



Constitution

(as at 25th May 2022)

Constitution of Pride in Law Otago

1. Name

- a) The name of the Association shall be "Pride in Law Otago"

2. Definitions

- a) 'AGM' means Annual General Meeting.
- b) 'Association' means Pride in Law Otago, or PILO.
- c) 'the Constitution' refers to this Constitution of the Association.
- d) 'Executive member' means any executive member as under clause 9(b).
- e) 'Faculty' means the Faculty of Law at the University of Otago.
- f) 'General Meeting' means an AGM, SGM or the IGM.
- g) 'IGM' means Inaugural General Meeting.
- h) 'Life member' means any person given life membership in accordance with clause 6.
- i) 'Member' means any member of the Association in accordance with clauses 5(a) & (b).
- j) 'OALSA' means the Otago Asian Law Student's Association.
- k) 'OUSA' means the Otago University Students' Association.
- l) 'PILO' means Pride in Law Otago
- m) 'PILSA' means the Pacific Island Law Students' Association.
- n) 'TRWP' means Te Roopū Whai Pūtaka.
- o) 'The Executive' means any member of PILO that holds a representative position.
- p) 'LGBTQIA+' means any person that identifies as non- heterosexual, non- heteroromantic, and/or non- cisgender.
- q) 'SGM' means Special General Meeting.

- r) 'SOULS' means the Society of Otago University Law Students.

3. Interpretation

- a) The Executive has the sole power to interpret these rules.
- b) These rules will be interpreted in a way such as to confer validity rather than invalidity of actions.
- c) In any matter not provided for by these rules, the Executive Committee has discretion to adopt appropriate procedures, bearing in mind the aims and functions of PILO

4. Aims and functions

- a) The Organisation aims to promote the inclusion and visibility of LGBTQIA+ law students, advocate for and raise awareness of LGBTQIA+ issues within the Faculty.
- b) Any income, benefit or advantage provided to PILO shall be used by the Executive for the following:
 - i) to support and advocate for LGBTQIA+ law students within the Faculty;
 - ii) to support academic excellence by LGBTQIA+ students within the Faculty, academic excellence being deemed to include future employment;
 - iii) to promote and encourage participation of LGBTQIA+ students in Faculty events and competitions;
 - iv) to promote and encourage participation of LGBTQIA+ students in SOULS events and competitions;
 - v) to facilitate, communicate and develop positive networks and relations with other student associations that are affiliated with SOULS such as, but not limited to, Te Roopū Whai

Pūtake, the Pacific Island Law Students' Association and the Otago Asian Law Students' Association;

- vi) to promote and project a positive image of LGBTQIA+ legal identities at the University of Otago;
 - vii) to support the use of LGBTQIA+ inclusive language
 - viii) to ensure all processes and initiatives implemented by the Executive Committee respect the aims as stated in clause 4(a), as well as the diversity of the Association, the Faculty and wider university community; and
 - ix) to develop, create and run initiatives in line with the abovementioned aims, functions and objectives in order to increase representation of LGBTQIA+ students within the Faculty and thus the wider legal community.
- c) PILO is not formed for the pecuniary gain of its members
- i) Nothing in this constitution shall allow any monetary funds of PILO to be used by or made available to any Association member or person associated with PILO for their own personal benefit or profit.
 - ii) The Association may make payment as reasonable remuneration to any servant or officer of PILO or the payment of reasonable expense to any authorised representative or delegate of PILO.
 - iii) Reasonable remuneration shall not exceed market rates for the provision of equivalent goods or services
- d) The aims of PILO shall not, in any significant way, contradict the objectives of OUSA.

5. Membership

- a) Any student identifying as a part of the LGBTQIA+ community and is currently enrolled in any LAWS 100, 200, 300, 400 or 500 level undergraduate papers, or studying towards a Masters of Laws (LLM), or Doctor of Philosophy in Law (PhD) is eligible to be member of PILO.
- b) Provided the student meets the requirements in clause 5(a), they may become a member via the Google form created for that year's membership registration in the PILO Google Drive and payment of that year's subscription fee (if any).
 - i) PILO shall only levy upon its members such fees or subscriptions as have been ratified by the AGM of the Association.
 - ii) Any member of PILO 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.
- c) The Vice-President shall keep a correct and up to date membership list.
- d) Any PILO member may at a reasonable time request to inspect the records and documentation of PILO.
- e) Membership shall include any persons bestowed with life membership under clause 6.
- f) PILO shall, in normal circumstances, have no less than 75% of total membership comprised of OUSA members.

