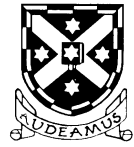


# Constitution of the University of Otago Anthropology Society



## 1. NAME

- 1.1 The name of the Club/Society shall be The University of Otago Anthropology Society
- 1.2 These rules are to be read in conjunction with the Otago University Students' Association Inc. Policy on Affiliated Clubs and Societies, and in particular Clause 5 of the OUSA Affiliation Policy which shall be deemed to be a part of these Rules. The above mentioned clause is reproduced at the end of this document.

## 2. DEFINITION

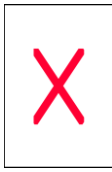
- 2.1 'OUSA' refers to the Otago University Students' Association Inc.
- 2.2 'The Club' refers to The University of Otago Anthropology Society
- 2.3 'The Body' refers to The University of Otago Anthropology Society
- 2.4 'OUSA Executive' refers to the Executive of the OUSA
- 2.5 'Club Executive' refers to the Executive of The Club
- 2.6 'The Department' refers to the Department of Anthropology, University of Otago
- 2.7 'The rules of OUSA' refers to the OUSA Constitution and Policy or resolutions as set by the SGM or the OUSA Executive.

## 3. AFFILIATION

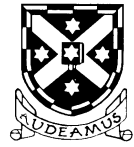
- 3.1 The Club shall be affiliated to and bound by the rules of OUSA.
- 3.2 The Club will not be formed until affiliation has been granted by the Executive.
- 3.3 The rules of the OUSA shall bind the Club and all of its members regardless of anything to the contrary contained in this constitution, and the Club and all its members shall be bound by the decisions of the OUSA Executive.
- 3.4 This constitution is subject to the rules of the OUSA and shall be void and of no effect to the extent of their conflict with the rules of the OUSA.
- 3.5 The Club shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.
- 3.6 Any affiliation to any other body entered into without the OUSA Executive's consent shall be null and void.
- 3.7 Upon the consent of the OUSA Executive the Club shall become affiliated to the Department of Anthropology, University of Otago and be subject to exemptions approved and outlined under section 6.1.1.1 and 6.1.1.2. of this constitution

## 4. POWERS OF OUSA WITH RESPECT TO THE CLUB

- 4.1 Affiliation to the OUSA shall not limit or affect the rights and powers of the OUSA or any of its committees in respect of any matter.



# Constitution of the University of Otago Anthropology Society



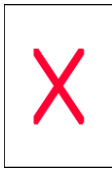
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- 4.2 The Finance and Services Officer of the OUSA shall at all times be entitled to and permitted to inspect the books, papers and accounts of the Club.
  - 4.3 The OUSA Executive may at any time;
    - 4.3.1 Appoint either a committee or the club development officer to conduct an examination of the affairs of the Club and to report thereon to the Executive
    - 4.3.2 Convene a special general meeting of the Club for any purpose
    - 4.3.3 Appoint a temporary Club Executive to replace the regular Club Executive of the Club for such time and with such powers as the Executive may determine.
  - 4.4 Any term or condition imposed upon the Club by the Executive shall be binding, whether consented to by the Club or not.

## 5. OBLIGATIONS OF OUSA

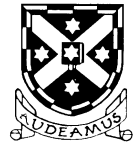
- 5.1 The OUSA shall not be responsible for any liabilities or debts incurred by the Club without the prior authority in writing of the Secretary of the OUSA, and agreement by the Executive.
- 5.2 The Club shall not enter into any agreement of a value greater than NZ\$500, without the prior authority in writing of the Secretary of the OUSA, and agreement by the Executive.
- 5.3 Should any liability or debt be incurred without such authority the liability shall rest solely with the person/people who incurred it.

## 6. DISSOLUTION OF THE CLUB

- 6.1.1 Immediately upon the lapse or cancellation of the affiliation of the Club to the OUSA, the Club will be dissolved and all of the property of the Club, including cash, shall revert to, and must be returned to, the OUSA.  
Exemptions outlined below:
  - 6.1.1.1 Any equipment supplied by the Department shall be deemed to be held on loan by the Club and shall return to the Department upon dissolution.
  - 6.1.1.2 If upon dissolution grants provided by the Department to the Club are unspent they shall revert to the Department.
- 6.1.2 The last existing Club Executive shall be responsible for returning all property, and shall be held personally liable for any property that is not returned.
- 6.1.3 All property remaining after all debts of the Club have been cleared will be held in trust until a similar club is formed and affiliated to OUSA.



