



Otago Tongan Students' Association (OTSA) CONSTITUTION

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PART I: INTRODUCTION

S.1 NAME

The name of this Association is the Otago Tongan Students' Association or otherwise known as "OTSA" (the Association).

S.2 INTERPRETATIONS

In these rules, unless a contrary interpretation appears:

1. OTSA shall mean Otago Tongan Students' Association (the Association is of and owned by Tongan tertiary students in Dunedin).
2. OUSA means Otago University Students' Association.
3. NZTTSA means New Zealand Tongan Tertiary Students' Association.
4. AGM means Annual General Meeting.
5. SGM means Special General Meeting

S.3 AIMS AND OBJECTIVES

Preamble

This Association is a student body of Tongan Tertiary Students in Dunedin.

The Aims and Objectives of the Association are to:

1. Promote and facilitate an interactive and supportive environment for Tongan Tertiary Students in Dunedin/Otago, that affirm their cultural identity;
2. Provide a supportive environment and experiences for all Tongan students in New Zealand to sustain and improve excellence in Academic, Spiritual, Sports, Cultural and Social endeavours;
3. Encourage its members to express themselves in any language that members are comfortable with in any meeting and/or activities organised by the Association, let the language be Tongan or English; AND
4. In relation to the Tongan Students' Associations, the Association shall:
 - Encourage its members to work closely with all Tongan students and the Tongan community in Dunedin/Otago;
 - Sustain and promote the Tongan cultural heritage

5. In relation to other Organisations, Associations, and Tertiary Institutions, OTSA shall:
 - Affiliate with OUSA, liaise with NZTTSA (New Zealand Tongan Tertiary Students' Association) and all other Pacific Island Student Associations, on matters of interest to members of the Associations.

S.4 MEMBERSHIP

1. Ordinary Membership

The membership of the Association shall be open only to all Tertiary Students', in Dunedin.

2. Exceptional Membership

The membership in the Association, shall be open to any individual who is involved with the Association' activities.

Part II: GENERAL MEETINGS

S.1 GENERAL MEETINGS

1. The executive may call a general meeting.
2. The executive shall call a meeting within fourteen days of the AGM.
3. Resolutions of general meetings shall be binding on the Executive unless unconstitutional.
4. Quorum shall be five members.
5. The meeting shall lapse if quorum is not reached, or lapses.
6. A motion will be passed by the majority of members present and voting—constitutional amendments require 50% majority.
7. Meetings shall be held during an academic term.

S.2 INITIAL AND ANNUAL GENERAL MEETINGS

1. There shall be at least four Executive meetings every year. The first shall be called within the first three weeks of the first semester. The other shall be an annual general

meeting conducted at the end of the second semester.

2. All meetings must be sent via txt/email/social media with starting time, place, and date with agenda prior to the meeting.

At these meetings:

- I. There shall be a report by the Treasurer regarding the Association's financial position at the Initial General Meeting, and every Executive/Association Meeting held. An annual report will be given at the AGM.
- II. There shall be a workshop determining the year's direction.
- III. Any vacancies on the executive will be filled in accordance to Part 2 S.6 of this constitution.
- IV. All meetings must be opened and closed by prayer.
- V. Secretary must read out the minutes' of the most recent meeting.

S.3 MISCELLANEOUS

1. There shall be no voting by proxy.

PART III: THE EXECUTIVE

S.1 THE OFFICERS

1. The officers of OTSA shall be the President, Vice-President, Secretary, Treasurer, Academic Representative, Cultural Representatives, Sports Representative, Social Representative & Public Relations Officer;
2. Every candidate for President, Vice-President, Secretary, Treasurer, Academic Representative, Cultural Representatives, Sports Representative, Social Representative and Public Relations Officer shall be an enrolled student at the time of his/her election.

S.2 THE EXECUTIVE

1. The Executive OTSA shall comprise:

- i. President
- ii. Vice-President
- iii. Secretary
- iv. Treasurer
- v. Academic Representative
- vi. Cultural Representatives
 - a 2 cultural representatives
- vii. Sports Representative
- viii. Social Representative
- ix. Public Relations Officer

1. The job descriptions of each Executive member shall be in accordance but not limited to Schedule 1 of this Constitution.
2. All members of the Executive shall support the interests of students of Tongan ethnicity.
3. Former members of the Executive will be encouraged to assist the new Executive immediately following their election.
4. The office for executive members shall be for the academic period of the following year.
5. An Executive member may resign from his/her position in writing or in an Executive Meeting.
6. However, the Executive may motion a resolution at a SGM to remove any Executive member before the expiration of his or her term of office. The Executive shall then appoint another Executive member to hold office until the next Annual General Meeting.

