



The Constitution of the Humanities Otago Pacific Students' Association (HOPSA)

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INTRODUCTION

1. Preamble

1.1 The Humanities Otago Pacific Students' Association (HOPSA) is the representative student body of Pasifika Humanities students at the University of Otago and Otago Polytechnic. It is a platform to coordinate, collaborate and make decisions on behalf of its students. It is the collective voice of this student body. They will always work towards achieving what is in the best interest of its members.

2. NAME OF CLUB

2.1 The name of the Club shall be the Humanities Otago Pacific Students' Association (HOPSA)

3. COMMON SEAL/HOPSA LOGO

3.1 HOPSA's logo will be stored as an electronic document and affixed to the Club's email account. It is for the use of official HOPSA matters.

3.2 This logo will be attached to any letterhead for use on official documents and at the discretion of the Executive.

3.3 This logo shall be agreed upon by the Club as the official HOPSA emblem.

3.4 The use of the HOPSA logo for any other purpose apart from official HOPSA matters is only by the authority of the Executive.

3.4.1 Requests are to be made in writing and are only allowed to be used once written approval from the Executive has been received.

4. DEFINITION AND INTERPRETATION

4.1 The 'Club' refers to the Humanities Otago Pacific Students' Association (HOPSA)

4.2 The 'Constitution' shall mean the Constitution of Humanities Otago Pacific Students' Association executive

4.3 The 'Executive' shall refer to the HOPSA executive elected in accordance with the Constitution

4.4 'Member' shall mean any person who is an existing member of HOPSA in accordance with the Constitution

4.5 'Pasifika students' shall mean any person who at the time of enrolment, identified themselves as Pasifika/Pacific ethnicity (Melanesians, Micronesians, and Polynesians)

4.6 'UOPISA' shall mean University of Otago Pacific Islands Students' Association

4.7 'OUSA' refers to the Otago University Students' Association Inc.

4.8 'The rules of OUSA' means the OUSA Constitution and Policy and resolutions as set by the Special General Meeting, referenda, or the OUSA Executive."

4.9 'UoO' shall mean University of Otago

4.10 'Polytech'/'Polytechnic' shall mean Otago Polytechnic

4.11 'Association' shall mean any association, and/or club registered with OUSA.

4.12 'Humanities' refers to any Humanities program/paper provided by UoO, and/or Polytech and includes any Music, and Theology program/paper.

4.13 Gross misconduct shall mean:

4.13.1 Intentional non/mis-performance of a member's duties, or refusal to abide by or comply with the reasonable directives of the Executive and/or the Constitution; or

4.13.2 Dishonesty, fraud or misconduct with respect to the business and/or affairs of HOPSA; or

4.13.3 The commission of any act that directly or indirectly is detrimental to the best interests of HOPSA.

4.14 'AGM' means Annual General Meeting

4.15 'SGM' means Special General Meeting

4.16 Ordinary Resolution refers to a motion requiring a majority vote to pass.

4.17 Special Resolution refers to a motion requiring a two-thirds majority vote to pass.

4.18 The Executive shall be the sole authority for the interpretation of these rules. The decisions of the Executive shall be binding, subject only to the right of appeal to the UOPISA Executive.

5. OBJECTIVES OF THE CLUB

5.1 The objectives of the Club shall be:

5.1.1 To encourage an environment that supports Pasifika Humanities students mentally, spiritually, academically and culturally;

5.1.2 To strengthen the connection between Pasifika Humanities students at UoO or Polytechnic;

5.1.3 To provide a collaborative platform for Pasifika students to share their interests and experiences; AND

5.1.4 To provide a collective voice about issues that affect Pasifika students and any curriculum in the area of Humanities.

6. AFFILIATION

6.1 The Club shall be affiliated to OUSA.

6.1.1 The Executive shall appoint an existing Executive officer to represent the Club on the OUSA Affiliated Clubs Council.