# Constitution of the University of Otago Anthropology Society



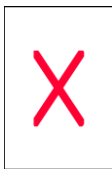
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## 7. OBJECTIVES

- 7.1 The objectives of the Club shall not contradict the objectives of the OUSA.
- 7.2 The objectives of the Club shall be
- To offer peer support to all archaeology, social anthropology, and biological anthropology students and those in related fields
  - Be a forum for the discussion of issues pertaining to archaeology, social anthropology, and biological anthropology students and those in related fields
  - To make a contribution to anthropological excursions, field trips, events, activities, conferences, and skill development of members as deemed appropriate
  - To promote the appreciation of archaeology, social anthropology, and biological anthropology to the public
  - To facilitate collaboration between the many facets of anthropology and related fields
  - To give students the opportunity to meet and network with new people and most of all have fun!

## 8. MEMBERSHIP

- 8.1 As a guideline no club shall in normal circumstances have as its members more than 10% non-OUSA members.
- 8.2 Membership shall be open to staff of the Department of Anthropology and Archaeology, staff of the Department of Anatomy and all members of OUSA or any subsection of members of OUSA whose membership restrictions do not contravene the laws of New Zealand.
- 8.3 Persons shall become members when
- The appropriate subscription is paid to the Club
- 8.4 Membership shall cease when
- the Club Executive votes for a member to be expelled due to behaviour deemed inappropriate to the character of the Club
- 8.5 Where a member of the Club is expelled, there shall be a right of appeal to the OUSA Executive.
- 8.6 Any member 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.



# Constitution of the University of Otago Anthropology Society



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## 9. SUBSCRIPTION/FEES

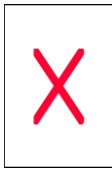
- 9.1 The annual subscription for members of the Club shall be Ten Dollars for all students, Subscription for a single semester shall be Five Dollars. Subscription for non-students will be Fifteen Dollars per year, or Seven Dollars and Fifty Cents a semester.
- 9.2 It shall not be lawful to impose any levy, whether compulsory or not, without first obtaining the consent of the Executive thereto.
- 9.3 Such consent may be altered or revoked at any time.

## 10. CLUB OFFICERS AND THEIR ELECTION

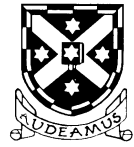
- 10.1 The officers of the Club shall consist of a max of 13 roles of : President, Vice President, Secretary, Treasurer, Undergraduate Representative, Postgraduate Representative, Anthropology Representative, Archaeology Representative, Bioanthropology Representative, two Events Managers, Social Media Manager and Community Outreach / Fieldtrip Co-ordinator all of whom shall be elected at the Annual General Meeting. Every candidate for office shall be nominated at the meeting by one member of the Club and seconded by another.
- 10.2 Every member present at the meeting shall be entitled to vote.
- 10.3 Scrutineers shall be appointed to oversee the election and, if members, shall be entitled to vote.
- 10.4 In the event of two or more candidates receiving an equal number of votes, the chair of the meeting shall have a casting vote.

## 11. THE CLUB EXECUTIVE

- 11.1 The management and control of the Club shall be deputed to an executive of club officers composed of President, Vice President, Secretary, Treasurer, Undergraduate Representative, Postgraduate Representative, Anthropology Representative, Archaeology Representative, Bioanthropology Representative, two Events Managers, Social Media Manager and Community Outreach / Fieldtrip Co-ordinator all of whom shall be elected at the Annual General meeting. The Club Executive shall hold office for one year following its appointment.
- 11.2 The Club Executive shall have full power at its meetings to deal with all matters relating to the objects of the Club, and any matters arising out of these rules, except where power is vested in the Club in general meeting.
- 11.3 If a vacancy occurs during the year, providing that a quorum remains, the Club Executive may appoint any member to fill such a vacancy, unless it has occurred due to a no confidence vote.
- 11.4 All decisions shall be valid and binding on the members, only so far as they do not conflict with these rules, or the rules of the OUSA or decisions of the OUSA Executive.
- 11.5 The Club Executive shall meet at such times as it deems fit.



# Constitution of the University of Otago Anthropology Society



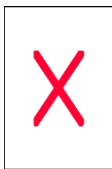
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- 11.6 The President, or in their absence, any member appointed by the Club Executive, shall, in the case of an equality of votes, have a second or casting vote.
  - 11.7 The quorum for Club Executive meetings shall be at least 60% of the Club Executive members.
  - 11.8 The Secretary shall keep a true record and account of the proceedings and meetings of the Club and the Club Executive.

