



**CONSTITUTION OF THE UNIVERSITY OF OTAGO  
NIUE STUDENTS' ASSOCIATION**

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# Part One: ONSA

## Section 1 - NAME

1. The name of the society shall be OTAGO NIUE STUDENTS' ASSOCIATION (INCORPORATED) hereafter referred to as "ONSA".

## Section 2 - PURPOSE

- 2.1 ONSA is a combined student body of peoples of Niuean heritage and their student allies who are enrolled at the University of Otago and Otago Polytechnic.
- 2.2 The purpose of this Constitution is to provide guidance for the operations of ONSA.

## Section 3 - INTERPRETATION

In this constitution, unless the context requires otherwise:

- 3.1 "**Academic Year**" shall mean the Academic Year of the University commencing with the first day of the Semester One and ending with the last day of Semester Two.
- 3.2 "**Affiliated Body**" shall mean any club, society, association or student body that is affiliated to ONSA.
- 3.3 "**Common Seal**" shall mean "The Common Seal of the Association".
- 3.4 "**Executive**" shall mean The Executive Committee of the University of Otago's Pacific Islands Students' Association (Incorporated).
- 3.5 "**Executive Officers**" shall mean the Officers of the Executive.
- 3.6 "**Financial Year**" shall mean the twelve calendar months from and including the first day of January up to and including the thirty-first day of December in each year.
- 3.7 "**General Meeting**" shall mean a general meeting of ONSA and shall include any Special General Meeting and any ordinary general meeting.
- 3.8 "**General Ballot**" shall mean secret ballot carried out in accordance with these Rules.
- 3.9 "**Member**" shall mean "Member of the Association"
- 3.10 "**Niue Student**" shall mean a student of indigenous Niuean descent who is currently enrolled at the University of Otago and Otago Polytechnic part-time or full- time.
- 3.11 "**Niuean Student Body**" shall mean the members of the Otago's Niue Students' Association.

3.12 "**Objects**" means the objects of the Association set out in Section 4. *Page 3 of 30*

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3.13 "**Officer**" shall mean the Executive Officers, the Secretary and the Chairperson of the General Meetings.

3.14 "**Pacific Student**" shall mean a student of indigenous Pacific Island descent who is currently enrolled at the University of Otago part-time or full-time.

3.15 "**Pacific Student Body**" shall mean the members of the University of Otago's Pacific Islands Students' Association.

3.16 "**Pacific Island Students**" shall mean individuals who are of indigenous Pacific Island descent who are currently enrolled part-time or full-time students at the University of Otago.

3.17 "**President**" shall mean the President of the Association.

3.18 "**Rules**" shall mean the Rules of the Association as herein contained or subsequently lawfully amended".

3.19 "**Resolution**" shall mean "a motion requiring positive votes of at least half of the total number of members voting at any meeting of the Association".

3.20 "**Secretary**" shall mean the Secretary of the Association.

3.21 "**Semester**" shall mean "Semester 1 or 2 of the University of Otago, the duration of which shall be defined by the University of Otago Calendar".

3.22 "**Special Resolution**" shall mean a motion requiring positive votes of at least two thirds of the total number of members voting at any meeting of the Association or of the Executive as the case may be.

3.23 "**Standing Committee of the Executive**" shall mean the Committee provided for in Section 23.2.

3.24 "**Standing Orders**" shall mean the standing orders set out in Part D of these Rules.

3.25 "**Student**" shall mean any person enrolled as an internal student of the University in accordance with the University's Enrolment and Course Regulations General.

3.26 "**Student Media**" shall mean any such media outlets as the Association or its subsidiaries may own including the Association's website.

3.27 "**Sub-committee**" shall mean the committee made up of representatives from the member associations.

3.28 "**University**" means the University of Otago.

3.29 "**OUSA**" refers to the Otago University Students' Association.

3.30 **"Treasurer"** shall mean The Treasurer of the Association.

3.30 **"TRM"** refers to Te Roopū Māori

If at any time, any matter arises which is not provided for in this document, that matter shall be determined where appropriate by the Executive whose decision shall be final.

## **Section 4. AIMS AND OBJECTIVES**

4.1 The Aims and Objectives of ONSA shall be to:

- i. Promote the expression of Niue culture and language within Otago University, Otago Polytechnic and wider Otago Community.
- ii. ONSA is to affiliate themselves as a body with UOPISA and OUSA.
- iii. To establish and maintain our relationship with OUSA, Te Roopū Māori, UOPISA and the University and Polytechnic where appropriate.
- iv. Establish and maintain relationships with external stakeholders where appropriate.
- v. Promote the equitable opportunity, wide representation, friendly gathering and participation of Niuean students and ONSA affiliates within the University and Polytechnic.
- vi. Ensure that the University is providing a supportive environment and experience for all Niuean students enrolled, in order to improve and maintain excellence in academic, spiritual, sports, cultural and social endeavours by:
  - a. advocating for and promoting the interests of ONSA;
  - and,
    - a. help in supporting and representing Pacific students in achieving their academic aspirations and educational goals.