6.2 The Club shall be affiliated to UOPISA.

6.2.1 The Executive shall appoint an existing Executive officer to represent the Club in the UOPISA Sub-committee.

7. LIABILITIES INCURRED BY THE CLUB

7.1 The Club shall not enter into any loan agreement of any value without discussion and consent of the club.

8. MEMBERSHIP

8.1 The Club shall, in normal circumstances, have no less than 90% of total membership of UoO or Polytech students.

8.2 The Club shall have no less than ten members in any circumstance.

8.3 Membership of the Club is open to any and all Pasifika students who are enrolled in a

Humanities degree or a Humanities paper at any one point of their studies at the UoO or Otago Polytechnic.

8.4 Special membership may be granted to non-Pasifika students or non-Humanities students.

8.4.1 They must be supportive of HOPSA's objectives and be willing to contribute to achieving HOPSA's goals.

8.4.2 A special member has voting rights.

8.5 Any person can become a member of the Club by written registration to the Executive.

8.5.1 Registration can be in the form of an email, formal correspondence or through other digital platforms (social media).

8.6 Membership shall continue until a formal resignation is received by the Executive.

8.7 Membership shall cease in the following circumstances:

8.7.1 For all members, on December 31 of each year; or

8.7.2 When a student has completed their studies; or

8.7.3 When a Club member has left the Club in accordance with Section 8.6; or

8.7.4 The death of a member

TERMINATION

8.8 A Club member may be suspended due to gross misconduct by special resolution of the Executives.

8.8.1 Any suspected criminal offending is referred to the proper authorities

8.8.2 The person suspected of gross misconduct must be given the right to respond to any allegations against him/her.

8.8.3 A written resolution of the suspension, and the allegations against the member must be received by the person at least 30 days prior to an Executive meeting to discuss the matter.

8.8.4 Following due process, the suspended member may be relieved of any powers and responsibilities and, which may include not being permitted to attend Club activities.

8.8.5 The suspended member is allowed to the Executive meeting for a final plea and will be asked to leave after making their case.

8.8.6 The member is then informed no later than 7 days from the meeting of the Executive's verdict, and if expelled the length of their expulsion.

8.8.7 Failure to call an Executive meeting in regard to the suspended member within the timeframe, will automatically lapse the suspension.

8.8.8 An SGM will be called to inform Club members of the allegations, and expulsion of said member.

8.9 Where a member of the Club is expelled, that member shall have the right of appeal to the HOPSA Executive.

GENERAL MEETINGS

9. GENERAL MEETINGS

- 9.1 The Executive may call a general meeting.
- 9.2 Subject to the provisions of this Constitution, all resolutions of all General Meetings shall be binding.
- 9.3 Quorum for all general meetings shall be 60% of Club's existing total members. Provided that the quorum is not met the meeting shall lapse or be void for all purposes until further notice.
- 9.4 Any motion before a general meeting is passed by a simple majority of members present and voting.
- 9.5 Constitutional amendments and motions of no confidence shall require a two-thirds majority vote of members present, to pass.
- 9.6 The President is the chair for all general meetings – inclusive of AGM, and SGM.
- 9.6.1 In the absence of the President, the Executive may appoint a chair for that meeting only.
- 9.6.2 The President may choose to appoint a chair for any general meeting.
- 9.6.3 In the event of Executive Elections, an independent chairperson who is not a member of the Executive or the Club, is appointed by the Executive prior to elections and will chair the elections.
- 9.6.4 The chair will revert to the chair of the official meeting, once elections or bi elections have ceased.

10. ANNUAL GENERAL MEETING

- 10.1 The AGM shall be held during the month of September or October at such time and place as the Executive shall decide.
- 10.2 At least 14 days' notice of the AGM shall be given to all members, by distributing a notice via email, social media and/or the OUSA noticeboard.
- 10.2.1 The notice shall include starting time, place, date, and an agenda of business to be conducted at the AGM.
- 10.3 The AGM shall be held:
- 10.3.1 To receive a report of the proceedings of the recent year:
- a) A report from the President reviewing the recent year's activities, and outlining the Executive's plans for the remainder of the year;
 - b) A report from the Secretary outlining any internal or external activities for HOPSA; and
 - c) A report from the Treasurer outlining the annual financial statements of HOPSA, and recent year's financial performance.
- 10.3.2 To elect the officers of the Executive for the following year;
- 10.3.3 To conduct any general business.
- 10.4 The quorum shall be as stated in section 9.3.
- 10.5 A Club member can only move up to two motions or second up to two motions.
- 10.6 Every member present shall be entitled to one vote each.
- 10.6.1 In the event of a tie, the Chairperson shall have the casting vote.
- 10.7 Running candidates shall not appoint proxies to stand in for the AGM nor appoint proxy

votes.

11. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES

- 11.1 An SGM may be called by any Executive, or on the signed request of a quorum of members.
 - 11.1.1 This must be made at least 21 days before the AGM.
 - 11.1.2 If the Executive does not call a meeting within 14 days of receiving such a request, the members may call an SGM themselves.
 - 11.1.3 Notice of an SGM shall be given in the manner described above for an AGM, section 10.2.
- 11.2 The conduct, voting procedures and quorum of an SGM shall be the same as those prescribed for the AGM.
- 11.3 At any SGM 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.
 - 11.3.1 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 Committee member to the vacant position(s).
 - 11.3.2 Such a new Executive member shall hold office until the next AGM or resignation in accordance with section 13.1.

THE EXECUTIVE

12. ELECTION OF THE EXECUTIVE

- 12.1 The Executive shall consist of a maximum of eight (8) people; the President, the Vice-President, the Secretary, the Treasurer, the Public Relations Officer, the Well-Being Officer, the Academic Officer, and the Postgraduate Officer, all of whom shall be elected at the AGM.
- 12.2 Every candidate for office shall be an enrolled student at UoO, or Polytech at the time of election;
- 12.3 Every candidate running for the President and Vice-President positions must at least be in their 2nd year of study.
- 12.4 Nominations
 - 12.4.1 Nominations for all positions shall open no less than 14 days before the AGM date and close no less than 7 days from the opening date.
 - 12.4.2 Candidates must be nominated by another member or members can nominate themselves and only for one position.
 - 12.4.3 When a member is nominated for a position twice by separate members, the first will be considered its nomination, and the second nomination will be a seconded vote for the nomination.
 - a) At the AGM, nominees not seconded will be addressed.
 - b) Failure for a nominee to be seconded, will disqualify their nomination.
 - 12.4.4 A member may only nominate one person for any position. If the nomination is

accepted, the nominator can no longer nominate others nor second a vote.

a) Each nominee will be notified and asked to accept or decline the nomination.

12.4.5 Details of all nominees will be made available to all members at least 7 days before the AGM which will be reaffirmed at the AGM. The details must include:

a) What position they are running for;

b) A brief description of themselves; and

c) What vision they have for the Club.

12.4.6 If a position has no candidates, the Club will nominate candidates during AGM. The nominations and the results will be considered valid.

12.4.7 If a member is nominated for more than one position, they will be informed and asked to pick which nomination they wish to go for.

12.4.8 Any candidate who is absent from AGM will have forfeited his/her nomination.

12.5 Voting

12.5.1 The Executive shall be elected by a secret ballot and overseen by the Chair of Elections as section 9.6.3.

12.5.2 Every member present at the meeting is entitled to one vote.

12.5.3 The candidate for each position with the most votes shall win the election.

12.5.4 In the event of two or more candidates receiving an equal number of votes, the chair of the meeting shall have a second or casting vote.

12.6 The Executive shall hold office for one year following their appointment or until an officer resigns.

12.6.1 Such resignation shall be effective immediately upon receipt in writing by the Executive.

12.6.2 If a vacancy on the Executive occurs during the year, the Executive shall call an SGM to determine if the position shall be filled via a by-election, appointment or is left vacant for the remainder of the year.

a) If a by-election is determined, candidates will be elected during the meeting. The voting process will be as section 12.5. Results from this meeting will be considered valid.

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

12.7 Each elected member, if successful, may only be on the Executive Committee for a maximum of 2 years.

12.7.1 The two years do not have to be consecutive.

13. THE EXECUTIVE AND THEIR ROLES

13.1 An Executive member shall remain in their position until a formal written resignation is received by the rest of the Executive.

13.1.1 This member shall state upon resignation reasons for withdrawing from his/her duties. The member, however, has the right to withhold such rationale for

privacy and confidentiality reasons. The Executive must respect such rationale.