- g) PILO shall, in normal circumstances, have no less than ten members.
- h) Membership shall be deemed to continue until a formal resignation is received by the PILO Executive, or by the end of the calendar year.
 - i) An Association member may not be suspended or expelled unless the committee resolves to do so by special resolution, except
 - A If a member is expelled or suspended from the University or Faculty, membership shall be automatically suspended until such a time as the member is reinstated as a student of the Faculty.
 - ii) The suspended member will be relieved of any powers and responsibilities and is not permitted to attend the Association's activities.
 - iii) A special general meeting must be called within three months to expel the member or the suspension lapses.
- i) The following procedure must be used to expel an association member:
 - i) 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.
 - ii) That a SGM is called which the member to be expelled may attend in person, or submit in written form, grounds for their defence.

- iii) The motion to expel an association member must be passed by special resolution.
- iv) That the member is informed in writing of the decision of the meeting and the length of their expulsion.
- v) Where a member of the Association is expelled, that member shall have the right of appeal to the OUSA Executive.

6. Life Membership

- a) Despite any other clause in this constitution, a life member may not vote at any General Meeting
- b) The Executive may grant life membership a member of PILO, or an LGBTQIA+ person with a sufficiently close relationship to PILO, when:
 - i) All members of the Executive agree that the person should be granted life membership; and
 - ii) The proposed life member has gone above and beyond in promoting PILO's aims and objectives; and
 - iii) the granting of life membership is voted on and approved at an AGM or SGM.
- c) Any person becomes a life member if the motion is passed by a two-thirds majority of those present and voting.
- d) Any person granted life membership under this clause becomes a life member of PILO immediately upon the motion being carried at an AGM or SGM.
- e) When any person becomes a life member of PILO under this clause, the Constitution shall be amended to insert their name into Schedule 2.

7. Ceasing Membership

- a) Membership of PILO will terminate automatically at the start of the following academic year.
- b) Any member of PILO may resign from the Association by giving written notice to the Executive.
- c) The Executive may suspend or expel any member of the Association for conduct that brings the Association into disrepute. Suspension or expulsion must be on reasonable grounds.
- d) Conduct which would bring the Association into disrepute includes, but is not limited to:
 - i) sexual misconduct;
 - ii) any behaviour which constitutes bigotry, prejudice, or harassment towards an individual or group based on their race, sex, religious affiliation, cultural affiliation, disability, gender identity and/or sexual identity.

8. Sexual Misconduct Policy

- a) Any member of the Society or Executive member about whom a formal complaint of sexual misconduct has been laid with the University Proctor *may* be placed on probation from attendance at the Society's events at the discretion of:
 - i) The current Executive (represented by the President); and
 - ii) The Dean of Law; and
 - iii) The University Proctor.

- b) This probation may occur pending the outcome of any investigation. Any findings of sexual misconduct may result in the permanent removal of the Executive member or Society member from the Society and a ban from any further attendance to PILO events, at the discretion of the parties as outlined in clause 8(a) (i)-(iii).
- c) As outlined in clause 8(a), any member of the Society or Executive member accused of sexual misconduct may be placed on probation from attendance at the Society's events at the discretion of the Executive, the Dean of Law, and the Proctor. All three parties must agree before any probation is formalised.
- d) The Executive reserves the right to permanently remove Executive or Society members from the Society, if there is a finding of sexual misconduct following a formal investigation.
 - i) The Executive will abdicate responsibility for conducting the aforementioned formal investigation to the relevant authority, in accordance with the Otago University Students Association (OUSA) Sexual Misconduct Policy.
- e) Sexual misconduct, for the purposes of this clause, is defined as follows:
 - (b) sexual misconduct includes any kind of inappropriate or unwanted action of a sexual nature, including sexual assault, sexual harassment, the unauthorised making and sharing of intimate visual recordings, and any action intended to harm any person as retribution for a complaint made under this policy.

9. Annual Subscription

- a) The Executive will determine the amount of the annual subscription to be paid into the PILO bank account (if any).
- b) Any amount paid under clause 8(a) is non-refundable.