## **Section 5 - POWERS OF THE ASSOCIATION**

5.1 ONSA has the widest powers possible to do all the things it deems necessary in pursuit of its aims and objectives, including:

- i. Seeking collaboration from the University and wider Niuean communities regarding matters that affect Niue students.
- ii. Representing its members in all matters regarding tertiary education.  
Join another association or body for the pursuit of any of the aims

and objectives of ONSA, by way of deed or other contractual agreement.

5.2 Facilitate and encourage discussions and collaboration between Pacific Islands associations at the University:

i. ONSA shall create and hold the calendar of Pacific students' events for the year;

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ii. ONSA will act as a neutral third party with regards to all activities between and within each Pacific student association,

5.3 Raise funds to achieve its aims and objectives, and to;

i. Financially assist Pacific associations where appropriate and deemed necessary;

5.4 Apply for licenses and permits required to achieve ONSA's aims and objectives;

5.5 Establish funds for the benefit of ONSA or any specific purpose which is consistent with its objectives.

5.6 Issue, publish, print and circulate literary undertakings that may be of benefit or entertainment to Pacific students but mainly Niue Students.

5.7 Keep assets and preserve all records likely to be of value or of historic value to ONSA.

## **Section 6 - MEMBERSHIP**

6.1. Students of both Otago University and Otago Polytechnic who have Niuean heritage and or share/represent the interests of ONSA may annually confirm membership of ONSA upon application for affiliation.

6.2 All members of ONSA may exercise the privileges and rights of membership upon payment of the Levy (if any).

6.3 ONSA shall keep a record of member associations which will be updated at

least annually.

## **Section 7 GUIDELINES FOR MEMBERS**

The following provisions shall apply to the members of ONSA:

7.1 Open its membership to all Niue Students, indigenous Pacific Island students at the University and Polytechnic and cultural allies;

7.2 On an annual basis provide copies to ONSA of their:

Annual Financial Report;  
Minutes from the Annual General Meeting (AGM);  
List of the newly elected officers;

7.3 Must not hold a function at the same time as the ONSA AGM.

7.4 Upon dissolution, hand over all assets held or possessed to ONSA who will hold it in trust.

7.5 ONSA shall hold the body's assets and possessions upon its dissolution, until body is re-established.

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## **Section 8 - TERMINATION OF MEMBERSHIP**

8.1 An association ceases to be a member of ONSA if the Executive Committee resolves that such an association has either:

- i. Wilfully withdrawn their membership from ONSA;
- ii. Lacked willingness to work collaboratively with other Pacific associations;
- iii. Objectionable misconduct in accordance with the University of Otago's Student Code of Conduct including that which led to mistrust.

8.2 The association concerned must be given an opportunity to be heard at an Executive meeting that is called for this purpose.

8.3 If an association's membership is terminated, the Executive must give the association a notice of 5 academic days prior to the termination date with an appropriate and justified explanation.

## **Section 9 - AFFILIATED BODIES**

9.1 The Executive committee may admit clubs, societies or associations of other tertiary institutions in Dunedin, as affiliated members of ONSA. Affiliation does not necessarily confer any of the rights or privileges of membership.

9.2 The affiliation of any Pacific club, society, union or other body to ONSA will continue until such time as:

- i. The Executive, by Resolution, ends the affiliation;
- ii. The club, society, union or other body ends the affiliation;

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- iii. The club, society, union or other body ceases to meet the requirements of affiliation to ONSA, including complying with this Constitution; or
- iv. The Pacific club, society, union or other body ceases to exist.

9.3 When considering an affiliation application the Executive must be satisfied that:

- i. The Pacific club, society, union or other body does not pose a risk, whether financial or otherwise, to ONSA; and
- ii. The activities of the club, society, union or other body are consistent with ONSA's aims and objectives.

9.4 The Executive may set policies expanding upon the affiliated bodies' provisions and procedures in this Constitution, provided that such policies are consistent with this Constitution.

## **Section 10 - POWERS OF THE PACIFIC STUDENT BODY**

10.1 The Pacific Student Body exercises its powers through Special General Meetings and Referenda:

- i. All members may attend and vote at general meetings.
- ii. All individual members of ONSA member associations may vote in referenda.

10.2 The Pacific Student Body may exercise the following powers at general meetings: to

amend these Rules;

- i. To remove Executive officers from their positions through a motion of 'no confidence';
- ii. To remove a member ONSA;
- iii. To validate breaches of the Rules, in accordance with this Constitution;
- iv. To remedy breaches of the Rules, in accordance with this Constitution.

10.3 The Pacific Student Body may exercise the following powers through a Referendum:

- i. To pass Resolutions on any matters, and to convey recommendations to the Executive;
- ii. To amend these Rules;
- iii. To set ONSA's budget and Levy;

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- iv. To receive the annual report of ONSA.

## **Section 11 - POWERS OF THE EXECUTIVE**

11.1 The Executive is the governing board of ONSA and controls all business operations and activities of ONSA in pursuit of its aims and objectives, except for those powers specifically reserved by this constitution to the Pacific Student Body.

11.2 The Executive oversees the Pacific sub-committee and Pacific student bodies at the University and may direct such bodies regarding performance of their duties.

11.3 The Executive controls the funds of the Association and authorises all expenditure.

11.4 All Resolutions of the Executive and all acts done will be binding upon all the Executive officers whether present at any such meeting or not and upon all the property and assets of ONSA unless a Resolution is illegal or contrary to this Constitution.

