



Constitution of OUISA

1. NAME OF CLUB

- 1.1 The name of the Club shall be the Otago University Indian Students Association

2. DEFINITION AND INTERPRETATION

- 2.1 'OUSA' refers to the Otago University Students' Association Inc.
- 2.2 'ISA' refers to the Indian Students Association
- 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 ISA Committee shall, subject only to the OUSA Executive, be the sole authority for the interpretation of these rules. The decisions of the ISA 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 This 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.

3. OBJECTIVES OF THE ISA

- 3.1 The objectives of OUISA shall not, in any significant way, contradict the objectives of OUSA.
- 3.2 OUISA is a non-profit community association.
- 3.3 The objectives of the ISA shall be: to promote Indian culture to all students of OUSA/OPSA community.

4. POWERS OF OUSA WITH RESPECT TO ISA

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

5. POWERS OF THE ISA

- 5.1 ISA is not formed for the pecuniary gain of its members.



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- 5.1.1 ISA may make payment as reasonable remuneration to any servant or officer of ISA or the payment of reasonable expense to any authorised representative or delegate of ISA.
- 5.1.2 Any member may receive full reimbursement for all expenses properly incurred by that member in connection with the affairs of ISA. ISA may pay reasonable and proper remuneration to any member of the ISA in return for services actually rendered to ISA. Provided however that any member, or any person associated with a member, who is to receive remuneration in accordance with this clause shall not by virtue of that member's capacity in any way determine or materially influence the amount of the remuneration to be paid.
- 5.1.3 No member of the organization or any person associated with a member shall participate in or materially influence any decision made by the organization in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.
- 5.1.4 Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services.

6. AFFILIATION

- 6.1 ISA shall be affiliated to OUSA.
- 6.2 ISA and its members present and future shall be bound by the rules of OUSA, and be bound in all respects. Where the OUSA constitution is not expressly mentioned in the constitution of ISA, the provisions of the OUSA constitution shall be read into the document.
- 6.3 ISA's affiliation to OUSA shall automatically lapse if ISA fails or ceases to comply with the OUSA Affiliation Policy or Section 18 of the OUSA Constitution and Rules.
- 6.4 ISA shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.
 - 6.4.1 Any affiliation to any other body entered into without the OUSA Executive's consent shall be null and void.

7. LIABILITIES INCURRED BY ISA

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

8. MEMBERSHIP

- 8.1 ISA shall, in normal circumstances, have no less than 90% of total membership comprised of OUSA/OPSA members.
- 8.2 ISA shall in normal circumstances have no less than ten members.
- 8.3 Membership of ISA shall be open to all members of OUSA/OPSA.



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- 8.4 Membership can be restricted to a subsection of OUSA/OPSA members provided that the restrictions do not contravene the laws of New Zealand.
 - 8.5 Persons shall become members of ISA when an application for membership is given in writing to the ISA Committee and accompanied with the annual subscription fee (if applicable).
 - 8.6 ISA shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of ISA.
 - 8.7 Any member of ISA 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.
 - 8.8 Membership shall be deemed to continue until a formal resignation is received by the ISA Committee.
 - 8.9 An ISA member may not be suspended or expelled unless the committee resolves to do so by special resolution.
 - 8.9.1 The suspended member will be relieved of any powers and responsibilities and is not permitted to attend ISA activities.
 - 8.9.2 A special general meeting must be called within three months to expel the member or the suspension lapses.
 - 8.10 The following procedure must be used to expel an ISA member:
 - 8.10.1 Written notice of any meeting regarding the expulsion and of the basic allegations and charges against the member must be received in person 30 days prior to the meeting taking place.
 - 8.10.2 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.
 - 8.10.3 The motion to expel an ISA member must be passed by special resolution.
 - 8.10.4 That the member is informed in writing of the decision of the meeting and the length of his or her expulsion.
 - 8.11 Where a member of the Club is expelled, that member shall have the right of appeal to the OUSA Executive.

9. ANNUAL GENERAL MEETING (AGM)

- 9.1 The Annual General Meeting (AGM) of the Club shall be held during the month of September at such time and place as the ISA Committee shall decide.
- 9.2 The AGM shall be held for the following purposes:
 - 9.2.1 To receive, from the ISA Committee, a report of the proceedings of the previous year and a statement of ISA accounts;
 - 9.2.2 To elect the officers of the ISA Committee for the following year;
 - 9.2.3 To conduct any general business.
- 9.3 The President(s), or any member appointed by the meeting, shall be chair of the meeting.
- 9.4 Every motion shall be moved by one ISA member and seconded by another.