10. The Executive Committee (The Executive)

- a) The Executive shall conduct the day-to-day operation of the Association.
- b) The Executive shall consist of a:
 - i) President;
 - ii) Vice-President;
 - iii) Treasurer;
 - iv) Social Representative;
 - v) Advocacy Representative; and
 - vi) Publications Representative
- c) Individuals on the Executive retain their voting rights as Members.
- d) The Executive will hold office for the subsequent calendar year following election at an AGM, immediately until the end of the current calendar year following election at an SGM, or until an officer resigns.
 - i) Such resignation shall be effective immediately upon receipt in writing by the Executive.
 - ii) If a vacancy on the Executive occurs during the year, providing the quorum remains, the Executive may appoint any member to fill such a vacancy unless it has occurred due to a no confidence vote.

- iii) If a vacancy occurs due to a no confidence vote, then Clause 18(d) will apply.
- e) After the AGM, the Executive must delegate any or all of its powers to the Executive elected at the AGM with the consent of the Executive elect.
- f) The Executive will meet not less than once a month during the University term as defined by the University of Otago calendar.
- g) Four members of the Executive, under normal circumstances, will constitute a quorum.
- h) The Executive will make decisions by Executive resolution. All such 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.
- i) The Vice-President, or in their absence another member of the Executive Committee, will keep detailed minutes of all meetings of the Executive.
- j) The President will represent the Association on the OUSA Affiliated Clubs Council.

11. Eligibility of persons to be a member of the Executive

- a) To be on the Executive, a person must be a Member under clause 5 at the time of their election and be enrolled in any LAWS 100, 200, 300 or 400 level undergraduate papers, studying towards a Masters of Laws (LLM), or studying towards Doctor of Philosophy in Law (PhD).

- b) If, for any reason, an individual on the Executive is not a Member in the year in which they are elected, their position will not be deemed to be vacant until the 15th day of March of the following year, at which point it will be deemed to be vacant unless the individual has become a Member.

12. Executive Powers

- a) All powers herein granted shall be vested in the Executive. The management and control of PILO shall be deputed to the Executive who represent the Association.
- b) The Executive is bound by the Constitution and cannot alter it except by legitimate process.
- c) Decisions are made unanimously by the members of the Executive at meetings.
- d) The President, Vice President and Treasurer shall have signing authority for PILO and may access and manage the PILO bank account (if any) as so to further the aims and functions of PILO under clause 4.
- e) The Executive may not bind its successors with the exception of clause 19 under this Constitution.

13. Roles of all members of the Executive

- a) All members of the Executive shall:
 - i) uphold the aims and functions of the Association outlined in clause 4;
 - ii) be positive representatives of the Association;

- iii) set an example of how to treat minority communities within the faculty, and not participate in behaviours that discriminatory in nature, including but not limited to:
 - A Sexual phobias, such as homophobia, biphobia and transphobia;
 - B Racism;
 - C Xenophobia;
 - D Classism;
 - E Sexism;
 - F Ableism; and
 - G Other anti-cultural, anti-national or anti- ethnic behaviours;
 - iv) assist in making events and activities organised by the Association successful;
 - v) build and maintain good relationships with members, sponsors, the Faculty, OUSA, and other SOULS affiliated institutions;
 - vi) make responsible financial decisions; and
 - vii) abide by this Constitution.
- b) The responsibilities of each Executive member are determined by Schedule 1. The responsibilities of each Executive member in Schedule 1 are not exhaustive.
- c) An Executive member may assist any other Executive member to perform their role when necessary.
- d) All previous Executive members are responsible for conducting a comprehensive handover to their successor before relinquishing

their position. This includes, but is not limited to, updating the written handover document for their role.

14. Executive member ceasing to hold office, and their replacement

- a) A Member ceases to be an Executive member:
 - i) if they cease to meet the eligibility requirements in clause 10(a);
 - ii) once the President receives written notification from the member that they no longer wish to be an Executive member or if the President resigns, written notification is received by the Vice-President;
 - iii) if an Executive member misses three consecutive Executive meetings without apology and a motion is passed by an Executive meeting by at least three-quarters of Executive members that the individual has abandoned office;
 - iv) if the Executive member fails to perform the duties required of all Executive members under clause 12 and/or required of their individual portfolios and, at a meeting of the Executive, a motion is moved by the President or Vice-President and passed by vote of three-quarters of the Executive that the member be deemed to have been removed from office; or
 - v) if they die or become incapacitated.
- b) If a Member ceases to be an Executive member through clause 13(a)(i), the Executive must within 28 days take steps to find a suitable replacement, either by an SGM, internal appointment or

redistribution of workload amongst the remaining Executive members.