## **Section 12 - CONSTRUCTION AND AMENDMENT OF THIS CONSTITUTION**

12.1 Where any dispute arises as to the interpretation or construction of this Constitution, such dispute will be resolved by the Executive.

12.2 This Constitution may only be amended or rescinded by a Special Resolution at a general meeting or through a Referendum.

12.3 Ten (10) working days' notice must be given to members of any amendment to this Constitution.

12.4 Any amendment or rescission of this Constitution must be registered with the Registrar of Incorporated Societies in accordance with the requirements of the Incorporated Societies Act 1908, and such amendment or rescission takes effect at the time of registration.

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12.5 No amendment or rescission of this Constitution will be valid if it conflicts with section 5.2 or section 13, or is otherwise contrary to the laws of New Zealand.

## **Section 13 - DISSOLUTION**

13.1 In the event of the dissolution of ONSA, all the real and personal property of ONSA, after payment of all of its costs, debts and liabilities, will vest in the University upon trust until a charitable body similar to ONSA is formed.

# **Part Two: Governing Rules**

## **Section 1 - LEVY**

1.1 Where the Pacific Student Body agrees to set a Levy, all associations must pay

the Levy by the date nominated by the Executive as the due date for payment of this fee.

1.2 Any Pacific student group failing to comply with section 14.1 will not be entitled to Exercise any rights or privileges of membership until the Levy has been paid.

1.3 The Pacific Student Body will set the Levy for the next year as provided under section 10 of this Constitution.

1.4 If no change to the Levy is made it will remain the same as the most recent Levy.

## **Section 2 - POLICY**

2.1 The Pacific Student Body will set policy regarding the position of ONSA on external matters.

2.1 The Executive will set policy regarding all operations and activities of ONSA and any other internal matters. Any policies set must be recorded in writing.

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2.2 All active policies must be made publically available. Five (5) working days' notice must be given for the setting, rescinding or amending of policy and that notice must include the proposed policy or change of policy.

2.3 Policy will be set, rescinded or amended by Resolution, except in the absence of notice where policy will be set, rescinded or amended by Special Resolution of ONSA or the Executive as the case may be.

2.4 No policy may be incompatible with, or contradict, this Constitution.

15.6 If Policy is breached it must be drawn to the attention of the next Executive meeting by any Officer who is aware of the breach.

## **Section 3 - MINUTES AND RECORDS**

The Secretary, or appointed delegate, must keep minute books for all the Executive meetings, general and special meetings including meetings of sub-committees affiliated with ONSA.

3.1 The minutes of each meeting must include:

- i. The name of the committee;
- ii. The date, time and place of the meeting;
- iii. The number of members present and the name of the chair of the meeting;
- iv. Confirmation of any previous minutes;
- v. The text of every motion or amendment moved and seconded;
- vi. An indication of whether such motions and amendments were carried, and the names of any members who requested that their dissent be recorded;
- vii. The facts and details of any adjournment;
- viii. Any notice of motion given;
  - ix. Details of any business raised at the meeting, required to be raised by this Constitution, or raised by a member at the meeting.
- x. Any other matters which facilitate the historical and legal record of ONSA.

3.2 The minutes of any meeting must be confirmed by the following meeting and signed as a "true and correct record" by the chair of that following meeting.

3.3 The Secretary must keep a policy book which contains a record of all policy set by ONSA.

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## **Section 4 - COMMON SEAL**

4.1 The Common Seal must be affixed to any deeds entered into by ONSA.

4.2 The Common Seal must be kept by the Secretary.

4.3 The affixing of the Common Seal to a document must first be authorised by Resolution of the Executive.

4.4 Any document to which the Common Seal is affixed must be signed by the Secretary and either the President or Vice President as attesting witnesses.

## **Section 5 - CONDUCT OF GENERAL MEETINGS**

The quorum for a general meeting is 50% of the member associations of ONSA for that year.

5.1 General meetings may only be held on days when the Dunedin campus of the University is holding formal classes and at a time and a place that is not inconvenient to students.

5.2 Except as otherwise provided by this Constitution, the procedure of a General Meeting will be governed by the Standing Orders set forth in this Constitution.

5.3 A general meeting will be called by the Secretary:

- i. On receipt of a motion of no confidence in an Executive Officer or to remove a member of ONSA; or
- ii. By Resolution of the Executive.

5.2 Subject to section 12.3, such a meeting must be called between five (5) and fifteen (15) working days after receipt of such a motion or Resolution of the Executive. If the meeting is not called, any member may call the meeting.

5.3 Subject to section 12.3, at least five (5) working days notice must be given by the Secretary for a general meeting detailing the time, place, agenda items and all motions put before the meeting.

## **Section 6 - CHAIR OF THE GENERAL MEETING**

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The chair of the general meeting is the President of ONSA.

6.1 The duties of the chair of the general meeting includes:

- i. Conducting general meetings of ONSA according to this Constitution; b) Conveying all Resolutions and recommendations made at a general meeting to the appropriate persons as directed;
- ii. Reporting to and advising the Executive on issues arising at Student General Meetings; and
- iii. Having an understanding of this Constitution.

