



CONSTITUTION

As at 23rd September 2024

Constitution of the Otago Asian Law Students' Association:

1) Name

- a) The name of the Association shall be "the Otago Asian Law Students' Association".

2) Definitions

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

- a) 'AGM' means Annual General Meeting.
- b) 'Association' means the Otago Asian Law Students' Association, or OALSA.
- c) 'the Constitution' refers to this Constitution of this Association.
- d) 'Executive member' means any Executive member referred to in clause 9(b).
- e) 'Faculty' means the Faculty of Law at the University of Otago.
- f) 'The Executive' means any member of OALSA who holds an executive position.
- g) 'General Meeting' means an AGM, SGM or the IGM.
- h) 'Life member' means any person bestowed a life membership in accordance with clause 6.
- i) 'Member' means any member of the Association in accordance with clauses 5(a) and 5(b).
- j) 'OALSA' means the Otago Asian Law Students' Association, or the Association.
- k) 'OUSA' means the Otago University Students' Association
- l) 'SGM' means Special General Meeting.
- m) 'SOULS' means the Society of Otago University Law Students.
- n) 'SALSA' means the University of Auckland South Asian Law Students' Association.
- o) 'CLC' means the University of Auckland Chinese Law Club.
- p) 'KLSA' means the University of Auckland Korean Law Students' Association.
- q) 'UCALSS' means the University of Canterbury Asian Law Students' Society.
- r) 'ALSA (Waikato)' means the Waikato Asian Law Student Association.
- s) 'ALSA (VuW)' means the Asian Law Students' Association within Victoria University of Wellington.
- t) 'ALN' means the Asian Legal Network.
- u) 'PILO' means Pride in Law Otago.
- v) 'TRWP' means Te Roopū Whai Pūtake.
- w) 'PILSA' means Otago Pacific Island Law Students Association.
- x) 'DILO' means Disabled Students in Law Otago.

3) Interpretation

- a) The Executive has the sole power to interpret these rules.
- b) These rules will be interpreted in a way such as to confer validity rather than invalidity of actions.
- c) In any matter not provided for by these rules, the Executive Committee has discretion to adopt appropriate procedures, bearing in mind the aims and functions of OALSA.

4) Values and Principles

- a) The Association must adhere to the broad values and principles of advocacy, inclusion, pride, community, and allyship.
 - i) **Advocacy** entails supporting the interests of Asian-identifying law students, both within and outside the law school.
 - ii) **Inclusion** involves embracing all Asian-identifying law students, irrespective of age, gender, sexuality, political opinion, nationality or ethnicity. This involves a concentrated effort on attracting and retaining a diverse membership and maintaining a club culture free of exclusivity and prejudice.
 - iii) **Pride** involves fostering a sense of confidence and self-respect amongst members of the Asian legal community.

- iv) **Community** involves fostering a feeling of belonging and commitment between Asian -identifying law students. OALSA strives to build a positive community through mentoring, communicating, cooperating and respecting each other in order to achieve our goals.
- v) **Allyship** involves supporting, consulting, and liaising with minority ethnic groups, SOULS, TRWP, PILSA, PILO, OUSA-affiliated Asian cultural clubs, SALSA, CLC, KLSA, UCALSS, ALSA (Waikato), ALSA (VuW) and all other relevant law executives. This involves the active recognition of the unique status of Māori within Aotearoa.

5) Functions

- a) Any income, benefit or advantage shall be used by the Executive for the following:
 - i) to support and advocate for Asian law students within the Faculty;
 - ii) to support academic excellence by Asian law students within the Faculty, academic excellence being deemed to include future employment;
 - iii) to promote and encourage participation of Asian students in Faculty events and competitions;
 - iv) to promote and encourage participation of Asian students in SOULS events and competitions;
 - v) to facilitate, communicate and develop positive networks and relations with other student associations that are affiliated with SOULS such as, but not limited to, Te Roopu Whai Putake and the Pacific Island Law Students' Association;
 - vi) to promote and project a positive image of an Asian legal identity at the University of Otago;
 - vii) to ensure all processes and initiatives implemented by the Executive Committee respect the aims as stated in clause 4, as well as the cultural diversity of the Association, the Faculty and wider university community; and
 - viii) to develop, create and run initiatives in line with the abovementioned aims, functions and objectives in order to increase representation of Asian students within this Faculty and thus the wider legal community.
- b) OALSA is not formed for the pecuniary gain of its members
 - i) Nothing in this constitution shall allow any monetary funds of OALSA to be used by or made available to any Association member or person associated with OALSA for their own personal benefit or profit.
 - ii) The Club may make payment as reasonable remuneration to any servant or officer of OALSA or the payment of reasonable expense to any authorised representative or delegate of OALSA.
 - iii) Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services
- c) The aims of OALSA shall not, in any significant way, contradict the objectives of OUSA

