **S.7. LIABILITIES INCURRED BY OCISA**

1. OCISA shall not enter into any loan agreement of a value greater than NZ\$1000 without approval by ordinary resolution of the OUSA Executive
2. OUSA shall not be responsible for any liabilities or debts incurred by OCISA

## **PART B: MEMBERSHIP**

1. OCISA shall in normal circumstances, have no less than 75% of total membership of OUSA/ OPSA members
2. Membership of OCISA shall be open to all members of OUSA/ OPSA (UOO, OP, and those from the community)
3. Membership can be restricted to a subsection of OUSA/ OPSA members provided that the restrictions do not contravene the laws of New Zealand
4. OCISA shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of OCISA
5. Any member of OCISA 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
6. Membership shall be deemed to continue until a formal resignation is received by OCISA Executive or by the end of the calendar year
7. A OCISA member may not be suspended or expelled unless the executive resolves to do so by special resolution

7.1 The suspended member will be relieved of any powers and responsibilities and is not permitted to attend OCISA activities

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

8. The following procedure must be used to expel a OCISA member:

8.1 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

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

8.3 The motion to expel a OCISA member must be passed by special resolution by the executive

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

8.5 Where a member of the OCISA is expelled, that member shall have the right of appeal to the OUSA Executive

## **PART C: GENERAL MEETINGS**

### **S.1. ANNUAL GENERAL MEETING (AGM)**

1. The Annual General meeting (AGM) of OCISA shall be held before the month of November at such time and place as the OCISA executive shall decide
2. The AGM shall be held for the following purposes:
  - 2.1 To receive from the OCISA executive, a report of the proceedings of the previous year and a statement of the OCISA accounts;
  - 2.2 To elect the officers of the OCISA executive, a report of the proceedings of the previous year and a statement of the OCISA accounts;
  - 2.3 To conduct any general business
3. The AGM shall be chaired by a representative from UOPISA. In the absence of a UOPISA representative, the UOPISA and the OCISA executive shall arrange for a third neutral part to preside over the AGM
4. The President, or in their absence any member appointed by the meetings shall be chair of the meeting
5. Every motion shall be passed by one OCISA member and seconded by another
6. In the case of an equality of votes the Chair shall have a second or casting vote

6.1 The quorum shall be 20 per cent of the OCISA's total members or 6 members, whichever is greater

7. At least 10 days notice of the AGM shall be given to all members, by posting a notice on the OUSA notice board and notice via social media platforms

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

### **S.2 SPECIAL GENERAL**

1. The OCISA Executive on their own behalf or on the signed request of a quorum of members may at any time call a Special General Meeting

1.1 If the OCISA Executive does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a Special General Meeting

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

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

3. At any Special General Meeting a motion of no confidence in the OCISA Executive, or any member thereof, may be passed by special resolution provided that 14 days' notice of such intention has been given

3.1 On the passing of such motion as 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 positions

3.2 Such new member shall hold office until the next AGM

## **PART D: THE EXECUTIVES**

### **S.1 THE OFFICERS AND THEIR ELECTION**

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. The Executive of OCISA shall consist of a minimum of four (4) and a maximum of ten (10) people including the President, Vice-President, Secretary, Treasurer, Academic Rep, Sports and Wellbeing Rep, Public Relations Rep, Max 2 Cultural Reps. All positions shall be elected at the Annual General Meeting

2. Candidates for office shall be nominated through a form released prior to the AGM. They must be present at the meeting (or via pre-arranged e-conferencing) to accept the nomination. Open floor nominations are permitted at the AGM and must be seconded by another member

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

4. 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
5. OCISA officers shall hold office for two terms contingent upon their studies, or until an officer resigns

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

6.2 If a vacancy on the OCISA Executive occurs during the year, providing that a quorum remains, OCISA Executive may appoint any member to fill such a vacancy, unless it has occurred due to a no confidence vote

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

## **S.2. THE EXECUTIVE COMMITTEE**

1. OCISA Executive shall have full power at its meetings to deal with all matters relating to the objectives of the OCISA
  - 1.1 Any matters relating to the interpretation of these rules;
  - 1.2 Expect where power is vested in the OCISA at a general meeting
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
3. The OCISA Executive shall meet at such times as it deems fit
4. The President, or in their absence, any member appointed by OCISA Executive shall, in the case of an equality of votes, have a second or casting vote at all OCISA Executive meetings
5. The quorum of OCISA executive meeting shall be five of OCISA executive members
6. One member of the OCISA Executive shall be elected to represent OCISA on the OUSA Affiliated Clubs Council

## **PART E: PROPERTY OF OCISA**

### **S.1 FINANCE**

1. The funds of OCISA shall be in the control of OCISA Executive which will depute the Treasurer to manage them
2. The Treasurer shall also:
  - 2.1 Keep a true record and account of all the receipts and payments of OCISA including bank statements;
  - 2.2 Prepare the statement of accounts and balance sheet for the financial year;
  - 2.3 Keep the OCISA's asset register up to date