S.3 POWERS OF THE EXECUTIVE

1. The Executive, subject to the provisions in this constitution, may do all things deemed by it to be necessary or expedient for the fulfilment of the objectives and goals of the OTSA.
2. The Executive shall have power, subject to this constitution, to administer and control all funds of the group. However, the signatories of the OTSA funds shall be the President, Vice-President, Secretary and Treasurer of the OTSA.

S.4 MEETINGS OF THE EXECUTIVE

1. The President shall be the Chairperson of all meetings of the Association.

If the President is not present or is unwilling to act as the Chairperson, a Chairperson shall be elected at the commencement of that meeting just for that meeting only.

The Chairperson must be neutral in controlling and conducting of meetings considering that the Chairperson has a casting vote in the event of a tie in all meetings.

2. Meetings of the Executive shall have a quorum at any meeting of half the executive members.
3.
 - I. A meeting of the Executive may be called by any member of the Executives, after giving notice to the President.
 - ii. The Secretary shall give twenty four (24) hours notice of the meeting to all other Executive members.
 - iii. In exceptional circumstances, a meeting may be called with less than twenty four (24) hours notice, provided consent is given by at least five members of the Executive.
5. Any member of the OTSA shall be entitled to attend the Executive meeting upon approval of the President .
6. Notwithstanding No. 5 above, the Executive may move the meeting into committee to discuss matters of sensitivity, whereupon all non-Executive members shall be required to leave the room until the meeting is moved out of committee.
7. No matter discussed by the Executive while it is in committee shall be discussed outside the meeting. Failure to comply with this section may be considered an act of gross misconduct for the purposes of Part 1, S.4 of this constitution.
8. The President or a delegated member is to represent the OTSA at conferences and meetings or any other events that will benefit/related to the objectives of the OTSA.

S.5 CESSATION OF EXECUTIVE MEMBERSHIP

1. If any Executive member is absent from three (3) consecutive ordinary meetings without giving apologies, he/she shall be deemed to have resigned.
2. Notwithstanding anything in No. 1 above, the Executive may grant continuation of membership if at the Executive meeting immediately following the third absence, a two-thirds majority vote of the Executive resolves that the member's absence was due to exceptional circumstances.
3. Executive members shall resign when called upon to do so by a two-thirds majority of those members present and voting at a General Meeting called for that purpose.
4. Any Executive members may resign their membership by giving written notice of their resignation to the President.

S.6 VACANCIES ON THE EXECUTIVE

1. The office of any Executive member shall become vacant if the person holding such office:
 - i. ceases to be a member of the OTSA;
 - ii. dies;
 - iii. is the subject of a successful "no confidence" motion at a General Meeting duly called for that purpose;
 - iv. resigns from office.
2. In the event of any vacancy, including when a General Meeting fails to elect a member to a vacant position, the Executive shall appoint from within its members an acting Executive member who shall continue in office until the new member is elected.

PART IV: FINANCE

S.1 CONTROL OF FUNDS

1. All finances received from fundraisers shall be processed by the OTSA Treasurer.
2. Proper accounting practices shall be kept.
3. The President & Treasurer shall determine the budget, in consultation with the OTSA and present it at the AGM.
4. The assets, income and property of the Association from any source whatsoever, shall be applied solely for pursuing and carrying out the objectives of the Association, and is the

property of the OTSA.

5. The disposition of Association funds shall be limited to the objectives of the Association.
6. The financial year of the OTSA ends at the end of the academic year (November)
7. In consultation with the Executive, the Treasurer shall use the Bank Account in the name of Otago Tongan Students' Association at a National chosen Bank, which shall be operated jointly by the signatures of the four (4) following Officers and signatories:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Secretary

PART V: CONDUCT OF ELECTIONS

1. Elections of the officers and general members of the Executive may only take place at an Annual General Meeting, Special General Meeting and Initial General Meeting.
2. All elections of the Association shall be by Secret Ballot.
3. Only members of the Association who are present at the AGM are eligible for election to the positions listed in Part III. S.2 (Executive Officers).
4. The Chairperson shall have the casting vote in any meeting in the event of a tie.
5. No proxy or postal votes shall be permitted
6. A member of the OTSA may be nominated before or during the General Meeting. They may nominate themselves.
7. The winner of each position shall be the person who wins simple majority of those present and voting at the General Meeting.
8. If there is only one candidate, that person shall be elected unless there is a vote of no-confidence.