6) Membership

- a) Any student is eligible to be member of OALSA, if they are, enrolled in any University of Otago LAWS 100, 200, 300, 400 or 500 level undergraduate paper, studying towards a Masters of Laws (LLM), or studying towards a Doctor of Philosophy in Law (PhD).
- b) Gender, age, disability, race, culture, religious background and sexual orientation will not inhibit the ability for individuals to become a Club Member.
- c) Provided the student meets the requirements in clause 6(a) they may become a member via the University of Otago Clubs and Societies Portal and payment of that year's subscription fee (if any).
 - i) OALSA shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of the Club.
 - ii) Any member of OALSA 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.
- d) The Vice-President shall keep a correct and up to date membership list.
- e) Any OALSA member may at a reasonable time request to inspect the records and documentation of OALSA.
- f) Membership shall include any persons bestowed with life membership.

- g) OALSA shall, in normal circumstances, have no less than 75% of total membership comprised of OUSA members.
- h) OALSA shall in normal circumstances have no less than ten members.
- i) Membership shall be deemed to continue until a formal resignation is received by the OALSA Executive or by the end of the calendar year.
- j) A club member may not be suspended or expelled unless the committee resolves to do so by special resolution.
 - i) The suspended member will be relieved of any powers and responsibilities and is not permitted to attend club activities.
 - ii) A special general meeting must be called within three months to expel the member or the suspension lapses.
- k) The following procedure must be used to expel a club member:
 - i) 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.
 - ii) 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.
 - iii) The motion to expel a club member must be passed by special resolution.
 - iv) That the member is informed in writing of the decision of the meeting and the length of his or her expulsion.
 - v) Where a member of the Club is expelled, that member shall have the right of appeal to the OUSA Executive.

7) Life membership

- a) Despite any other clause in this constitution, a life member may not vote at an AGM or SGM.
- b) The Executive may grant life membership to one person per term when:
 - i) all members of the Executive agree that the person should be granted life membership; and
 - ii) the granting of life membership is voted on and approved at an AGM or SGM.
- c) Any person becomes a life member if the motion is passed by a two-thirds majority of those present and voting.
- d) Any person granted life membership under this clause becomes a life member of OALSA immediately upon the motion being carried at an AGM or SGM.
- e) When any person becomes a life member of OALSA under this clause, the Constitution shall be amended to insert their name into Schedule 2.

8) Ceasing membership

- a) Membership of OALSA will terminate automatically at the start of the following academic year.
- b) Any member of OALSA may resign from the Association by giving written notice to the Executive.
- c) The Executive may suspend or expel any member of the Association for conduct (including sexual misconduct) that brings the Association into disrepute. Suspension or expulsion must be on reasonable grounds.
- d) Any member of the Society or Executive member about whom a formal complaint of sexual misconduct has been laid with the University Proctor may be placed on probation from attendance at the Executive's events at the discretion of:
 - i.) The current Executive (represented by the President); and
 - ii.) The Dean of Law; and
 - iii.) The University Proctor.
- e) This probation may occur pending the outcome of any investigation. Any findings of sexual misconduct may result in the permanent removal of the Executive member or Society member from the Society and a ban from any further attendance to OALSA events, at the discretion of the parties as outlined in Clause 8(d)(i)-(iii).

9) Annual subscription

- a) The annual membership fee (if any) will be set by special resolution at the Annual General Meeting.

- b) Any member failing to pay the membership fee (if any) within one month of the due date shall not be entitled to participate in any Association activity or to access or use the Association's facilities or equipment until the membership fee is received.
- c) Any amount paid under clause 9(a) is non-refundable.

10) The Executive Committee (the Executive)

