

# The constitution of the Pacific Islands Health Professional Students' Association

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## 1. NAME OF CLUB

- 1.1. The name of the club shall be the OUSA Pacific Islands Health Professional Students' Association (PIHPSA).

## 2. DEFINITION AND INTERPRETATION

- 2.1. 'OUSA' refers to the Otago University Students' Association Inc.
- 2.2. 'The Club' refers to the OUSA Pacific Islands Health Professional Students' Association (PIHPSA).
- 2.3. 'The rules of OUSA' refers to the OUSA Constitution and Policy or resolutions as set by the SGM or the OUSA Executive.
- 2.4. Ordinary Resolution refers to a motion requiring a majority positive vote to pass.
- 2.5. Special Resolution refers to a motion requiring a two-thirds majority positive vote to pass.
- 2.6. The Club Committee shall, subject only to the OUSA Executive, be the sole authority for the interpretation of these rules. The decisions of the Club Committee shall be binding, subject only to the right of appeal to the OUSA Executive.
- 2.7. These rules are to be read in conjunction with the OUSA Affiliation policy.
- 2.8. The constitution is subject to the rules of OUSA and shall be void and of no effect to the extent of their conflict with the rules of OUSA.
- 2.9. 'PMA' refers to the Pasifika Medical Association.
- 2.10. 'PaSHNZ' refers to the Pacific Students' in Health New Zealand.
- 2.11. 'UOPISA' refers to the University of Otago Pacific Island Students' Association.
- 2.12. 'OUMSA' refers to Otago University Medical Students' Association.
- 2.13. 'NZDSA' refers to New Zealand Dental Students' Association.
- 2.14. 'OPSA' refers to Otago Polytechnic Students' Association
- 2.15. PSA refers to Physiotherapy Students' Association
- 2.16. NZAPS-O refers to New Zealand Association of Pharmacy Students Otago

## 3. OBJECTIVES OF THE CLUB

- 3.1. The objectives of the Club shall not, in any significant way, contradict the objectives of OUSA.
- 3.2. The objectives of the Club shall be:
  - 3.2.1. To provide mentoring and support for Pacific Island students studying health professional courses including medicine, pharmacy, dentistry, dental technology, oral health, physiotherapy, medical laboratory science, nursing, midwifery, and occupational therapy (Polytech).
  - 3.2.2. To enable Pacific students to form valuable networks with our future and existing health professionals
  - 3.2.3. To expose students and the community to Pacific culture

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- 3.2.4. To alert students to the special issues involved in Pacific health
- 3.2.5. To provide guidance to Pacific Island students contemplating entering a health profession
- 3.2.6. To provide advice to academic institutions on the Pacific health curriculum and Pacific student recruitment and retention
- 3.2.7. To promote health profession as career paths in Pacific communities

## **4. COMMON SEAL/PIHPSA LOGO**

- 4.1. PIHPSA's logo will be stored as an electronic document and affixed to the Club's email account. It is for the use of the official PIHPSA matters.
- 4.2. This logo will be attached to any letterhead for use on official documents and at the discretion of The Club Committee.
- 4.3. This logo shall be agreed upon by the Club as the official PIHPSA emblem.
- 4.4. The use of the PIHPSA logo for any other purpose apart from official PIHPSA matters is only by the authority of The Club Committee.

## **5. POWERS OF OUSA WITH RESPECT TO THE CLUB**

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

## **6. POWERS OF THE CLUB**

- 6.1. The Club is not formed for the pecuniary gain of its members
  - 6.1.1. The Club may make payment as reasonable remuneration to any servant or officer of The Club or the payment of reasonable expense to any authorised representative or delegate of the Club.
  - 6.1.2. Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services

## **7. AFFILIATION**

- 7.1. The Club shall be affiliated to OUSA

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- 7.2. The Club and its members present and future shall be bound by the rules of OUSA, and every such Club and all such members shall be so bound in all respects. Where the OUSA constitution is not expressly mentioned in the constitution of the Club, the provisions of the OUSA constitution shall be read into the document.
- 7.3. The Club's affiliation to OUSA shall automatically lapse if The Club fails or ceases to comply with the OUSA Affiliation Policy of Section 18 of the OUSA Constitution and Rules.
- 7.4. The Club shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive
  - 7.4.1. Any affiliation to another body entered into without the OUSA Executive's consent shall be null and void.
- 7.5. The Club is also affiliated to the Pasifika Medical Association (PMA)
- 7.6. The Club shall be affiliated to PaSHNZ
- 7.7. The Club shall be affiliated to UOPISA
  - 7.7.1. The Executive shall appoint an existing Executive officer to represent the club in the UOPISA Sub-committee.
  - 7.7.2. If the elected person is temporarily unable to fulfil this role, then the club President must attend the role in their place.
- 7.8. The club shall have Memorandum of Understanding with OUMSA
  - 7.8.1. Medicine Representative to sit on the OUMSA executive as outlined in the Memorandum of Understanding between the two Associations
  - 7.8.2. An additional PIHPSA member studying medicine is to be elected to sit on the Medicine Welfare Committee.
    - 7.8.2.1. Only club members studying medicine are allowed to vote when electing an individual for this role
- 7.9. The club shall have Memorandum of Understanding with NZDSA
- 7.10. The club shall have a Memorandum of Understanding with PSA
- 7.11. The club shall have a Memorandum of Understanding with NZAPS-O