6.2 In the event of the absence of the chair at a general meeting another Executive Officer of ONSA may chair the meeting.

## **Section 7 - BUDGET**

There will be a budget set for ONSA which will cover operational expenses and to which income (if any) will be linked.

7.1 The Executive will present a proposed budget for the forthcoming year to the Pacific Student Body in the second semester of each year.

7.2 The Pacific Student Body will consider the proposed budget and either resolve to accept or reject it in its entirety.

7.3 If no budget has been set by the end of the University year, then the most recent budget set by the Pacific Student Body will be deemed to be the budget for the following year, adjusted up or down on a pro rata basis according to any change in income.

7.4 At least five (5) working days notice is required before the proposed budget is presented to the Pacific Student Body.

7.5 At the commencement of each year, but before any general meetings or Referenda are held, the Executive may alter the budget set by the Student Body the preceding year, provided that:

- i. the sum of the absolute values of all alterations made to individual budget lines does not exceed five (5) percent of Total Budgeted Expenditure;
- ii. the remuneration of Executive Officers is not altered from the budget set by the Pacific Student Body the previous year, and;

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- iii. the sum of the absolute values of all alterations made to individual budget lines does not exceed the total amount of the last set budget.

7.6 Any proposed budgetary alterations in excess of the sum in section 20.6 must be referred to the Pacific Student Body, which may accept or reject the proposed altered Budget by resolution.

7.7 The Executive may set policies expanding upon the budgetary provisions and procedures in this Constitution provided that such policies are consistent with this Constitution.

## **Section 8 - EXPENDITURE AUTHORISATION**

- 8.1 Any ONSA expenditure must be approved and signed by any two of the following:
- a. President;
  - b. Treasurer;
  - c. Secretary.

## **Section 9 - COMMITTEES**

9. The Executive has the power to establish committees as it sees fit to further develop the policies and objectives of ONSA.

9.1 Any committee formed should have representation from both the Executive and, unless there are issues of confidentiality, the wider membership.

9.2 Where a committee has constitutional powers, they must be incorporated into this Constitution.

## **Section 10 -STANDING COMMITTEE OF THE EXECUTIVE**

10.1 There will be a Standing Committee of the Executive which will meet throughout the year to consider matters important to ONSA.

10.2 The Standing Committee of the Executive will comprise:

- a. The President;
- b. The Vice President

10.3 An academic member association representative from the Sub-committee; d) An cultural member association representative from the Sub-committee; and e) Any other Executive Officer(s) that the Standing Committee of the Executive may co-opt.

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10.4 The Executive may set policies expanding upon the Standing Committee of the Executive provisions in this Constitution provided that such policies are consistent with this Constitution.

## **Section 11 - VACATION OF OFFICE**

11.1 The holder of any office in ONSA must vacate office if such

- officer: i. Ceases to be a member of ONSA;
- ii. Dies;
- ii. Tenders written notice of resignation to the Secretary; or
- iv. Is the subject of a vote of no confidence passed by the Pacific Student Body.

- 11.2 An Executive Officer will be deemed to have vacated office if they are: i.
- Absent without leave from any three (3) consecutive ordinary meetings of the Executive;
  - a. Elected to a different position on the Executive during the term of office in the former capacity; or
  - b. Found to not to meet the prerequisites for holding that particular office.

## **Part Three: Composition and Election of Executive**

### **Section 1 - TERM AND GENERAL PREREQUISITES OF OFFICE**

- 1.1 Executive Officers will hold that relevant office for the entirety of the calendar year for which they are elected, or the remainder of the calendar year in the case of a by-election.
- 1.2 General prerequisites to being an Officer - all Officers must:
- i. Be of indigenous Pacific Island descent;
  - ii. Be an enrolled student at the University of Otago; that is they must be enrolled in both the year they stand for election and the year they hold office;
  - iii. Have previously held an Executive position in any of ONSA's member associations;

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- iv. Not be an Executive Officer in any of ONSA's member associations in any of the following positions [President, Vice-President, Treasurer, and Secretary] during the year that they hold office.

### **Section 2 - COMPOSITION OF THE EXECUTIVE**

- 2.1 The Executive will consist of the following elected Executive Officers:
- a. A President;
  - b. A Vice President;
  - c. A Treasurer;

- d. A Secretary;
- e. A Communications Officer;
- f. A Social Representative; and
- g. A Polytechnic Representative.

2.2 The ONSA Sub-committee will consist of a representative from each member association or group and a representative from the ONSA Executive.

- i. Member associations and groups may decide to either appoint an Executive of its committee to be their representative, or to establish a role or delegate a position within their association whose purpose is to represent the association on the ONSA Sub-committee.

### **Section 3 - RESPONSIBILITIES OF EXECUTIVE OFFICERS**

#### 3.1 President

- i. The President must not hold office for longer than two (2) years in total.
- ii. The President is the primary elected representative of members of ONSA. The President will lead ONSA in fulfilling its core functions and achieving its goals outlined in clause 4.1.

#### 3.2 Vice President

- i. In the President's absence, the Vice-President shall exercise all the powers and duties of the President where necessary and appropriate.
- ii. The Vice President is responsible for maintenance of the internal administrative functions including maintenance of internal policy, oversight of the legislative requirements of ONSA and monitoring its strategic goals.