- a) The Executive shall conduct the day-to-day operation of the Association
- b) The Executive shall usually consist of :
 - i) a President;
 - ii) a Vice-President;
 - iii) a Treasurer;
 - iv) an Events Officer ;
 - v) an Educations Officer ;
 - vi) a Mentoring and Equity Officer ;
 - vii) a Communications Officer; and
 - viii) one or two Junior Representatives
- c) All members of the Executive will be elected through an AGM or SGM.
- d) The Executive Committee will consist of no less than 3 members of the President, Vice President and Treasurer.
- e) Individuals on the Executive retain their voting rights as Members.
- f) Incoming Executive members elected at an AGM will hold office from the 15th of November the year they are elected at the AGM, until the next AGM or until an officer resigns.
- g) Incoming Executive members elected at an SGM or Executive Meeting will hold office from the day they are elected or nominated, until the 15th of November or until an officer resigns.
- h) An Executive officer will cease to hold office if they resign.
 - i) Such resignation shall be effective immediately upon receipt in writing by the Executive
 - ii) If a vacancy on the Executive occurs during the year, providing the quorum remains, the Executive may appoint any member to fill such a vacancy unless it has occurred due to a no confidence vote.
 - iii) If a vacancy occurs due to a no confidence vote, then Clause 18 will apply.
- i) After the AGM, the Executive must delegate any or all of its powers to the Executive elected at the AGM with the consent of the Executive elect.
- j) The Executive will meet not less than once a month during the University term as defined by the University of Otago calendar.
- k) Five members of the Executive will constitute a quorum.
- l) The Executive will make decisions by Executive resolution. All such 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.
- m) The Treasurer, or in their absence the Vice-President or another member of the Executive Committee, will keep detailed minutes of all meetings of the Executive.
- n) One member of the Club Committee shall be elected to represent the Club on the OUSA Affiliated Clubs Council.

11) Eligibility of persons to be a member of the Executive

- a) To be on the Executive in any position other than Junior Representative, a person must be a Member under clause 5 at the time of their election and be enrolled in any LAWS , 200, 300 or 400 level undergraduate papers, studying towards a Masters of Laws (LLM), or studying towards Doctor of Philosophy in Law (PhD).
- b) If, for any reason, an individual on the Executive is not a Member in the year in which they are elected, their position will not be deemed to be vacant until the 15th day of March of the following year, at which point it will be deemed to be vacant unless the individual has become a Member.

12) Executive Powers

- a) All powers herein granted shall be vested in the Executive. The management and control of OALSA shall be deputed to the Executive who represent the Association.
- b) The Executive is bound by the Constitution and cannot alter it except by legitimate process.
- c) Decisions are made unanimously by the members of the Executive at meetings.
- d) The President, Vice President and Treasurer shall have signing authority for OALSA and may access and manage the OALSA bank account as so to further the aims and functions of OALSA under clause 4.
- e) The Executive may not bind its successors under this Constitution.

13) Roles of all members of the Executive

- a) All members of the Executive shall:
 - i) uphold the aims and functions of the Association outlined in clause 4;
 - ii) be positive representatives of the Association;
 - iii) assist in making events and activities organised by the Association successful;
 - iv) build and maintain good relationships with members, sponsors, the Faculty and other SOULS affiliated institutions;
 - v) make responsible financial decisions; and
 - vi) abide by this Constitution.
- b) The responsibilities of each Executive member are determined by Schedule 1. The responsibilities of each Executive member in Schedule 1 are not exhaustive.
- c) An Executive member may assist any other Executive member to perform their role when necessary.
- d) All previous Executive members are responsible for conducting a comprehensive handover to their successor before relinquishing their position. This includes, but is not limited to, updating the written handover document for their role.

14) Executive member ceasing to hold office, and replacing them

- a) A Member ceases to be an Executive member:
 - i) if they cease to meet the eligibility requirements in clause 11;
 - ii) once the President receives written notification from the member that they no longer wish to be an Executive member or if the President resigns, written notification is received by the Vice-President;
 - iii) if an Executive member misses three consecutive Executive meetings without apology and a motion is passed by an Executive meeting by at least three-quarters of Executive members that the individual has abandoned office;
 - iv) if the Executive member fails to perform the duties required of all Executive members under clause 12 and/or required of their individual portfolios and, at a meeting of the Executive, a motion is moved by the President or Vice-President and passed by vote of three-quarters of the Executive that the member be deemed to have been removed from office; or
 - v) if they die or become incapacitated.
- b) If a Member ceases to be an Executive member through clause 13(a)(i), the Executive must within 28 days take steps to find a suitable replacement, either by an SGM, internal appointment or redistribution of workload amongst the remaining Executive members.
- c) Where an SGM is held to replace a President, despite any clause in this Constitution, the Vice-President:
 - i) chairs the SGM and performs the functions of the President at the SGM; and
 - ii) if at the time of the AGM the President has ceased to be the President, chairs the AGM and performs the functions of the President at the AGM.

15) Associate members of the Executive

- a) The Executive may appoint a Member as an associate member of the Executive with the consent of that Member and by a decision endorsed by three-quarters of the Executive at a meeting of the Executive.
- b) An associate member of the Executive:
 - i) has the roles of the member of the Executive under clause 13;

- ii) may attend meetings of the Executive;
 - iii) may not cast a vote at meetings of the Executive; and
 - iv) may assist any member of the Executive to perform their role.
- c) An associate member of the Executive ceases to be an associate member of the Executive if:
- i) they cease to be a Member under clause 6;
 - ii) a decision that they should no longer be an associate member of the Executive is endorsed by three-quarters of the Executive at a meeting of the Executive;
 - iii) the term of the Executive that appointed them ceases; or
 - iv) the President receives written notification from the associate member of the Executive that they no longer consent to being an associate member of the Executive.