### **S.2 RECORDS**

1. The Secretary shall:
  - 1.1 Keep true record and account of the proceeding and meetings of OCISA and OCISA Executive
  - 1.2 Keep a correct and up to date membership list;
  - 1.3 Conduct and archive all correspondence relating to OCISA

### **S.3 PHYSICAL PROPERTY OF OCISA**

1. Physical property purchased by OCISA, gifted to OCISA, or donated to OCISA, shall be owned property under OCISA
  - 1.1 The executive team elected that year shall be in charge and responsible of the physical property
2. Landing of Property
  - 2.1 Someone or a group that requests for the borrowing of OCISA property shall have a written and signed contract between the borrower and OCISA

2.2 Communications of these items require electronic communication between the OCISA executive and the other party for paper trail purposes

2.3 Wanting to use property within an OCISA event or under OCISA supervision does not require a contract

## **PART F: CONSTITUTION**

### **S.1 DISAFFILIATION OF THE CLUB FROM OUSA**

1. OCISA may disaffiliate from OUSA at any time by notifying the CDO in writing
  - 1.1 Such notification will provide reasons for why the OCISA is disaffiliating from OUSA
  - 1.2 Notification will be provided by supplying the OCISA's AGM Minutes to that effect

### **S.2 DISSOLUTION**

1. If OCISA Executive members are unable to be contacted using all possible means for a period of six months OCISA will be deemed to be dissolved
2. Upon dissolution of the OCISA;
  - 2.1 All funds remaining after debts have been cleared will be put into a trust for the next OCISA
  - 2.2 All assets will also be put into a trust for the next OCISA

### **S.3 AMENDMENTS**

1. Proposed amendments to the constitution of the Club must be arrived at the Clubs General Meeting, then ratified by the OUSA Executive
  - 1.1 Any proposed amendments to the constitution must be highlighted;
  - 1.2 Proposed amendments must be attached with the Clubs General Meeting minutes for OUSA Executive ratification
  - 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
2. These rules can only be added to repealed or amended by special resolution at an Annual or Special General Meeting of OCISA, provided that no resolution shall be deemed to have passed unless:
  - 2.1 Members must be notified of any Constitutional Amendments 5 days prior to the date of the AGM or SGM
  - 2.2 Once ratified at a General meeting of OCISA, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution

## **EXECUTIVE JOB DESCRIPTIONS**

### **ALL EXECUTIVE MEMBERS**

- Uphold the constitution
- Further the goals and objectives of OCISA
- Act as full members of the Executive and OCISA members

### **PRESIDENT**

- Provides overall leadership and direction for OCISA, ensuring that OCISA operates in accordance with its constitution and objectives.
- Main spokesperson for OCISA
- Chairs all general meetings and executive meetings.
- Ensures that the executive works collaboratively and that decisions are made in the best interest of the members

### **VICE PRESIDENT**

- Assists the President in all duties and steps in as Acting President when the President is unavailable
- Supports the coordination of OCISA activities and ensures effective communication within the executive
- Acts as a liaison for all executive members and helps ensure tasks are being completed
- Oversees events and initiatives as required

### **SECRETARY**

- Organises and records all meetings, ensuring minutes are taken and distributed to members in a timely manner.
- Manages the membership list and keeps it up to date.
- Oversees all official correspondence, including emails, letters, and communication with other associations.
- Assist the President in communication
- Book the venue for all meetings

### **TREASURER**

- Draft and maintain budget
- Hold and maintain petty cash
- Prepare and present financial reports for executive meetings
- Collect and keep account of all receipts of the OCISA Account
- Ensures that OCISA complies with all financial regulations and requirements of OUSA

### **ACADEMIC REPRESENTATIVE**

- Organise production and distribution of academic material to assist OCISA
- Assist members of OCISA in obtaining academic tutorials and extra help
- Coordinates academic workshops, exam packs, and study nights in collaboration with other UOPISA member associations.
- Work in conjunction with the Treasurer to manage budgets for academic events and ensure that all expenses are approved by the executive.

### **SPORTS AND WELL-BEING REPRESENTATIVE**

- Organise sport and wellbeing initiatives of the association
- Coordinates mental health awareness initiatives and works to improve the overall well-being of members.
- Seek the assistance required for the Sports Practices of OCISA
- Work in conjunction with the Treasurer to manage budgets for sports events and ensure that all expenses are approved by the executive

### **CULTURAL REPRESENTATIVE**

- Organise cultural events and activities that celebrate and help promote Cook Islands culture and heritage.
- Be of Cook Island Descent
- Ensure that Cook Islands cultural traditions and practices are respected and incorporated into events
- Coordinate with the Treasurer to manage budgets for cultural events and ensure that all expenses are approved by the executive

### **PUBLIC RELATIONS OFFICER**

- Organise production and distribution of promotional material
- Manages OCISA's public image, including overseeing marketing, social media and external communication
- Acts as the main contact for media inquiries and collaborates with the President to handle external relations.