- c) Where an SGM is held to replace a President, despite any clause in this Constitution, the Vice-President:
 - i) chairs the SGM and performs the functions of the President at the SGM; and
 - ii) if at the time of the AGM the President has ceased to be the President, chairs the AGM and performs the functions of the President at the AGM.

15. Associate Members of the Executive

- a) The Executive may appoint a Member as an associate member of the Executive with the consent of that Member and by a decision endorsed by three-quarters of the Executive at a meeting of the Executive.
- b) An associate member of the Executive:
 - i) has the roles of the member of the Executive under clause 12;
 - ii) may attend meetings of the Executive;
 - iii) may not cast a vote at meetings of the Executive; and
 - iv) may assist any member of the Executive to perform their role.
- c) An associate member of the Executive ceases to be an associate member of the Executive if:
 - i) they cease to be a Member under clause 7;

- ii) a decision that they should no longer be an associate member of the Executive is endorsed by three-quarters of the Executive at a meeting of the Executive;
- iii) the term of the Executive that appointed them ceases; or
- iv) the President receives written notification from the associate member of the Executive that they no longer consent to being an associate member of the Executive.

16. Finances

- a) The control of all Association funds will vest in the Executive.
- b) Management of all funds will be the function of the Treasurer.
- c) The Treasurer will:
 - i) Keep proper accounts of all financial transactions entered into by the Association, including bank statements;
 - ii) Prepare the statement of accounts and balance sheet for the financial year
- d) All financial transactions of the Association will be signed by any two of the following: the President, the Vice President, the Treasurer.
- e) Where the Executive considers it appropriate for the achievement of the Association's aims and functions, it may authorise the investing of money by the Association.
- f) Where the Executive considers it appropriate for the achievement of the Association's aims and functions, it may authorise the borrowing of money by the Association.

- g) Not more than \$5,000 may be borrowed unless a motion is passed at an AGM or SGM authorising the borrowing.

17. Requirements for General Meetings

- a) 14 days' notice must be given by the Vice-President before an AGM or SGM may be held by email.
 - i) The notice shall include an agenda of business to be conducted at the General Meeting
- b) The quorum of an AGM or SGM is ten (10) members.
- c) Only Members may vote at General Meetings, elections and by-elections. Every member present shall be entitled to one vote
- d) Voting at an AGM or SGM will be done by a show of hands except in the case of an election which will be conducted by closed ballot.
- e) Every motion shall be moved by one member and seconded by another.
- f) The President will act as chairperson of all General Meetings. In the absence of the President, another member of the Executive Committee will be appointed as chairperson in the order of priority set down in clause 9(b).
- g) The Vice-President, or in their absence another member of the Executive Committee, will keep detailed minutes of all General Meetings.
- h) Speaking rights in General Meetings are conferred to members by the chairperson.

18. The Annual General Meeting (AGM)

- a) The AGM must be held once in each university year and occur during the month of October at such time and place as the Executive shall decide.
- b) The President shall call the AGM.
- c) The AGM shall be held for the following purposes:
 - i) To receive the President's report on the term of the Executive;
 - ii) To receive the Treasurer's report on the annual financial statements of the Association;
 - iii) Election of the Executive for the next term; and
 - iv) any other resolution put to the meeting.

19. Special General Meetings (SGMs)

- a) Subject to clause 18(b), SGMs may be held at the discretion of the Executive during regular university semesters.
- b) The Executive must call an SGM within 14 days of the day when it receives a written request to call an SGM signed by a quorum of Members who are each identified by their full names and student identification numbers.
- c) At an SGM that President shall:
 - i) propose a motion that the minutes of the most recent SGM be adopted unless the AGM was held after the most recent SGM; and
 - ii) call for any motions to amend the Constitution before beginning any elections.

- d) At any Special General Meeting 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.
 - i) 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 Executive member to the vacant position(s).