16) Finances

- a) The control of all Association funds will vest in the Executive.
- b) Management of all funds will be the function of the Treasurer.
- c) The Treasurer will
 - i) Keep proper accounts of all financial transactions entered into by the Association, including bank statements;
 - ii) Prepare the statement of accounts and balance sheet for the financial year
- d) All financial transactions of the Association will be signed by any two of the following: the President, the Vice President, the Treasurer.
- e) Where the Executive considers it appropriate for the achievement of the Association's aims and functions, it may authorise the investing of money by the Association.
- f) The Executive Committee will not take out any loans of any amount.

17) Requirements for AGM and SGMs

- a) Seven (7) days' notice must be given by the Vice-President before an SGM may be held by email.
 - i) The notice shall include an agenda of business to be conducted at the General Meeting
- b) Fourteen (14) days' notice must be given by the Vice-President before an AGM may be held by email
 - i) The notice shall include an agenda of business to be conducted at the General Meeting
- c) The quorum of an AGM or SGM is eight (8) non-Executive members.
- d) Only Members may vote at General Meetings, elections and by-elections. Every member present shall be entitled to one vote
- e) Voting at an AGM or SGM will generally be done by a show of hands, however
 - i) Elections must be conducted by closed ballot.
 - ii) Constitutional amendments may be conducted by a closed ballot upon request.
- f) Every motion shall be moved by one member and seconded by another.
- g) The President will act as chairperson of all General Meetings. In the absence of the President, another member of the Executive Committee will be appointed as chairperson in the order of priority set down in clause 10(b).
- h) The Treasurer, or in their absence, the Vice-President or another member of the Executive Committee will keep detailed minutes of all General Meetings.
- i) Election votes at AGM or SGM must only be accessed and viewed by the returning officer.

18) The AGM

- a) The AGM must be held once in each university year and occur during the second semester at such time and place as the OALSA Executive shall decide.
- b) The President shall call the AGM.
- c) The AGM shall be held for the following purposes:
 - i) To receive the President's report on the term of the Executive;
 - ii) To receive the Treasurer's report on the annual financial statements of the Association;
 - iii) Election of the Executive for the next term; and
 - iv) any other resolution put to the meeting.

19) SGMs

- a) SGMs may be held at the discretion of the Executive during regular university semester time
- b) The Executive must call an SGM within 14 days of the day when it receives a written request to call an SGM signed by a quorum of Members who are each identified by their full names and student identification numbers.
- c) At an SGM that President shall:
 - i) propose a motion that the minutes of the most recent SGM be adopted unless the AGM was held after the most recent SGM; and
 - ii) call for any motions to amend the Constitution before beginning any elections.
- d) At any Special General Meeting a motion of no confidence in the Executive, or any member thereof, may be passed by special resolution provided that 14 days notice of such intention has been given.
 - i) On the passing of such motion, the executive member shall be deemed to have resigned and the meeting shall then have the power to, and may proceed to elect a new Executive member to the vacant position(s).

20) Elections

- a) Elections may only be held at the AGM or at an SGM.
- b) All elections will be held by closed ballot following the closing of an AGM and/or SGM.
 - i) The Executive will set a time within which voting may take place, bearing in mind the need to encourage the widest possible participation by those eligible to vote.
 - ii) Subject to clause 17(i), no current Executive member shall have access to the voting material during or after the Elections.
- c) All Members may vote in the election and by-elections.
- d) Times at which nominations and voting will be open must be made available no less than fourteen (14) days prior to the AGM or SGM.
- e) Election to the Executive (except for the Junior Representative) for the following year will take place at the AGM.
- f) The Executive must give notice of the election and the opening of nominations as the Vice-President considers appropriate.
- g) Members are eligible for nomination to the Executive if they are enrolled in any LAWS 200, 300 or 400 level undergraduate papers, studying towards a Masters of Laws (LLM), or studying towards a Doctor of Philosophy in Law (PhD).
- h) Where a person is elected to more than one position on the Executive, that person will be obliged to resign from all but one of those positions.
- i) The Executive may set further rules for the conduct of elections insofar as those rules do not conflict with these rules and bearing in mind the need to encourage widest possible participation by those eligible to vote.

21) Returning Officers

- a) The outgoing Executive will appoint a returning officer for any elections held.
- b) The returning officer can not be a member or executive officer of the Association.
- c) The returning officers are responsible for accounting for the closed ballot and ensuring that the elections are conducted fairly and without prejudice.
- d) The returning officer is the only person who has access to voting material.
- e) The returning officer must appropriately destroy the voting material after elections.