13.1.2 The resigning Executive member shall give 7 days' notice to the Executive of their intention to resign.

13.2 Executive committee shall only hold power for the year they were elected for, from the 1st January – 31st December (calendar year).

13.2.1 Unless they have been re-elected for another year granted it be their 2nd and final term in accordance with section 12.7.

13.3 The Executive shall consist of the following eight (8) roles;

13.4 President

13.4.1 Provide overall leadership to HOPSA and lead implementation of policies.

13.4.2 Advocate and represent on behalf of HOPSA.

13.4.3 Facilitate and effectively lead the executive.

13.4.4 Delegate tasks to the Executive members as deemed appropriate.

13.4.5 Ensure the Executive complies with all policies of HOPSA.

13.4.6 Maintains a consistent relationship and communicates with Division of Humanities academic staff and Pacific support staff.

13.5 Vice-President

13.5.1 Advise and support the President in their role/s.

13.5.2 Step in to represent the President and HOPSA if the President is unavailable, or if deemed appropriate by the Executive.

13.5.3 Maintain and oversee the strategic vision of the association, holding all Executive members accountable to the agreed-upon goals.

13.5.4 Manages internal administration and communications.

13.5.5 Maintains internal relationships by resolving any internal conflicts, presenting sustainable and fair solutions to the Executive to deliberate upon.

13.6 Secretary

13.5.1 Chief administration and secretariat officer of HOPSA.

13.5.2 Prepare and distribute agenda for HOPSA meetings in consultation with the President.

13.5.3 Give adequate notice for meetings.

13.5.4 To record and distribute minutes of all HOPSA meetings.

13.5.5 Manage and process all correspondence where necessary.

13.5.6 Assist the President with relevant communication.

13.5.7 Keep a true record and account of the proceedings and meetings of HOPSA and the Executive;

13.5.8 Keep a correct and up to date membership list;

13.5.9 Conduct and archive all correspondence relating to HOPSA;

13.5.10 Develop and maintain electronic files of agendas, minutes, reports and other relevant documentation.

13.7 Treasurer

13.6.1 Chief financial management officer for HOPSA.

- 13.6.2 Ensure financial compliance with all policies and laws.
- 13.6.3 Develop, monitor, and maintain the HOPSA budget.
- 13.6.4 Provide financial advice to the Executive.
- 13.6.5 Develop financial policies and guidelines for HOPSA accounts which must be approved by the Executive.
- 13.6.6 Report any discrepancies with the financial records/system of HOPSA to the Executive within 24 hours of identifying financial issues
- 13.6.7 Manage sponsorship and finance in conjunction with the Executive.
- 13.6.8 Prepare and present accurate and correct financial statements showing details of all transactions.
- 13.6.9 Establish an annual budget and ensure that HOPSA remains within the budget.
- 13.8 Public Relations Officer
 - 13.8.1 Coordinate all media content and communications, both physically and over social media.
 - 13.8.2 Lead media campaigns on relevant content as agreed upon by the Executive.
 - 13.8.3 Network with external entities and associations to create potential opportunities for collaborations, grants and campaigns.
- 13.9 Well-Being Officer
 - 13.9.1 Initiate and coordinate events, initiatives and development workshops that support the well-being of Pacific students within Humanities.
 - 13.9.2 Support Pacific students in Humanities to develop positive help-seeking behaviours, resilience and empathetic relationships with themselves and with others.
 - 13.9.3 Advocate for and represent the well-being interests of Pacific students within Humanities.
- 13.10 Academic Officer
 - 13.10.1 Initiate and coordinate events, initiatives and development workshops that support the academic success of Pacific students within Humanities.
 - 13.10.2 Support Pacific students in Humanities to develop positive help-seeking behaviours, confidence within academia, and relevant academic skills and knowledge.
 - 13.10.3 Advocate for and represent the academic interests of Pacific students within Humanities.
- 13.11 Postgraduate Officer
 - 13.11.1 Initiate and coordinate events, initiatives and development workshops that support the well-being and academic success of postgraduate Pacific students within Humanities.
 - 13.11.2 Support Pacific students in Humanities to develop positive help-seeking behaviours, resilience, confidence within academia, and relevant academic skills and knowledge.
 - 13.11.3 Advocate for and represent the well-being and academic interests of

postgraduate Pacific students within Humanities.