#### 3.3 Treasurer

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

#### 3.4 Secretary

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

ii. The Executive may set policies expanding upon the responsibilities of Executive Officers in this Constitution provided that such policies are consistent with this Constitution.

### 3.5 Communications Officer

- i. The Communications Officer is responsible for coordination and oversight of public affairs of ONSA and will be the communication point between ONSA and external and internal stakeholders.
  
- ii. The Communications Officer is responsible for handling all aspects of planned publicity campaigns and PR activities. This includes developing PR campaigns and media relations strategies, editing and updating promotional material and publications (brochures, videos, social media posts etc.,) serving as the Association's spokesperson as deemed appropriate and necessary by the Executive, and seeking opportunities for sponsorships and funding.

### 3.6 Social Representative

- i. The Social Representative is responsible for aiding in organisation of the core operational events held by ONSA. These include, but are not limited to, the annual Leadership Weekend, Pacific Awards Night and Annual General Meeting.
  
- ii. The Social Representative must aid in the responsibilities of the other Executive members when necessary. The Executive may set policies expanding the responsibilities of the Social Representative, provided the policies are consistent with this Constitution.

### 3.7 Polytechnic Representative

- i. The Polytechnic Representative is responsible for academic and service matters of ONSA's student body within the Otago Polytechnic. The Polytechnic

Representative must convey and facilitate the concerns, suggestions and issues raised by Otago Polytechnic members to the Executive Committee.

## **Section 4 - NO CONFIDENCE IN AN EXECUTIVE OFFICER 4.1**

Ten (10) working days notice is required for any vote of no confidence in an Executive Officer.

4.2 A motion of no confidence may not go against more than one person in any motion and the notice of such motion must specify in detail grounds for such motion.

4.3 Notwithstanding anything in this Constitution the person who is the subject of a motion of no confidence must be given the right to answer all charges and may speak last on such Resolution and for a period of up to ten (10) minutes.

## **Section 5 - ABSENCE OF THE EXECUTIVE**

5.1 If there are insufficient Executive Officers in office to hold a Quorate Executive Meeting, the Executive must appoint acting Officers from the ONSA Sub-committee to stand in until a by-election is held.

## **Section 6 - MEETINGS OF THE EXECUTIVE**

6.1. The Executive will meet regularly throughout the academic year and will meet during vacations if necessary.

6.2 A meeting of the Executive may be called by any ONSA Executive Officer.

6.3 Notice for Executive meetings must state the date, time and place of meetings. Seventy-two (72) hours' notice will be required for an ordinary meeting.

6.4 An emergency meeting will require at least four (4) hours' notice and as many Executive members as possible must be made aware of the meeting.

6.5 An emergency meeting called will have the full powers of an ordinary meeting

provided that the next succeeding ordinary meeting must reconsider all Resolutions or appointments made by the emergency meeting and ratify or rescind such Resolutions or appointments as the Executive sees fit.

6.6 The President will chair Executive meetings and in the absence of the President a member elected by the meeting will assume the chair.

## **Section 7 - REPORTING BY EXECUTIVE OFFICERS** 7.1 The

Executive Officers will receive remuneration at the rates deemed appropriate and stipulated in the budget set by the Pacific Student Body, and such remuneration will be paid in instalments approved by the Executive.

7.2 At the conclusion of each quarter, every Executive Officer must provide a brief written report on their Executive Officer's work on the Executive during that period.

- i. Such report will be considered by the Executive, and made available to Pacific students' associations;
- ii. Any Executive Officer who fails to complete such a report shall cease receiving remuneration from ONSA until reporting duties have been fulfilled.

7.3 The Executive must withhold payment of all or part of any honoraria where it considers any Executive Officer has failed to carry out their duties or has failed to report adequately on their activities.

7.4 The Executive may set policies expanding upon the reporting requirements of Executive Officers in this Constitution provided that such policies are consistent with this Constitution.

## **Section 8 - EXECUTIVE ELECTIONS**

8.1 A meeting must be held for the purpose of elections for the Executive of the following year and is to be carried out in a manner consistent with this Constitution.

8.2 The elections must be chaired by a representative of a neutral third party who is not of indigenous Pacific Island descent.



8.4 The Executive will set a date to hold elections preceding the year in which the next Executive is to hold office. This date must be:

- i. In the second semester of each year, and;
- ii. Within one (1) week of the day and month the election was held in the preceding year.

8.5 The Executive may set policies expanding upon the reporting election provisions in this Constitution provided that such policies are consistent with this Constitution.

## **Section 9 - NOMINATIONS**

9.1 All members will be eligible for nomination, election and re-election and voting provided they hold the necessary prerequisites for the office.

9.2 The Secretary will post a notice calling for nominations for the Executive. This notice will also specify a date not earlier than five (5) working days on which all nominations must be delivered to the Secretary.

9.3 All member associations must put forward at least one nominee for an Office on the Executive.

9.4 All nominations via associations must be in writing, and are effective after they are:

- i. Made and signed by the nominee and two
- ii. Officers of the same member association, or;

- iii. Made and signed by three (3) Officers of the same member association, and subsequently consented to by the nominee before the closing of the nomination period.