22) Election results

- a) The returning officers must count the votes.
 - i) For any position, the candidate with the highest number of votes will be elected.

- ii) For any position, if no confidence receives the highest vote, no candidate will be elected and a by-election will be held, or a Member will be appointed by the chairperson within 14 days of the AGM provided he/she consents.
- b) Once results have been announced, a recount may be requested by any candidate in the election in writing to the chairperson. The recount is subject to the following rules:
 - i) the request must be made within 24 hours of the AGM or SGM at which the results were announced;
 - ii) the returning officers will be responsible for recounting the votes within a reasonable time;
 - iii) no additional votes may be cast to be included in the recount; and
 - iv) the results of the recount are final.

23) Unsuccessful elections

- a) If the AGM fails to elect any Executive member, an SGM shall be held at least 14 days after the AGM for the purposes of appointing an Executive member.

24) Junior Representative(s) appointment

- a) The Junior Representative(s) shall be appointed at an SGM
- b) The Vice-President must create a process in which members enrolled in 100 and 200 level LAWS papers can nominate themselves.
- c) Second-year appointment
 - i) Members are eligible for nomination to second-year representative if they are enrolled in any LAWS 200 paper.
 - ii) The second-year candidate with the highest number of votes will be appointed unless no confidence receives the highest vote.
 - iii) If no confidence receives the highest vote or if no candidate runs, no candidate will be appointed and a by-election will be held, or a Member will be appointed by the Mentoring and Equity Officer within 14 days of the executive meeting provided they consent.
 - iv) In the event that the number of votes are tied for the leading nominee, the President shall have the tie-breaker vote.
 - v) The appointment process and total votes must be recorded in the minutes for that meeting.
 - vi) The Treasurer must count the number of votes.
- d) First-year appointment
 - i) Members are eligible for first-year representative nomination if they are enrolled in LAWS101.
 - ii) The first-year candidate with the highest number of votes by the Executive members will be appointed as the second Junior Representative, unless no confidence receives the highest vote.
 - iii) If no confidence receives the highest vote, the position may remain vacant for that year.
 - iv) In the event that the number of votes are tied for the leading nominee, the President shall have the tie-breaker vote.
 - v) The appointment process and total votes must be recorded in the minutes for that meeting.
 - vi) The Treasurer must count the number of votes.

25) Affiliation

- a) The Association is affiliated with OUSA.
 - i) OALSA and its members present and future shall be bound by the rules of OUSA, and every such OALSA and all such members shall be so bound in all respects. Where the OUSA constitution is not expressly mentioned in the constitution of OALSA, the provisions of the OUSA constitution shall be read into the document.

- ii) OALSA'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.
- iii) OALSA shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.
- iv) Any affiliation to any other body entered into without the OUSA Executive's consent shall be null and void
- b) The Association is affiliated with SOULS.
- c) The Association is affiliated with the Faculty.
- d) The President shall be responsible for reaffiliation.

26) Ceasing or altering relationships with OUSA, SOULS or the Faculty

- a) A decision that OALSA cease or alter the relationship with any of the institutions listed in clause 25 can only be made at the AGM or an SGM if the number of members who votes for a motion to cease or alter the relationship is more than double the number of members who vote against it or abstain from voting.
- b) OALSA may disaffiliate from OUSA at any time by notifying the CDO in writing
 - i) Such notification will provide reasons for why the club is disaffiliating from OUSA.
 - ii) Notification will be provided by supplying the OALSA's AGM Minutes to that effect

27) Amending the Constitution

- a) This Constitution can only be altered, added to or rescinded at the AGM or an SGM, and then ratified by the OUSA Executive
 - i) Proposed amendments must be attached with OALSA's General Meeting minutes for OUSA Executive ratification.
 - ii) Once ratified at a General meeting of the Club, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.
- b) A resolution altering, adding to or rescinding these rules must be passed by a two-thirds majority of those present and voting.

28) Dissolution

- a) OALSA may be dissolved at a meeting called for that purpose. A resolution dissolving OALSA must be passed by a two-thirds majority of the members present and voting.
- b) Where a resolution is passed to dissolve OALSA, a further meeting will be called at least thirty (30) days thereafter at which the resolution must be confirmed by a two-thirds majority of those present and voting.
- c) In the event of the dissolution of OALSA, all funds and property of OALSA, after the payment of all costs, debts and liabilities of the society, will be distributed to SOULS upon trust until a body with similar objectives is formed.