## 12. GENERAL MEETINGS

- 12.1 The Annual General Meeting of the Club shall be held in the second half of the second semester at such time and place as the Club Executive shall decide, and shall be held for the following purposes:
  - 12.1.1 To receive from the Club Executive a report of the proceedings of the previous year, and a statement of the accounts.
  - 12.1.2 To elect the officers and Club Executive for the following year.
  - 12.1.3 To conduct any general business.
- 12.2 The President, or in their absence any member appointed by the meeting, shall be chair of the meeting.
- 12.3 Every motion shall be moved by one member and seconded by another.
- 12.4 Every member present shall be entitled to one vote, except the chair, who shall have a second or casting vote in the event of an equality of votes.
- 12.5 The quorum shall be one more than a quarter of the Club's total members or 10 members, whichever is the greater.
- 12.6 At least 14 days notice shall be given, by posting a notice on the OUSA notice board and emailing members
- 12.7 The notice shall contain an agenda of business at the meeting.
- 12.8 The Club Executive on their own behalf or on the signed request of a quorum of members may at any time call a special general meeting.
- 12.9 If the Club Executive does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a special meeting.
- 12.10 Notice of the meeting shall be given in the normal manner.

## 13. NO CONFIDENCE VOTES

- 13.1 At any special general meeting a motion of no confidence in the Club Executive, or any member thereof, may be passed, provided that 14 days notice of such intention has been given.



# Constitution of the University of Otago Anthropology Society



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- 13.2 On the passing of such motion, the member shall be deemed to have resigned and the meeting shall then have the power to and may proceed to elect a new member.
  - 13.3 Such new member shall hold office until the next annual general meeting.

## 14. FINANCE AND PROPERTY

- 14.1 The funds of the Club shall be in the control of the Club Executive, which will depute the Treasurer to manage them.
- 14.2 The Treasurer shall keep a true record and account of all the receipts and payments of the Club.
- 14.3 All the funds and other assets of the Club shall be the property of the OUSA and the Club shall, subject only to the approval of the OUSA Executive, have the custody and control of such funds and assets and shall be responsible therefore to the Executive.

## 15. REPRESENTATION ON SPORTS/SOCIETIES/OVERSEAS STUDENTS COUNCIL

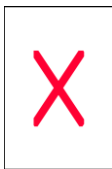
- 15.1 At least one member of the Club Executive shall be elected to represent the Club on the Societies Council
- 15.2 If no representative of the Club attends 3 consecutive Societies Councils, as applicable, or apologises for non attendance the Club shall be deemed to have dissolved.

## 16. AMENDMENT OF CONSTITUTION

- 16.1 These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting of the Club, provided that no resolution shall be deemed to have passed unless 14 days notice of the proposed amendment has been given and the vote was carried by at least a two thirds majority of those present and entitled to vote.
- 16.2 Such amendment must forthwith be forwarded to the Secretary of the OUSA.
- 16.3 No such alteration shall be binding unless, within two months, it is passed as approved by the OUSA Executive.

## 17. INTERPRETATION

- 17.1 The Club Executive shall, subject only to the OUSA Executive, be the sole authority for the interpretation of these rules and the decisions of the Club Executive shall be binding, subject only to the right of appeal to the OUSA Executive.



# Constitution of the University of Otago Anthropology Society



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## 18. CLAUSE 5 OF THE OUSA AFFILIATION POLICY

- 5.1 Every affiliated body shall have the following provisions of this clause included in its Constitution, including this sub clause, and the affiliation of any body that does not, or ceases to comply with these clauses shall lapse and be void.
- 5.2 All property held or possessed by the Body shall prima facie be the property of the OUSA upon the dissolution of the Body. (Exemption outlined in 6.1.1.1 and 6.1.1.2 of this constitution above).
- 5.3 The Body may only levy upon it's members such fees or subscriptions as have been allowed and approved by the OUSA Executive, unless the amount per member is equal to or less than five (5) dollars in the financial year.
- 5.4 Such consent may at any time be revoked or the terms thereof varied or the maximum subscription altered by the Executive.
- 5.5 Any person ceasing to be a member of the Association shall cease to be a member of the Body unless
  - 5.5.1 The Constitution of the Body as approved by the Executive allows non-members to be members of the Body
  - 5.5.2 The Executive grants an exemption from the operation of this provision in an individual case.
- 5.6 Where a member of the body is expelled, there shall be a right of appeal to the OUSA Executive.
- 5.7 Any alterations of the constitution of the Body shall not be valid unless approved by the Executive within two (2) calendar months from the date on which the alterations were passed or made.
- 5.8 The constitution and rules of the Body shall be subject in all respects to the OUSA Constitution and shall be void and of no effect to the extent of the conflict with the OUSA Constitution.
- 5.9 The Body and its members, present and future, shall be deemed to submit to and be bound by the OUSA Constitution and Policy of the SGM and Executive, and every such body and all such members shall be so bound in all respects.