9.5 All nominations via individual members must be in writing, and are effective after they are:

- i. Made and signed by the nominee and two (2) other members, or;
- ii. Made and signed by three (3) members, and subsequently consented to by the nominee before the closing of the nomination period.

9.6 After the closing of nominations the Secretary will prepare a list contained under the heading of the various positions to be filled, listing in alphabetical order the persons duly nominated for each position followed in each case by the name of nominators and will give notice of this list and will allow all members to inspect such list upon request.

9.7 No member will be nominated for more than two (2) Executive Offices. 33.8 The Secretary may not refuse a nomination for any reason other than form or eligibility.

9.8 Where the Secretary has for any reason refused to accept a nomination, an appeal against such refusal may be made to the Executive and must be delivered to the Secretary or President within twenty-four (24) hours after specific notice of such refusal.

9.9 Where the Secretary has allowed any nomination an appeal against such allowance may be made to the Executive and must be delivered to the Secretary or President within

- i. twenty-four (24) hours after the time fixed for the closing of

nominations. 9.10 All appeals must be in writing and must state the grounds of appeal.

9.11 The Executive has full power to accept or reject any nomination under appeal or to determine the matter in any other manner.

9.12 If the Executive does not uphold an appeal the nominations will remain as

determined by the Secretary.

9.13 Except as provided in this Constitution, no objection may be made to any nomination and any nomination not appealed against will be valid for all purposes.

9.14 Where no nomination has been received in respect of any position, a casual vacancy will be deemed to be created immediately after the taking of office by the new Executive.

9.15 Where a nominee wishes to withdraw from an election, the nominee must deliver to the Secretary a written withdrawal signed by the nominee. Such withdrawal will be irrevocable.

## **Section 10 - VOTING**

10.1 The voting will take place at the meeting stated in section

10.2 Every member association other than the Chairperson may exercise two votes per Office of Election.

10.3 All votes shall be exercised in person only, i.e. proxy voting is not to be permitted.

## **Section 11 - CHAIR OF ELECTIONS**

11.1 The Executive shall appoint a Chair for the ONSA election before nominations are closed.

11.2 The Chair of elections will be responsible for the whole conduct of the election meeting.

11.3 At the closing of nominations, the Secretary will immediately provide the Chair with a list of names of the nominees for each office.

11.4 The Chair will have the power to exercise the following duties:

- i. Ensure that each association has only cast one vote.
- ii. Direct and regulate the manner of voting and of recording votes.
- iii. Arrange for and supervise the Returning officer counting and recounting of the votes and disallow votes not submitted in the specified manner or are not sufficiently clear.
- iv. Retain all voting papers and voting records safely for twenty (20) working

days after the elections after which he/she will destroy all voting papers and voting records unless a recount is demanded as provided by this Constitution.

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- v. Generally do all things necessary, expedient or advisable in their opinion for the proper, fair and democratic conduct of the election.
- vi. Provide a report in writing in a timely manner to the Executive certifying that the elections have been conducted in accordance with this Constitution and in a proper, fair and democratic manner, or as the case may be notifying any irregularities in the elections after the conclusion of the ballot.

11.5 The Returning Officer will comply with any regulations consistent with this Constitution duly made by the Executive amplifying or specifying more particularly the powers and duties of the Chair of elections.

11.6 All acts and things done by the Chair for any such purpose will be deemed to be done under the authority of the Executive.

## **Section 12 - GENERAL BALLOT**

12.1 All Executive Officers will be elected by general ballot using the Alternative/Plurality Vote (AV) system.

12.2 There will always be the option of “no confidence in these candidates”.

12.3 If there are more “no confidence in these candidates” votes than votes cast for the highest polling candidate then no-one will be declared elected and a casual vacancy will exist.

12.4 The Executive will publicly announce in such media as the Executive sees fit, a notice stating the names of the successful candidates for each position. 12.5 The Executive will appoint an independent arbitrator, who must not be a member of ONSA, to hear appeals against decisions made by the Chair of Elections. In resolving any issue, the independent arbitrator will have such powers as but not limited to:

- i. Calling for a new election;
- ii. Disqualifying a candidate.

12.6 In the event of a tie where two or more candidates receive the same amount of votes, the Chair shall hold a re-vote between the tied candidates. The winner of the re-vote shall be elected in the Office. If a tie remains, the Chair of the election shall

exercise a casting vote.

12.7 In the event of a candidate being elected to multiple offices, they shall choose the office they will occupy and the second-highest polling candidate for the other office, shall be elected to that office.

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## **Part Four: Standing Orders**

### **Section 1 - INTRODUCTION**

1. Any meeting may not commit any act, pass any Resolution or make any appointment in contravention of this Constitution. Any such action, Resolution or appointment will be invalid and will not bind ONSA.

1.1 Except as provided in this Constitution, these Standing Orders apply to all meetings of ONSA, including general meetings, meetings of the Executive and meetings of any other committee of ONSA.

### **Section 2 - CONDUCT OF BUSINESS**

2. The business of every meeting must be conducted in accordance with the Standing Orders and this Constitution.

2.1 All business (unless otherwise provided for by Standing Orders or this Constitution) must be brought forward, discussed and dealt with in the form of a motion. No other business may be considered.