29) Substantial compliance

- a) If these rules are breached and the General Meeting is satisfied that:
 - i) there has been substantial compliance with these rules;
 - ii) the breach has not materially affected and will not foreseeably materially affect the rights of interests of any person or affiliated body;
 - iii) the breach was not committed in bad faith;
 - iv) the breach resulted in a benefit to OALSA and its members; and
 - v) the breach did not breach the aims and functions of OALSA as set out under clause 4,
- then the General Meeting may by a two-thirds majority, validate the breach.

30) Control and use of common seal

- a) OALSA will have a common seal which will be kept in a place of safety by the Vice-President.
- b) The common seal will only be affixed to a document pursuant to a resolution of the Executive and will be attested to by the signatures of the Executive.

- c) The common seal will be affixed to all contracts and documents containing significant financial obligations incurred by OALSA.

31) Liabilities incurred by OALSA

- a) OALSA shall not enter into any loan agreement.
- b) OUSA shall not be responsible for any liabilities or debts incurred by the OALSA.

32) Powers of OUSA with respect to OALSA

- a) Affiliation to OUSA shall not limit or affect the rights and powers of OUSA or any of its committees in respect of any matter.
- b) The OUSA Executive may, at any time, by ordinary resolution:
 - i) Inspect the Club's financial records, asset register, and membership list;
 - ii) Appoint a committee to conduct an examination of the affairs of the Club and to report thereafter to the OUSA Executive;
 - iii) Convene a Special General Meeting of the Club for any purpose;
 - iv) Appoint a temporary Club Committee to replace the regular Club Committee for such time, and with such powers, as the OUSA Executive may determine;
 - v) Disaffiliate the Club.

Schedule 1

PRESIDENT

Role description

1) General

- a) The President works with the Executive to coordinate and oversee initiatives undertaken by OALSA.
- b) The President acts as the official representative of OALSA.
- c) The President endeavours to further the objectives of OALSA.
- d) The President represents and promotes the concerns and interests of Members.
- e) The President shall set the calendar in conjunction with relevant Executive members and the Faculty, where appropriate.
- f) The President is the direct liaison between OALSA and other institutions.
- g) The President shall be responsible for reaffiliation per clause 25(d).

2) Meetings

- a) The President chairs Executive meetings.
- b) The President shall work with other Executive members to set the agenda for meetings.

3) Finance

- a) The President, Vice President and Treasurer shall be joint signatories to all cheques and bank accounts.
- b) The President shall attend all finance meetings between the President, Vice-President and the Treasurer.

4) Administration of Constitution

- a) The President will support the Vice-President when drafting changes to the Constitution as directed by executive proposals.
- b) The President shall support the Vice-President when updating the Schedules of the Constitution.
- c) To administer the Constitution, the President will delegate duties and responsibilities to other Executive members over the course of an election term, as they see fit.

5) Membership

- a) The President along with the Vice-President shall be responsible for promoting the recruitment of members at the beginning of each year.

6) Sponsorship

- a) It is the President's responsibility to facilitate and seek sponsorship of OALSA activities.
- b) The President shall maintain good relationships with a variety of sponsors and potential sponsors.

7) Promotion

- a) The President shall coordinate with the Communications Officer for the general oversight of OALSA's Facebook Page and Facebook Group.

8) Admissions Committee

- a) The President, or another executive member nominated by the President, shall sit on the second -year admissions committee.

9) Inter -executive Communication

- a) The President shall liaise with SOULS, TRWP, PILSA, PILO, OUSAaffiliated Asian cultural clubs, SALSA, CLC, KLSA, UCALSS, ALSA (Waikato), ALSA (VuW), ALN, and all other relevant law executives.

10) Alumni Network

- a) It is the President's responsibility, jointly with the Vice -President, to manage and promote the OALSA Alumni Network.

11) General Executive

- a) As a general executive, the President must attend all OALSA meetings and contribute to the running of OALSA activities generally.

VICE PRESIDENT

Role Description

1) General

- a) The Vice-President will assist the President in overseeing and coordinating activities undertaken by OALSA.
- b) The Vice-President shall facilitate any room bookings required to run OALSA initiatives. The Vice-President shall check the OALSA email account daily and respond to emails where necessary.
- c) The Vice-President of OALSA shall be generally responsible for any correspondence that OALSA sends or receives via the OALSA email account.

2) Meetings

- a) The Vice-President shall notify the Executive of any meetings
- b) The Vice-President shall liaise with the President to set the agenda for meetings

3) Finance

- a) The President, Vice-President and Treasurer shall be joint signatories to all cheques and bank accounts.
- b) The Vice-President shall attend finance meetings with the President and Treasurer.