20. The Inaugural General Meeting (IGM)

- a) The IGM shall be held on the date of the IGM in 2020.
- b) The IGM will:
 - i) elect the first Executive;
 - ii) adopt this Constitution; and
 - iii) affiliate PILO with the OUSA and SOULS.
- c) The chairperson for the IGM shall be agreed upon by nomination (self-nomination permitted) and a show of hands. The chairperson at their discretion shall appoint another Member to keep detailed minutes of the IGM.
- d) The IGM shall proceed per clause 16, excluding the requirements outlined in subclauses 16(a), 16(e), and 16(f).
- e) The election procedure taking place during the IGM shall be governed by this clause 19. Clauses 20, 21 and 22 shall not apply insofar as they govern the AGM and SGM election procedures.
 - i) This first election shall be held by closed ballot.

- ii) The chairperson will set a time within which voting may take place, bearing in mind the need to encourage the widest possible participation by those eligible to vote.
- iii) All Members may vote in the election
- iv) All Members are eligible for nomination to the Executive
- v) Positions shall be elected via a proportional vote system, the instructions for which are outlined in Schedule 3.
- vi) The Executive elected at this first election shall hold office until the end of the 2020 University calendar year.
- vii) The returning officers for this first election will be appointed by the chairperson. The returning officers shall count the votes.
 - A For the any position, the candidate with the highest number of votes will be elected.
 - B For any position, if no confidence receives the highest vote, no candidate will be elected and a by-election will be held, or a Member will be appointed by the chairperson within 28 days of the IGM provided they consent.
 - C Once results have been announced, a recount may be requested by any candidate in the election in writing to the chairperson. The recount is subject to the following rules:
 - a. the request must be made within 24 hours of the IGM at which the results were announced;

- b. the returning officers will be responsible for recounting the votes within a reasonable time;
- c. no additional votes may be cast to be included in the recount; and
- d. the results of the recount are final.

D If the IGM fails to elect any Executive member, then an SGM shall be held at least 28 days after the IGM for the purposes of appointing an Executive member.

- f) Adoption of this Constitution shall be agreed upon by quorum set out in subclause 16(b). Any proposed amendments to this Constitution shall be submitted prior to the IGM and will be adopted through a simple majority vote of Members present at the IGM.
- g) Affiliation of PILO with OUSA and SOULS shall be agreed upon by those entities through their own processes, and subject to approval by PILO members by quorum set out in subclause 16(b).
- h) Following the IGM, this clause 19 will be redundant, and it and any references to it or the IGM shall be removed from this Constitution by the first Executive.

21. Elections

- a) Subject to clause 19, elections may only be held at the AGM or at an SGM.
- b) All elections will be held by closed ballot following the closing of an AGM and/or SGM.

- i) The Executive will set a time within which voting may take place, bearing in mind the need to encourage the widest possible participation by those eligible to vote.
- c) All Members may vote in the election and by-elections.
- d) Times at which nominations and voting will be open must be made available no less than fourteen (14) days prior to the AGM or SGM
- e) Election to the Executive for the following year will take place at the AGM.
- f) The Executive will open nominations not less than seven days before the AGM. The Executive must give notice of the election and the opening of nominations as the Vice-President considers appropriate.
- g) Nominations will remain open until the commencement of the AGM
- h) All Members are eligible for nomination to the Executive.
 - i) Positions shall be elected via a proportional vote system, the instructions for which are outlined in Schedule 3.
- i) The Executive may set further rules for the conduct of elections insofar as those rules do not conflict with these rules and bearing in mind the need to encourage widest possible participation by those eligible to vote.

22. Returning Officers

- a) Subject to clause 19, the outgoing Executive will be appointed as the returning officers for any elections held.
- b) Any Executive member who is running for a position in an election will not be a returning officer for the election.

- c) If the outgoing Executive wishes, they may delegate their duty as returning officers to another person or body.
- d) The returning officers are responsible for accounting for the closed ballot and ensuring that the elections are conducted fairly and without prejudice.