## **8. LIABILITIES INCURRED BY THE CLUB**

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

## **9. MEMBERSHIP**

- 9.1. The Club shall, in normal circumstances, have no less than 90% of total membership comprised of OUSA/OPSA members.
- 9.2. The Club shall in normal circumstances have no less than ten members.
- 9.3. Membership of the Club shall be open to all members of OUSA/OPSA.

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- 9.4. Membership can be restricted to a subsection of OUSA/OPSA members provided that the restrictions do not contravene the laws of New Zealand.
- 9.5. Pacific students shall become members of the Club when they enter or are intending to enter any health professional course as mentioned in 3.2 above.
- 9.6. The Club shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of the Club.
- 9.7. Any member of the Club 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.
- 9.8. Membership shall be deemed to continue until a formal resignation is received by the Club Committee.
- 9.9. A club member may not be suspended or expelled unless the committee resolves to do so by special resolution.
  - 9.9.1. The suspended member will be relieved of any powers and responsibilities and it not permitted to attend club activities
  - 9.9.2. A special general meeting must be called within three months to expel the member of the suspension lapses.
- 9.10. The following procedure must be used to expel a club member:
  - 9.10.1. Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received in person 30 minutes prior to the meeting taking place.
  - 9.10.2. 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.
  - 9.10.3. The motion to expel a club member must be passed by special resolution.
  - 9.10.4. That the member is informed in writing of the decision of the meeting and the length of his, her or their expulsion.
- 9.11. Where a member of the Club is expelled, that member shall have the right of appeal to the OUSA Executive.

## **10. ANNUAL GENERAL MEETING (AGM)**

- 10.1. The Annual General Meeting (AGM) of the Club shall be held during the month of September at such time and place as the Club Committee shall decide.
- 10.2. The AGM shall be held for the following purposes:
  - 10.2.1. To receive, from the Club Committee, a report of the proceedings of the previous year and a statement of the Club accounts;
  - 10.2.2. To elect the officers of the Club Committee for the following year;
  - 10.2.3. To conduct any general business.

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- 10.3.** The President, or in their absence any member appointed by the meeting shall be chair of the meeting.
- 10.4.** Every motion shall be moved by one Club member and seconded by another.
- 10.5.** Every member present shall be entitled to one vote,
  - 10.5.1.** In the case of an equality of votes when electing a new club committee, there must be a revote until a majority is reached.
  - 10.5.2.** In the case of passing a motion for constitutional changes, a majority vote is needed for the motion to be passed. Therefore, an equality of votes means the motion cannot be passed.
- 10.6.** The quorum shall be 20 per cent of the Club's total members or 6 members, whichever is greater.
- 10.7.** At least 14 days' notice of the AGM shall be given to all members by posting a notice on the OUSA notice board and/or via the PIHPSA email: pihpsaexec@gmail.com, and PIHPSA's social media platforms: Instagram pihpsa\_otago and Facebook PIHPSA Otago page
  - 10.7.1.** The notice shall include an agenda of business to be conducted at the AGM.

## **11. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES**

- 11.1.** The Club Committee on their own behalf or on the signed request of a quorum of members may at any time call a Special General Meeting.
  - 11.1.1.** If the Club Committee does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a Special General Meeting.
  - 11.1.2.** Notice of a Special General Meeting shall be given in the manner described above for an AGM.
- 11.2.** The conduct, voting procedures and quorum of a Special General Meeting shall be the same as those prescribed for the AGM,
- 11.3.** At any Special General Meeting a motion of no confidence in the Club Committee, or any member thereof, may be passed by special resolution provided that 14 days' notice of such intention has been given.
  - 11.3.1.** On the passing of such motion, 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 position(s).
  - 11.3.2.** Such new member shall hold office until the next AGM

## **12. CLUB OFFICERS AND THEIR ELECTION**

- 12.1.** The management and control of the Club shall be deputed to the officers of the club who represent the Committee of the Club.