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- 9.5 Every member present shall be entitled to one vote,
 - 9.5.1 In the case of an equality of votes the Chair shall have a second or casting vote to be used at their discretion.
 - 9.6 The quorum shall be 20 percent of ISA's total membership, or 50 members, whichever is greater.
 - 9.7 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 an email to all members.
 - 9.7.1 The notice shall include an agenda of business to be conducted at the AGM.
 - 9.7.2 Minutes of the AGM shall be circulated to all members

10. SPECIAL GENERAL MEETINGS AND NO CONFIDENCE VOTES

- 10.1 The ISA Committee on their own behalf or on the signed request of a quorum of members may at any time call a Special General Meeting.
 - 10.1.1 If the ISA Committee does not call a meeting within 14 days of receiving such a request, the requestors may themselves call a Special General Meeting.
 - 10.1.2 Notice of a Special General Meeting shall be given in the manner described above for an AGM.
- 10.2 The conduct of a Special General Meeting shall be the same as that of the Annual General Meeting
- 10.3 Quorum shall be 10 percent of ISA's total members or 40 members whichever is greater
- 10.4 At any Special General Meeting a motion of no confidence in the ISA Committee, or any member thereof, may be passed by special resolution provided that 14 days notice of such intention has been given.
 - 10.4.1 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).
 - 10.4.2 Such new member shall hold office until the next AGM.
- 10.5 Minutes of the SGM shall be distributed to all members

11. ISA OFFICERS AND THEIR ELECTION

- 11.1 The management and control of the ISA shall be deputed to the officers of the club who represent the Committee of the ISA
- 11.2 The Committee of the Club shall consist of a maximum of 17 people, being President(s) (maximum of 2 people), Vice President, Secretary, Treasurer, Media & Marketing Manager, and General Executives (maximum of 12 people) all of whom shall be elected at the Annual General Meeting (AGM).
- 11.3 Every candidate for office shall be nominated at the meeting by one member of ISA and seconded by another.
- 11.4 Every member present at the meeting shall be entitled to one vote.



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- 11.5 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 to be used at their discretion.
 - 11.6 The ISA Officers shall hold office for one year following their appointment or until an officer resigns.
 - 11.6.1 Such resignation shall be effective immediately upon receipt in writing by the committee.
 - 11.6.2 If a vacancy on the ISA Committee occurs during the year, providing that a quorum remains, the ISA Committee may appoint any member to fill such a vacancy unless it has occurred due to a no confidence vote.
 - 11.6.3 If a vacancy occurs due to a no confidence vote then section 10 of this constitution applies.

12. THE ISA COMMITTEE

- 12.1 The ISA Committee shall have full power at its meetings to deal with all matters relating to the objectives of ISA
 - 12.1.1 Any matters relating to the interpretation of these rules;
 - 12.1.2 Except where power is vested in ISA at a general meeting.
- 12.2 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.
- 12.3 The ISA Committee shall meet at such times as it deems fit.
- 12.4 The President(s), or in their absence, any member appointed by the ISA Committee, shall, in the case of an equality of votes, have a second or casting vote at all ISA Committee meetings to be used at their discretion.
- 12.5 The quorum for the ISA Committee meetings shall be at least half of the ISA Committee members.
- 12.6 Up to two members of the ISA Committee shall be elected to represent the ISA on the OUSA Affiliated Clubs Council.

13. FINANCE, PROPERTY AND RECORDS OF ISA

- 13.1 The funds of ISA shall be in the control of the ISA Committee, which will depute the Treasurer to manage them.
- 13.2 The Treasurer shall also:
 - 13.2.1 Keep a true record and account of all the receipts and payments of ISA including bank statements;
 - 13.2.2 Prepare the statement of accounts and balance sheet for the financial year;
 - [13.2.3](#) Keep the ISA's asset register up to date.
 - ~~13.2.3~~[13.2.4](#) Produce all records at the request of any member, or at the request of OUSA
- 13.3 The Secretary shall:



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- 13.3.1 Keep a true record and account of the proceedings and meetings of ISA and the ISA Club Committee;
 - 13.3.2 Keep a correct and up to date membership list;
 - [13.3.3](#) Conduct and archive all correspondence relating to the ISA.
 - ~~13.3.3~~[13.3.4](#) Produce all records at the request of any member, or at the request of OUSA

14. DISSAFFILIATION OF THE CLUB FROM OUSA

- 14.1 ISA may disaffiliate from OUSA at any time by notifying the CDO in writing.
 - 14.1.1 Such notification will provide reasons for why ISA is disaffiliating from OUSA.
 - 14.1.2 Notification will be provided by supplying the ISA's AGM Minutes to that effect.

15. DISSOLUTION OF THE CLUB

- 15.1 If the ISA'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.
- 15.2 Upon winding up or dissolution of the ISA:
 - 15.2.1 If upon the winding up or dissolution of ISA there remains, after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organization but shall be given or transferred to some other organization or body having objects similar to the objects of the first organization, or to some other charitable organization or purpose, within New Zealand
 - 15.2.2 All funds remaining after debts have been cleared will be distributed to The New Zealand Red Cross
 - 15.2.3 All assets will be distributed to Red Cross Shop, St Andrews Street, Dunedin, New Zealand.

16. AMENDMENT OF THIS CONSTITUTION

- 16.1 Proposed amendments to the constitution of ISA must be approved by the OUSA Financial Services Officer prior to ratification at ISA's General Meeting.
- 16.2 No addition to or alteration of the aims/objectives, powers of the ISA clause or the dissolution clause shall be approved without the approval of Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document
- 16.3 These rules can only be added to, repealed or amended by special resolution at an Annual or Special General Meeting of ISA, provided that no resolution shall be deemed to have passed unless:
 - 16.3.1 14 days notice of the proposed amendment has been given;
 - 16.3.2 Once ratified at a General meeting of ISA, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.