4) Administer the Constitution

- a) The Vice-President shall ensure that all meetings, notices and other acts required under the Constitution are given or done.
- b) The Vice-President shall ensure that up to date copies of the Constitution are readily available.
- c) The Vice-President shall draft changes to the Constitution arising from Executive proposals in conjunction with the President.
- d) The Vice-President will advise on potential changes to the Constitution or the Schedules of the Constitution.
- e) The Vice-President shall update the Schedules of the Constitution when and where required.

5) Membership

- a) The Vice-President along with the President shall be responsible for promoting the recruitment of members at the beginning of each year.

6) Executive Responsibility

- a) In the event of the President's absence, the Vice-President is to take over all responsibilities of the President.

7) Alumni Network

- a) It is the Vice-President's responsibility, jointly with the President, to manage and promote the OALSA Alumni Network.
- b) The Vice-President must, by the end of the academic year, update the alumni member list, email list, and Facebook Group to include all out-going finalists.

8) General Executive

- a) As a general Executive, the Vice-President must attend all OALSA meetings and contribute to the running of OALSA activities generally.

TREASURER

Role description

1) General

- a) The Treasurer is responsible for all aspects of OALSA's financial management.
- b) The Treasurer along with the President and Vice-President are ultimately responsible for maintaining the financial accounts.
- c) The Treasurer shall inform the Executive of OALSA's financial position
- d) The Treasurer shall oversee and keep accurate and up to date records of all receipts, deposits, payments and invoices.
- e) The Treasurer shall ensure OALSA is financially sustainable and spends money according to its internal policies and external obligations.

2) Minutes

- a) The Treasurer should have working knowledge of meeting procedure and apply it during meetings and while recording the minutes
- b) The Treasurer will record and maintain minutes from all OALSA meetings for future executives
- c) The Treasurer shall make sure these minutes, correspondence and records are maintained in the Google Drive for the current year, and accessible for following executives.

3) Internal tasks

- a) The Treasurer is tasked with setting budgets in consultation with the President, Vice -President and other relevant Executive members, and handling money for all events.

4) General executive

- a) As a general Executive, the Treasurer must attend all OALSA meetings and contribute to the running of OALSA activities generally.

EVENTS OFFICER

Role description

1) General

- a) The Events Officer is generally responsible for the social functions hosted by OALSA.
- b) The purpose of social functions are to further the aims and objectives of OALSA, namely to build a community within the Association.
- c) The Events Officers should organise a variety of social events for OALSA. These can include but are not limited to:
 - i) Welcome to Law School Junior Breakfast Event for First Years and Second Years;
 - ii) Launch Night in Semester One ;
 - iii) Member potlucks every semester;
 - iv) Collaboration events with other clubs and societies such as SOULS, PILSA, PILO and TRWP;
 - v) A speaker series – 'Asian Lawyers to Watch Speaker Series' (organised jointly with Education Officer);
 - vi) Wellness Week initiatives (organised jointly with the Mentoring and Equity Officer); and
 - vii) A yearly fundraising event.
- d) The Events Officer may additionally initiate, after consultation with the Executive, other events they believe will help promote OALSA's aims and objectives.

2) Sponsorship

- a) The Events Officer shall coordinate with the President for the sponsorship of social events.

3) Promotion of events

- a) The Events Officer shall coordinate with the Communications Officer for the promotion of social events on the OALSA Members-Only Facebook Group, the public Facebook Page, the public Instagram, and the alumni Facebook Group

4) General Executive

- a) As a general Executive, the Events Officer must attend all OALSA meetings and contribute to the running of OALSA activities generally.

EDUCATIONS OFFICER

Role Description

1) General

- a) The Educations Officer is generally responsible for the education of the Association. This will be facilitated through OALSA's Education Initiatives.

2) Education Initiatives

- a) Generally, Education initiatives are to be implemented throughout the year to provide study support and assistance to OALSA members.
- b) The Educations Officer is responsible for organising the first-year and second-year study workshops which will coincide with assignments and dead lines.
- c) The Educations Officer is also responsible for organising regular casual drop in evenings for members to ask questions/ ask for help.

3) Promotion of Education Initiatives

- a) The Educations Officer shall coordinate with the Communications Officer to promote the Education Initiatives.
 - i) This can include, but is not limited to, promoting careers opportunities, internship due dates and recruitment information.

4) Speaker Series

- a) The Educations Officer is responsible for running speaker series, such as an 'Asian Lawyers to Watch Speaker Series'.
- b) The speaker series may be organised jointly with Events Officer.

5) General Executive

- a) As a general Executive, the Educations Officer must attend all OALSA meetings and contribute to the running of OALSA activities generally.