23. Election Results

- a) The returning officers must count the votes.
 - i) For any position, the candidate with the highest number of votes will be elected.
 - ii) For any position, if no candidate receives the highest vote, no candidate will be elected and a by-election will be held, or a Member will be appointed by the chairperson within 14 days of the AGM provided they consent.
- b) Once results have been announced, a recount may be requested by any candidate in the election in writing to the chairperson. The recount is subject to the following rules:
 - i) the request must be made within 24 hours of the AGM at which the results were announced;
 - ii) the returning officers will be responsible for recounting the votes within a reasonable time;
 - iii) no additional votes may be cast to be included in the recount; and
 - iv) the results of the recount are final.

24. Unsuccessful Elections

- a) If the AGM fails to elect any Executive member, an SGM shall be held at least 14 days after the AGM for the purposes of appointing an Executive member.

25. Affiliation

- a) The Association is affiliated with OUSA.
 - i) PILO and its members present and future shall be bound by the rules of OUSA, and every such PILO and all such members shall be so bound in all respects. Where the OUSA constitution is not expressly mentioned in the constitution of PILO, the provisions of the OUSA constitution shall be read into the document.
 - ii) PILO's affiliation to OUSA shall automatically lapse if the Association fails or ceases to comply with the OUSA Affiliation Policy or Section 18 of the OUSA Constitution and Rules.
 - iii) PILO shall not become affiliated to or in any way connected with any other organisation without the consent of the OUSA Executive.
 - iv) Any affiliation to any other body entered into without the OUSA Executive's consent shall be null and void.
- b) The Association is affiliated with SOULS.
- c) The Association is affiliated with the Faculty.

26. Ceasing or altering relationships with OUSA, SOULS, or the Faculty

- a) A decision that PILO cease or alter the relationship with any of the institutions listed in clause 24 can only be made at the AGM or an SGM if the number of members who votes for a motion to cease or

alter the relationship is more than double the number of members who vote against it or abstain from voting.

- b) PILO may disaffiliate from OUSA at any time by notifying the Clubs Development Officer in writing
 - i) Such notification will provide reasons for why the Association is disaffiliating from OUSA.
 - ii) Notification will be provided by supplying the PILO's AGM Minutes to that effect

27. Amending the Constitution

- a) Subject to clause 19, this Constitution can only be altered, added to or rescinded at the AGM or an SGM, and then ratified by the OUSA Executive
 - i) Proposed amendments must be attached with PILO's General Meeting minutes for OUSA Executive ratification.
 - ii) Once ratified at a General meeting of the Association, the new constitution must be submitted to the OUSA executive and approved by ordinary resolution.
- b) A resolution altering, adding to or rescinding these rules must be passed by a two-thirds majority of those present and voting.

28. Dissolution

- a) PILO may be dissolved at a meeting called for that purpose. A resolution dissolving PILO must be passed by a two-thirds majority of the members present and voting.
- b) Where a resolution is passed to dissolve PILO, a further meeting will be called at least thirty (30) days thereafter at which the resolution

must be confirmed by a two-thirds majority of those present and voting.

- c) In the event of the dissolution of PILO, all funds and property of PILO, after the payment of all costs, debts and liabilities of the society, will be distributed to SOULS upon trust until a body with similar objectives is formed.

29. Substantial compliance

- a) If these rules are breached and the General Meeting is satisfied that:
 - i) there has been substantial compliance with these rules;
 - ii) the breach has not materially affected and will not foreseeably materially affect the rights of interests of any person or affiliated body;
 - iii) the breach was not committed in bad faith;
 - iv) the breach resulted in a benefit to PILO and its members;
and
 - v) the breach did not breach the aims and functions of PILO as set out under clause 4, then the General Meeting may by a two-thirds majority, validate the breach.

30. Transitional provision

- a) This Constitution applies following the 2020 IGM and will bind the 2020 Executive.

31. Control and use of common seal

- a) PILO will have a common seal which will be kept in a place of safety by the Vice-President.

- b) The common seal will only be affixed to a document pursuant to a resolution of the Executive and will be attested to by the signatures of the Executive.
- c) The common seal will be affixed to all contracts and documents containing significant financial obligations incurred by PILO.

32. Liabilities incurred by PILO

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

33. Powers of OUSA with respect to PILO

- a) Affiliation to OUSA shall not limit or affect the rights and powers of OUSA or any of its committees in respect of any matter.
- b) The OUSA Executive may, at any time, by ordinary resolution:
 - i) Inspect the Association's financial records, asset register, and membership list;
 - ii) Appoint a committee to conduct an examination of the affairs of the Association and to report thereafter to the OUSA Executive;
 - iii) Convene a Special General Meeting of the Association for any purpose;
 - iv) Appoint a temporary Club Committee to replace the regular Club Committee for such time, and with such powers, as the OUSA Executive may determine;
 - v) Disaffiliate the Association.