13.11.4 Provide opportunities for undergraduate students to be exposed to postgraduate studies, pathways, scholarships and/or careers.

13.12 All Executive members are expected to:

13.12.1 Support each other in their roles where appropriate and necessary, without compromising their own responsibilities, well-being or academic success.

13.12.2 Nurture a safe and positive culture where HOPSA members freely participate and are empowered to achieve.

13.13 If the need arises for an Executive role to be established or dissolved, the Executive shall consult with the Club members, which can be decided on at an SGM or AGM.

14. POWERS OF THE EXECUTIVE

14.1 The Executive, subject to the provisions in this Constitution, may do all things deemed by it to be necessary or expedient for the fulfillment of the goals of HOPSA.

14.2 The Executive shall have power, subject to this constitution, to administer and control all funds of the Club. The signatories to HOPSA funds shall be the President, Treasurer and Secretary but only two are needed to authorise payments.

14.3 The Executive may establish any committees deemed necessary for the efficient and effective functioning of the Club.

15. MEETINGS OF THE EXECUTIVE

15.1 The Executive shall have full power at meetings to deal with all matters relating to the objectives of HOPSA.

15.2 All decisions shall be valid and binding on the members.

15.3 The Executive shall meet at such times as it deems fit and may be called by any member of the Executive.

15.4 The President, or in his/her absence, any member appointed by the Executive, shall, in the case of an equality of votes, have a second or casting vote at all Executive meetings.

15.5 The President is to chair meetings, or in his/her absence, delegate a chair.

15.6 Only Executive members have voting rights. All others present shall request to have speaking rights and granted only by a simple majority vote by the Executive.

FINANCE & RECORDS

16. FINANCE, PROPERTY AND RECORDS OF THE CLUB

16.1 The funds of the Club shall be in the control of the Executive, through the Treasurer to manage them, update and in compliance.

16.2 HOPSA operates in a calendar year (1st January – 31st December)

16.3 HOPSA's cheque book and card shall be in the custody of the Treasurer.

16.3.1 The cheque book must have 2 signatories to authorise payments.

16.3.2 The card limit is \$500 at all times.

16.3.3 The business online account shall be administered by the Treasurer.

- 16.3.4 The President can access this account and is the only person authorised to approve online transactions.
- 16.4 The Treasurer shall also:
- 16.4.1 Keep a true and accurate record and account of all the receipts and payments of the Club including bank statements;
 - 16.4.2 Prepare the statement of accounts and balance sheet for the financial year;
 - 16.4.3 Keep the Club's asset register up to date.
- 16.5 Any money, and/or payments made to a member, or person associated with the Club belong to HOPSA whether by donation, contribution, and/or bequest.
- 16.6 All gifts must be declared and are property of HOPSA including in-kind contributions and/or monetary gifts.
- 16.7 All and any money acquired shall be paid into an account under the Club's name in any chosen bank.
- 16.8 All income and expenditure are the responsibility of the Treasurer and is accountable for.
- 16.9 All accounts shall be maintained and examined by an annual audit by an accountant who is not a member of HOPSA.
- 16.10 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the AGM with the aforementioned auditor's report.
- 16.11 Financial statements shall be made readily available for inspection at each Executive meeting and made available to any Club members upon written request.

(IN THE EVENT:)

17. INACTIVE STATUS

- 17.1 If the Club's members are unable to be contacted using all possible means for a period of six months the club will be deemed to be inactive.
- 17.2 Upon inactivity of the Club:
- 17.2.1 All funds remaining after debts have been cleared will be held by OUSA until HOPSA is re-established.

18. AMENDMENT OF THIS CONSTITUTION

- 18.1 These rules can only be added to, repealed or amended by special resolution at an Annual or Special General Meeting of the Club.
- 18.1.1 A 14 days' notice of the proposed amendment must be widely communicated to the members as in the manner described in section 10.2.