MENTORING AND EQUITY OFFICER

1) General

- a) The Mentoring and Equity Officer is responsible for the welfare of the Association. This will be facilitated through the Mentoring Scheme

2) Mentoring Scheme

- a) The Mentoring and Equity Officer is responsible for organising an Association-wide mentoring scheme at the beginning of the year. This will involve pairing more senior members of the society with younger members and provide an intimate support network within the society.
- b) The Mentoring and Equity Officer is also responsible for organising events, in coordination with the Events Representative, to facilitate the mentoring programme.

3) Promotion of Education Initiatives

- a) The Mentoring and Equity Officer shall coordinate with the Communications Officer to promote the Mentoring Scheme.

4) Equity

- a) The Mentoring and Equity Officer shall ensure the interests of all groups and demographics within the Association's membership are being considered in decisions and actions. This involves *inter alia* ensuring due regard is given to all cultural groups within the Association's membership.
- b) The Equity Officer is generally responsible for equity within the society including, but not limited to:
 - i) Ensuring initiatives run by OALSA are welcoming and tolerant.
 - ii) Consultation with the Faculty, SOULS, TRWP, PILO, PILSA, and all OUSA-affiliated Asian cultural associations on matters pertaining to equity.
 - iii) Facilitating equity forums
 - iv) Providing guidance on the application of the applicable equity policies
 - v) Ensuring members behave consistently with the University of Otago Code of Conduct
 - vi) Reporting to all relevant bodies including the Executive and the Faculty on matters pertaining to equity
- c) The Mentoring and Equity Officer must establish, maintain and promote a mechanism for members to voice any concerns or queries about OALSA, the Faculty, SOULS, or any related body.

5) Welfare

- a) The Mentoring and Equity Officer shall promote the welfare of the Association's members.
- b) This includes *inter alia*:
 - i) Providing pathways for members to reach out for support;
 - ii) Organising wellness week initiatives (jointly with SOULS and the Events Officer); and
 - ii) Ensuring that all OALSA initiatives promote the wellness of its members and the Executive.

6) General Executive

- a) As a general Executive, the Mentoring and Equity Officer must attend all OALSA meetings and contribute to the running of OALSA activities generally.

COMMUNICATIONS OFFICER

Role Description

1) General

- a) The Communications Officer is responsible for OALSA's social media and any publications OALSA may release during the year.

2) Communications and Publications

- a) The Communications Officer is responsible for the following:
 - i) Publication of OALSA's calendar on social media if available
 - ii) Publication of promotional material at the beginning of the year, including but not limited to pamphlets and posters
 - iii) Newsletter to be released during each mid Semester and inter Semester break
 - iv) Publication of Asian Lawyers to Watch Interview series, in coordination with the Events Officer who will run a parallel Asian Lawyers to Watch Speaker Series
 - v) Publication of the Finalists Watch series
 - vi) Liaising with the Faculty, SOULS, PILSA, PILO and TRWP for input on their respective publications

3) Social

- a) The Communications Officer is responsible for oversight, along with the President, of OALSA's social media.
- b) The Communications Officer, along with the President will ensure all social media is reflective of OALSA's values contained in clause 4.
- c) The Communications Officer must liaise with the Events, Mentoring and Equity, and Education Officers to promote their initiatives.

4) Advocacy

- a) The Communications Officer is responsible for advocating for the interests of the Association's members.
- b) This includes inter alia, drafting social media posts in relation to national holidays of interest to Asian communities.
- c) The Communications Officer may publish, in consultation with the Mentoring and Equity Officer and with the unanimous consent of all executive members, its own statement on -
 - i) legislative reforms;
 - ii) developments in case law;
 - iii) domestic or international current affairs;
 - iv) any other political matter; and
 - v) significant University and Faculty matters.

5) General Executive

- a) As a general Executive, the Communications Officer must attend all OALSA meetings and contribute to the running of OALSA activities generally.

JUNIOR REPRESENTATIVE(S)

1) General

- a) The Junior Representative(s) are responsible for keeping OALSA updated with the needs of First and Second Years, and to provide a voice to encourage younger students within OALSA.

2) Education

- a) The Junior Representative(s) shall keep the Educations Officer up to date with tests, deadlines and exam dates for the purpose of Study Workshops.

3) Events

- a) The Junior Representative(s) will liaise with the Events Officer for any First and/or Second Year focused events.

4) Promotion

- a) The Junior Representative shall coordinate with the Communications Officer to promote first and second year specific education, mentoring and social events.

5) General Executive

- a) As a general Executive, the Junior Representative must attend all OALSA meetings and contribute to the running of OALSA activities generally.

SCHEDULE 2

Life Members

- 1) Any life members of OALSA will be recorded in this Schedule.

Rachael Monkhouse

Alex Zhaoli

Shaan Kumar

Amy Xie