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- 12.2.** The Committee of the Club shall consist of a minimum of four (4) people being
- 12.2.1** President
  - 12.2.2** Vice President
  - 12.2.3** Secretary
  - 12.2.4** Treasurer.
- 12.7.** There must also be representatives from each health professional course (as outlined in 3.2.1) where there are five or more students enrolled in the course, representatives from each clinical school (Christchurch and Wellington) and a general representative.
- 12.7.1** There shall be at least one representative from each clinical school (Christchurch and Wellington)
- 12.8.** All of the applicable committee roles shall be elected at the AGM.
- 12.9.** Every candidate for office shall be nominated at the meeting by one member of the Club and seconded by another.
- 12.10.** Every member present at the meeting shall be entitled to one vote.
- 12.11.** 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.
- 12.12.** The Club Officers shall hold office from one year following their appointment or until an officer resigns.
- 12.12.1.** Such resignation shall be effective immediately upon receipt in writing by the committee.
  - 12.12.2.** If a vacancy on the Club Committee occurs during the year, providing that a quorum remains, the Club Committee may appoint any member to fill such vacancy, unless it has occurred due to a no confidence vote.
  - 12.12.3.** If a vacancy occurs due to a no confidence vote then section 10 of this constitution applies.
- 12.13.** If an executive member misses 3 executive meetings with no valid explanation, they are required to have a meeting with the club President and Vice President to discuss further action

## **13. RESPONSIBILITIES OF EXECUTIVE OFFICERS**

President

- 13.2.** The president is the primary elected representative of members of PIHPSA. The President will lead PIHPSA in fulfilling its core functions and objectives.

Vice President

- 13.4.** In the President's absence the Vice-President shall exercise all the powers and duties of the Presidents where necessary and appropriate.

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- 13.5.** The Vice President is responsible for maintenance of the internal administrative functions including the maintenance of internal policy and oversight of the legislative requirements of PIHPSA.

Treasurer

- 13.7.** The Treasurer is responsible for the coordination and oversight of PIHPSA's financial performance as well as administering and monitoring of its finances.

Secretary

- 13.9.** The Secretary is responsible for coordination and oversight of the administrative tasks.

Representatives

- 13.11.** The representatives are responsible for managing the developments of portfolios.
- 13.12.** The representatives' roles are to advocate for respective portfolios, provide portfolio recommendations and implement recommendations once approved.

## **14. THE CLUB COMMITTEE**

- 14.1.** The Club Committee shall have full power at its meetings to deal with all matters relating to the objectives of the Club,
- 14.1.1.** Any matters relating to the Interpretation of these rules;
- 14.1.2.** Except where power is vested in the Club at a general meeting.
- 14.2.** 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.
- 14.3.** The Club Committee shall meet at such times as it deems fit.
- 14.4.** The President, or in their absence any member appointed by the Club Committee, shall, in the case of an equality of votes, have a second or casting vote to all Club Committee meetings.
- 14.5.** The quorum for Club Committee meetings shall be at least six Club Committee members.
- 14.6.** One member of the Club Committee shall be elected to represent the Club on the OUSA Affiliated Clubs Council.
- 14.7.** The members of the executive team must identify as a Pacific Islander ethnicity and be enrolled in one of the health professional courses (as in 3.2.1) or an allied health programme (as defined by the University of Otago). This is in

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order to represent the Club and its members, and to provide leadership opportunities and professional development for pacific students.

## **15. FINANCE PROPERTY AND RECORDS OF THE CLUB**

- 15.1.** The funds of the Club shall be in the control of the Club Committee, which will depute the President and the Treasurer to manage them.
- 15.2.** The club must have at least three executive signatories with the bank.
  - 15.2.1.** One of the signatories must be the club Treasurer and the other the club President.
  - 15.2.2.** The remaining signatory shall be elected by the Clubs Committee at the Committee's discretion.
- 15.3.** The Treasurer shall also:
  - 15.3.1.** Keep a true record and account of all the receipts and payments of the Club including bank statements;
  - 15.3.2.** Prepare the statement of accounts and balance sheet for the financial year;
  - 15.3.3.** Keep the Club's asset register and monitor the loaning of club assets.
- 15.4.** The Secretary shall:
  - 15.4.1.** Keep a true record and account of the proceedings and meetings of the Club and the Club Committee;
  - 15.4.2.** Keep a correct and up to date membership list;
  - 15.4.3.** Conduct and archive all correspondence relating to the club.

## **16. DISAFFILIATION OF THE CLUB FROM OUSA**

- 16.1.** A club may disaffiliate from OUSA at any time by notifying the CDO in writing
  - 16.1.1.** Such notification will provide reasons for why the club is disaffiliating from OUSA.
    - 16.1.1.1.** Notification will be provided by supplying the Club's AGM Minutes to that effect.

## **17. DISSOLUTION OF THE CLUB**

- 17.1.** If the Club's Committee members are unable to be contacted using all possible means for a period of six months the club will be deemed to be dissolved.
- 17.2.** Upon dissolution of the Club:
  - 17.2.1.** All funds remaining after debts have been cleared will be distributed to Pacific Trust Otago.
  - 17.2.2.** All assets will be distributed to Pacific Trust Otago.



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## **18. AMENDMENT OF THIS CONSTITUTION**

**18.1.** Proposed amendments to the constitution of the Club must be approved by the OUSA Financial Services Officer prior to ratification at the Club's General Meeting.

**18.2.** These rules can only be added to, repealed or amended by special resolution at an Annual or Special General Meeting of the Club, provided that no resolution shall be deemed to have passed unless;

**18.2.1.** 14 days' notice of the proposed amendment has been given;

**18.2.2.** Once ratified at a General meeting of the Club, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.