### **Section 3 - ORDER OF BUSINESS**

3. At ordinary meetings the order of business will be:

3.1 Election of a chairperson if necessary;

3.2 In the case of a special meeting, the business for which such meeting has been called and in the order set out in the notice calling such meeting;

- i. The confirmation of the minutes of the last meeting;
- ii. The business to be conducted, and;
- iii. General business.

## **Section 4 - QUORUM**

4. Unless otherwise specified in this Constitution the quorum of every meeting is half the maximum number of voting members of the committee or body.

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4.1 No meeting may commence until the required quorum is present. If such quorum is not present within fifteen minutes of the time for which the meeting is called, the meeting must be abandoned.

4.2 All members of the Committee must be physically present to participate in the meeting except Executive meetings, where Executive Officers may attend the meeting through a live telecommunications link provided that they can: i. Hear the entire debate and motions;

- ii. Contribute to the meeting by speaking, putting motions and voting, and;
- iii. Have full access to any materials placed before the meeting.

4.3 If at any time any meeting loses its quorum the chair must adjourn the meeting.

4.4 Any member of the committee may call for a quorum count at any time, unless the meeting is in the process of voting.

## **Section 5 - STRANGERS**

5. All members are entitled to be at all meetings of ONSA.

5.1 A member of the student press is entitled to be at all meetings of

ONSA. 5.2 Those people present at a meeting who are not members of ONSA may only speak when granted speaking rights.

## **Section 6 - CHAIRPERSON**

6. The chairperson will conduct and maintain order in the meeting.

6.1 Any member of the committee called to order by the chairperson must immediately cease to speak and must resume their seat unless permitted by the chair to explain.

6.2 The chairperson may not permit to be discussed, and will rule out of order, all matters that do not pertain to the question before the meeting.

6.3 The chairperson will by ruling determine any matter, dispute or question as

to order and procedure.

- 6.4 The chairperson may by ruling grant leave, provided that no member of the committee objects to this.

## **Section 7 - ABSENCE OF CHAIRPERSON**

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7. In the event of the chair of a meeting not being present or being removed from the chair due to a motion of no confidence, a new chairperson must be elected immediately.
- 7.1 The election of a chairperson will take precedence over all other motions and business.
- 7.2 No person will move a motion of no confidence in the chair more than once in any meeting unless it is in relation to a new chair.
- 7.3 If the chairperson is stepping down to speak to a motion, or to avoid a conflict of interest, they may, if no member objects, appoint a chairperson from the meeting to replace them. In all other instances an election must be held. The procedure is as follows:
- i. The Secretary of the meeting will call for nominations by members of the meeting;
    - ii. All persons nominated and seconded are permitted to address the meeting for no longer than two minutes;
    - iii. The Secretary will then call for votes from all members present for all candidates;
    - iv. The candidate with the greatest number of votes will assume the chair, and the meeting will resume.
    - v. A new chairperson will be considered to be so for that meeting or motion only, and the chair will return to the usual chairperson of the meeting for subsequent meetings or motions as the case may be.

## **Section 8 - MOTIONS**

8. Only one motion may be placed before the meeting at a time, except as otherwise provided by the Standing Orders.
- 8.1 When a substantive motion has been lost, a motion the same in substance may not be moved at the same meeting without leave.

**i. Substantive Motions** - A substantive motion is any motion that is not a procedural motion.

**ii. Procedural Motions-** A procedural motion is any motion that affects the process of the meeting.

8.2 A procedural motion may be put to the meeting while there is a substantive motion on the floor, and the procedural motion must be resolved before the meeting can return to the substantive motion.

8.3 A procedural motion may not be put to the meeting while a person is speaking. *Page*

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8.4 No procedural motion may be moved or seconded by the mover or seconder of a substantive motion currently before the meeting.

8.5 The chairperson has the discretion to accept or reject a procedural motion, unless it challenges a ruling of the chair, or is a motion of no confidence in the chair.

8.6 Only the mover of a procedural motion and the chairperson may speak to the motion. 8.7 A motion to move to the next business if passed will cause the substantive motion to lapse.

8.8 A motion that “the motion now be put” if passed will cause the substantive motion to be immediately put to the meeting.

8.9 A motion challenging the ruling of the chair if passed will cause the chair to accept the ruling of the meeting.

8.10 A motion of no confidence in the chair if passed will cause the chairperson to vacate the chair, and a new chair elected.

8.11 A motion altering the order of business if passed will cause the new order of business to be as outlined in the motion.

8.12 A motion to table a substantive motion will, if passed, cause debate on the substantive motion to be adjourned until a motion is passed to take the substantive motion from the table, or until the next meeting.

8.13 A motion to take a substantive motion from the table will, if passed, cause the table substantive motion to be removed from the table and become the next

item of business.

#### 8.14 Committee

- i. A motion to move into committee is a procedural motion.
- ii. A meeting may only move into committee for reasons of confidentiality or commercial sensitivity of the likely content of discussion.
- iii. A motion to move into committee must state the reasons for moving into committee.
- iv. No motions may be moved or voted upon while in committee, except a motion to move out of committee.
- v. While in “committee of the whole” discussion must be held in confidence, and must not be discussed outside of committee.