Schedule One

President

Role Description

1. General

- a) The President works with the Executive to coordinate and oversee initiatives undertaken by PILO.
- b) The President acts as the official representative of PILO in all Faculty Meetings subject to clause 16(f).
- c) The President endeavours to further the objectives of PILO.
- d) The President represents and promotes the concerns and interests of Members.
- e) The President shall set the calendar in conjunction with relevant Executive members and the Faculty, where appropriate.
- f) The President is the direct liaison between PILO and other institutions.

2. Meetings

- a) The President chairs Executive meetings.
- b) The President shall work with other Executive members to set the agenda for meetings.

3. Finance

- a) The President, Vice President and Treasurer shall be joint signatories to all cheques and bank accounts.
- b) The President shall attend all finance meetings between the President, Vice-President and the Treasurer.

4. Administration of Constitution

- a) The President will support the Vice-President when drafting changes to the Constitution as directed by executive proposals.
- b) The President shall support the Vice-President when updating the Schedules of the Constitution.
- c) To administer the Constitution, the President will delegate duties and responsibilities to other Executive members over the course of an election term, as they see fit.

5. Membership

- a) The President along with the Vice-President shall be responsible for promoting the recruitment of members at the beginning of each year.

6. Sponsorship

- a) It is the President's responsibility to facilitate and seek sponsorship of PILO activities.
- b) The President shall maintain good relationships with a variety of sponsors and potential sponsors.
- c) All sponsorship opportunities must be presented to and voted upon by the Executive prior to formal acceptance.

7. Promotion

- a) The President shall coordinate with the Events Coordinator for the general oversight of PILO's Facebook Page and Facebook Group.

8. General Executive

- a) As a general executive, the President must attend all PILO meetings and contribute to the running of PILO activities generally.

Vice President

Role Description

1. General

- a) The Vice-President will assist the President in overseeing and coordinating activities undertaken by PILO.
- b) The Vice-President shall facilitate any room bookings required to run PILO initiatives.

2. Meetings

- a) The Vice-President shall notify the Executive of any meetings.
- b) The Vice-President shall liaise with the President to set the agenda for meetings.

3. Minutes

- a) The Vice-President should have working knowledge of meeting procedure and apply it during meetings and while recording the minutes.
- b) The Vice-President will record and maintain minutes from all PILO meetings for future executives.
- c) The Vice-President shall make sure these minutes and records are maintained in the Google Drive for the current year, and accessible for following executives.

4. Finance

- a) The President, Vice-President and Treasurer shall be joint signatories to all cheques and bank accounts.
- b) The Vice-President shall attend finance meetings with the President and Treasurer.

5. Administer the Constitution

- a) The Vice-President shall ensure that all meetings, notices and other acts required under the Constitution are given or done.
- b) The Vice-President shall ensure that up to date copies of the Constitution are readily available.
- c) The Vice-President shall draft changes to the Constitution arising from Executive proposals in conjunction with the President.
- d) The Vice-President will advise on potential changes to the Constitution or the Schedules of the Constitution.
- e) The Vice-President shall update the Schedules of the Constitution when and where required.

6. Membership

- a) The Vice-President along with the President shall be responsible for promoting the recruitment of members at the beginning of each year.

7. Executive Responsibility

- a)** In the event of the President's absence, the Vice-President is to take over all responsibilities of the President.

8. General Executive

- a) As a general Executive, the Vice-President must attend all PILO meetings and contribute to the running of PILO activities generally.

Treasurer

Role Description

1. General

- a) The Treasurer is responsible for all aspects of PILO's financial management.
- b) The Treasurer along with the President and Vice-President are ultimately responsible for maintaining the financial accounts.
- c) The Treasurer shall inform the Executive of PILO's financial position
- d) The Treasurer shall oversee and keep accurate and up to date records of all receipts, deposits, payments and invoices.
- e) The Treasurer shall ensure PILO is financially sustainable and spends money according to its internal policies and external obligations.
- f)** The Treasurer shall facilitate all financial contributions and donations to PILO from third- parties.