PART VI: CONSTITUTION

S.1 CONSTITUTION

1. This constitution shall consist of parts I to VI inclusive.
2. Alterations shall be made to the constitution of the OTSA at either an Annual General Meeting (AGM) or Special General Meeting (SGM) and by two thirds majority of those members present and voting, and then only if fourteen (14) days during term-time before such a meeting a notice setting forth the wording of the proposed alterations had been posted on the mailing list.

S.2 INTERPRETATION OF THE CONSTITUTION

A substantial compliance with this constitution shall in all cases be good and sufficient and no regulations, resolution, decision, election, appointment, notice or other matter or thing shall be invalidated by reason only of a failure to comply exactly with these rules.

S.3 IN ADDITION TO THE CONSTITUTION

1. The OTSA shall make a one-off payment of \$50.00 to the Secretary of the OTSA, in contribution to paying for printing for Association purposes.
 2. The secretary shall provide a receipt to show each payment was used for its correct purpose, subject to Part VI S 3(2).
 3. The OTSA shall provide finances to assist in petrol for all vehicles used by the OTSA.
- I. Purposes for OTSA include picking up and dropping off members for Association activities, and completing tasks for the OTSA that need to be complete by using a vehicle.

S.4 DISSOLUTION

1. Provided that all the liabilities of the Association have been discharged, the members present at an AGM convened for the purpose may resolve that the Association is dissolved from a date to be named in the resolution.
2. A resolution to dissolve the Association must be approved by 75% of the members present at a meeting convened for the purpose of considering a resolution to dissolve the Association.

3. Upon dissolution, all funds and properties of the Association shall be in trust for the next OTSA. The title or beneficiary should be to the next official OTSA in compliance with this constitution, as well as the constitution of OUSA.

SCHEDULE 1: EXECUTIVE JOB DESCRIPTIONS

All Executive Members

1. Uphold the constitution.
2. Further the goals and objectives of the OTSA.
3. Act as full members of the Executive and OTSA members.

President

1. Overall leadership and policy implementation.
2. Main spokesperson for the OTSA
3. Chair and convener of Executive and General Meetings.
4. Chief representative and responsible for all internal and external relations.
5. Liaise with other representative groups where appropriate.

Vice President

1. Assist President in all matters and to act in his/her absence.
2. Handle sponsorship/grants and finance in conjunction with the Treasurer.

Secretary

1. To send out the agenda and take the minutes of Executive and General Meetings and to distribute them to anyone who wishes to read them.
2. Assist the President in communication.
3. Keep in regular contact with all Executive members and the OTSA in regards to meetings.
4. Organise and co-ordinate volunteers to network on behalf of the OTSA.
5. Book the venue for all meetings.

Treasurer

1. Draft and maintain budget.
2. Hold and maintain petty cash.
3. Provide financial advice to the Executive.
4. Price projects by obtaining quotes and maintaining transparency for accounts.
5. Handle sponsorship and finance in conjunction with the Vice- President.
6. Collect all receipts for finances that were used from the OTSA Account.

Academic Representative

1. Organise production and distribution of academic material to assist the OTSA
2. Liaise with the staff of the Tertiary Institutions in Dunedin
3. Assist members of the OTSA in obtaining academic tutorials and extra help.
4. Assist and encourage members of the OTSA who struggle with academics.
5. To further what is required to help the members of the OTSA academically.

Cultural Representative

1. Organise all cultural activities within the Association.
2. Seek the assistance required for the Cultural Practices of the OTSA.
3. Work in conjunction with the Social Representative for the commencement of Cultural Events.

Sports Representative

1. Organise all sports activities within the Association.
2. Seek the assistance required for the Sports Practices of the OTSA.
3. Work in conjunction with the Social Representative for the commencement of Sports Events.

Social Representative

1. Organise all Social Events and other events within the Association.
2. Seek the assistance required for the Events of the OTSA.
3. Work in conjunction with all officers for the commencement of all OTSA Events.

Public Relations Officer

1. Organise production and distribution of promotional material.
2. Liaise with media networks.
3. Communication with the OTSA through such things as student media, newsletter, email, forums, meetings and maintenance of the social media platforms.
4. Represent the Association at all public meetings
5. Administer and update the association's social media platforms
6. Deal with issues in the media, protecting the OTSA's profile and reputation

SCHEDULE 2: OTSA LOGO



The logo of the Association must be affixed to any authorised correspondence that comes in or goes out from the Association.