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- vi. While in “strict committee” all persons who are not members of the committee must leave the room. In addition, the conditions of “committee of the whole” apply.

#### 8.15 Notice of Motion

- i. Except where otherwise provided by the Rules any motion may be moved without Notice.
- ii. Any notice of motion lapses if the mover and seconder when called for at the meeting by the Chairperson do not present the motion.

#### 8.16 Withdrawal of Motion

- i. When any motion has been moved and seconded it may not be withdrawn except with leave of the meeting and with the consent of the mover and seconder.
- ii. When a motion has been withdrawn, it may be again moved at the same or any subsequent meeting.
- iii. Any motion requiring notice that is withdrawn will require notice to be moved again.

#### 8.17 Amendments to motions

- i. The chairperson may rule that a complicated motion be put to the meeting in parts and then may do so.
- ii. At any time during the debate or discussion on a motion, an amendment to that motion may be moved, providing:
  - a. That the chairperson does not rule the amendment unreasonable; b. That the amendment does not constitute a direct negative of the

- motion;
- c. That only one amendment may be before the meeting at any one time;
- d. That no amendment may be moved to a procedural motion, except with leave;
- e. Following the moving and seconding of an amendment, that amendment will be discussed and then voted upon;
- f. If an amendment is passed, the amendment becomes the new motion, and this new motion will be dealt with as if it were the original motion.
- g. If an amendment fails to pass, the original motion continues.

## **Section 9 - DEBATE**

9. Any member of the committee may speak to a motion.

9.1 No member may speak to a motion for longer than five (5) minutes except with leave. 9.2 No member may speak to a motion more than once, except for:

- i. The mover of a substantive motion who may speak to a motion when moving it, and then have a right of reply at the conclusion of the debate, except when there is no further debate, in which case the mover will be entitled to speak only once;
- ii. The seconding of a motion which is not to be considered as speaking to it;
- iii. The chairperson who may permit any members who have spoken to explain themselves in regard to any part of their speech, or to answer questions from other members.

9.3 No member may speak to a procedural motion, except as provided by these Standing Orders.

9.4 The Chairperson may speak to a motion only in order to make a personal explanation or an explanation as to the matter under debate.

9.5 A Chairperson wishing to take part in any debate must first leave the Chair, and cease to be the Chairperson until the motion currently before the meeting has been resolved. In the interim another Chairperson must be elected or appointed under section 43.

## **Section 10 - ANNUAL GENERAL MEETING**

10. The Annual General Meeting (AGM) shall be held every year before the 1st of October, at a time and date to be decided by the ONSA Executive Committee.

10.1 The AGM shall attend to the following matters:

- i. Receive the Minutes of the most previous AGM and of any Special General Meetings (SGM) held since the previous AGM;
- ii. Receive reports from the Officers of ONSA;
- iii. Receive the Annual Financial Report of ONSA from the Treasurer;
- iv. Appoint an auditor for the following year;
- v. Other matters brought forward by the ONSA Executive Committee, or of which notice has been given to the ONSA Secretary at least seven (7) days before the date of the AGM.

## **Section 11- BREACHES OF ORDER**

11. The Chairperson may at any time during a meeting rule that any named member of the committee is or has been guilty of a breach of order.

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- 11.1 If the Chairperson rules that any named member is or has been guilty of a breach of order, they must then move a motion immediately over any other motion except a motion of no confidence in the Chair, asking that:
- i. No further notice be taken of the breach;
  - ii. The member named be asked to apologise; or
  - iii. The member named be expelled from the meeting for a specified time, or until an apology is offered to the meeting.

## **Section 12 - VOTING**

12. When any discussion on a motion is concluded, or when a motion “that the motion now be put” passes, the Chairperson must put the motion to the meeting.
- 12.1 The Chairperson must call upon all members present to vote for or against a motion by declaring “aye” or “nay” or otherwise indicating abstention. If the vote is close, or if any member requests it, then the Chairperson must call for a hand count of votes for or Against.
- 12.2 All members have, and are entitled to exercise, one vote per motion or Referendum Question.
- 12.3 In voting, members must not cajole, threaten, bribe, vote in place of other members, or otherwise interfere with the democratic process.
- 12.4 Those members who abstain from voting are not to be considered part of the

meeting for the purpose of determining the total number of votes cast, but can be considered part the meeting for the purposes of quorum.

12.5 The chairperson will declare a motion carried or lost, depending upon the required number of votes according to the Voting Schedule set out in section 51.

12.6 A motion carried takes effect immediately, unless otherwise stated in the motion.

12.7 The chairperson has no vote, unless the vote on a motion is evenly tied, in which case the chairperson must exercise a casting vote.

12.8 Where an error or confusion arises in connection with any vote, the chairperson must rule that another vote be taken and this later vote overrides any earlier votes called for.

12.9 The Secretary of the meeting will not record the names of those voting for or against or abstaining on any motion unless any member requests their name to be recorded.

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## **Section 13 - VOTING SCHEDULE**

13. Except where noted, all motions require positive votes of at least half of the total number of members voting.

13.1 Motions seeking leave, of no confidence and amending or rescinding this Constitution requires a Special Resolution.