2. Internal Tasks

- a) The Treasurer is tasked with setting budgets in consultation with the President, Vice-President and other relevant Executive members, and handling money for all events.
- b) In the absence of the Vice- President, the Treasurer shall take over the responsibility for keeping meeting minutes.

3. General Executive

- a) As a general Executive, the Treasurer must attend all PILO meetings and contribute to the running of PILO activities generally.

Social Representative

Role Description

1. General

- a) The Social Representative is generally responsible for the social functions hosted by PILO.
- b) The purpose of social functions are to further the aims and objectives of PILO, namely to build a community within the Association.
- c) The Social Representative should organise a variety of social events for PILO. These can include but are not limited to:
 - i) Welcome to Law School Event/s
 - ii) Quiz Night;
 - iii) Entertainment nights featuring queer members of the community;

- iv) Collaboration events with other clubs and societies such as SOULS, PILSA, TRWP and OALSA; and
 - v) A yearly bake sale.
- d) The Social Representative may additionally initiate, after consultation with the Executive, other events they believe will help promote PILO's aims and objectives.
- e) The Social Representative may liaise with SOULS to recruit additional law students if required to help with event preparation and management.

2. Sponsorship of events

- a) The Events Coordinator shall coordinate with the President and Treasurer for the sponsorship of social events.

3. Promotion of events

- a) The Social Representative shall coordinate with the Publications Representative for the promotion of social events on the PILO's social media pages, such as Facebook and Instagram.

4. General Executive

- a) As a general Executive, the Social Representative must attend all PILO meetings and contribute to the running of PILO activities generally.

Advocacy Representative

Role Description

1. General

- a. The Advocacy Representative is in charge of: the education of the executive, PILO members, and general student body in relation to rainbow historical and current events, running fundraisers for rainbow promoting charities, and generally striving to make changes around the law school to increase rainbow inclusivity.
- b. The Advocacy Representative is to find local, national, and international charitable organisations, movements, and petitions that PILO could promote.
- c. The Advocacy Representative is to organise educational talks/lectures with topics relating to queer history/current events and/or law more generally.
- d. The Advocacy Representative is to keep up to date with Bill's going to the Select Committee phase which are of interest to PILO and its members, and then coordinate with the President and Vice-President to submit on said Bills; and
- e. The Advocacy Representative to do any other activities that relate to advocacy and education of queer law students.

2. General Executive

- a. As a general Executive Member, the Advocacy Representative must attend all PILO meetings and contribute to the running of PILO activities generally.

Publications Representative

Role Description

1. General

- a. The Publications Representative is in charge of all of PILO's social media pages including, Facebook, Instagram, and any other relevant platforms; and
- b. The Publications Representative is to post infographics and other resources that provide information relating to queer issues and providing educational posts; and
- c. The Publications Representative is also to produce two Newsletters (one per semester) as well as provide all articles for Accession and Estoppel; and
- d. The Publications Representative is to organise any other merchandise that PILO wishes to sell; and
- e. The Publications Representative is to help advertise any events that PILO runs through making posts, posters, and generally running the social media events; and
- f. The Publications Representative is also to create any other posts, articles, designs etc. as they see fit.

2. General Executive

- a. As a general Executive Member, the Advocacy Representative must attend all PILO meetings and contribute to the running of PILO activities generally.

SCHEDULE 2

Life Members

1. Any life members of PILO will be recorded in this Schedule.
2. Names of life members:
 - a) Jaz Mahana Nathan (2021)

Schedule Three

Election System for General Meetings

Instruction

1. The chairperson must explain the system clearly, so all voting members present can understand it and make informed decisions.
2. Members can stand for multiple positions, but may only hold one.
3. The order of position election is as follows:
 - a. President;
 - b. Vice President;
 - c. Treasurer;
 - d. Social Representative;
 - e. Advocacy Representative;
 - f. Publications Representative;

4. Each position is voted on by write-in. Members can vote for their most preferred candidate, abstain, or vote no confidence.
5. After all votes are submitted and counted, the successful candidate cannot proceed to stand for any further positions.
 - a. For example, a candidate stands for President and Treasurer. If they are successful in their bid for President, they cannot contest the position of Treasurer;
 - b. However, if they are unsuccessful in their bid for President, they will be able to stand for Treasurer.