

Constitution of The Muslim Students Association (MUSA)
University of Otago, Dunedin, New Zealand

ARTICLE ONE:

NAME AND NATURE: The organization shall be called The Muslim Students Association at The University of Otago known also as MUSA. (referred to sometimes as "the club"). It shall be a charitable and a non-profit organization and shall be financed by the contributions, donations, and membership fees of its members, and other legitimate resources. It shall establish and maintain affiliation with OUSA (Otago University Students Association) and any other organization, as deemed to the best interest of MUSA.

ARTICLE TWO: Aims, Purposes and Objectives:

The aims and purposes of MUSA shall be to serve the best interest of Islam and the Muslims in the University of Otago, and in the city of Dunedin in New Zealand, so as to enable Muslims to practice Islam as a complete way of life. Towards this end, it shall, and in cooperation with other recognized Islamic organizations, MUSA objectives are:

1. Help Muslim students at Otago University, specifically, and Muslim communities in Dunedin, generally, to carry out Islamic programs and projects within the guidelines of the holy book Quran and Sunnah of the holy Prophet Muhammad (p.b.u.h.);
2. To provide the Muslim students at the University of Otago, specifically, and Muslim communities in Dunedin, generally, with the proper facilities and tools that will support the implementation of objective one;
3. To cater for the religious needs of the Muslim students at the University of Otago, specifically, and Muslim communities in Dunedin, generally, regardless of their origin, place of birth, skin-color, or race, and to increase and maintain the unity and brotherhood among the Muslims, and avoid any wrong practices which are contrary to Islam;
4. Assist Muslims in organizing themselves for the entire spectrum of Islamic activities including but not limited to religious, charitable, civic, cultural, educational, social, technical, recreational, sports and scientific activities;
5. Mobilize and coordinate the human and material resources among Muslims;
6. Promote and develop understanding and dialogue with other communities of Dunedin; and to explore any sort of coordination and cooperation;
7. Promote cooperation with other Muslim organizations on regional, national, and international levels, within the guidelines of Quran and Sunnah.
8. To provide the proper educational, and recreational programs to the children of the Muslim students at the university and for the general Muslim community in Dunedin.
9. Support the academic needs of the Muslim students at the university:

ARTICLE THREE: MEMBERSHIP

1. Membership shall be opened to all members of OUSA or any subsection of OUSA whose membership restrictions do not contravene the laws of New Zealand. In keeping with the aims and objectives of MUSA, there shall have two types of memberships. They are (a) ordinary/voting members, (b) Associate members.
2. Voting Members shall be Muslims who:
 1. Believe in Islam, in all articles of basic Islamic belief and practice, particularly in the Oneness of ALLAH (God) and Prophet Muhammad (p.b.u.h.) as the last messenger. They should follow the ways of the Prophet Muhammad (p.b.u.h) and all his Companions starting, but not limited to, by the first four great Khalifahs (Abu Baker, Omar, Othman, and Ali may Allah be pleased with all of them).
 2. Paid the annual dues.
 3. Agrees to obey the constitution.
 4. Be an Otago University Student.
3. The Voting member Shall have full rights to attend and vote at meetings, hold office in MUSA and take part in activities.
4. Membership shall be terminated, by the approval of the executive committee with 2/3 majority, if any member initiates, or performs, any act that is against Islam and against the constitution of MUSA. The Assembly in its next meeting to confirm such a decision.
5. Associate members shall be any Muslim, whether student or not, and any non-Muslim student, interested in MUSA and the Islamic activities in general. The Associate member shall not be eligible to vote in elections or any official MUSA's general meetings. The Associate member shall not hold any office in the club, unless with a ¾ majority voting of the Executive Committee.
6. Persons shall be members by filling in the membership form and paying the membership fee.
7. Associate members shall pay no membership fee, any contribution made voluntarily by them shall be accepted as donation and not as subscription.
8. The Executive Committee of MUSA has the right to refuse/cancel any nomination for Associate membership or the membership itself.
9. Any MUSA member who does not pay the required subscription within one calendar month of joining shall not be permitted to exercise the privileges of membership until the subscription is paid.
10. Membership term will be for one year starting from the date of the September AGM.

9. At least 14 days notice shall be given for such Assembly meetings.
10. The notice shall contain an agenda of business at the meeting.
11. If there is an urgent matter to be resolved by a Special General meeting the period of notice can be reduced to 3 days.
12. The quorum for the Assembly General meeting is to be 1/3 of MUSA's voting members.
13. If the first meeting fails to achieve a quorum, a second meeting shall be called, no sooner than one week but within one month. The second meeting shall be in quorum as long as the number present is larger than the total number of the Executive Committee.
14. The Executive Committee shall call the meetings of the Assembly, through the President or any member of the Executive Committee after, approval of the Executive Committee.
15. Special Assembly general meetings shall be called by the President of MUSA upon a request of 1/3 of the total voting members of the Assembly, such a request should be written and signed by those members. Special General Meetings to be called by the Executive Committee within one month from the request of the members.
16. The Executive Committee can call for Special General Meetings whenever deemed needed, a notice for such meetings to be normally 14 days and can be reduced to three days if needed.
17. Consultative meetings of the Assembly (with no decision making power) may be called either by the President of MUSA, or the Chairman of the Majlis with consultation, coordination and approval of the Executive Committee of MUSA. Consultative meetings need no quorum to be held, and has no decision or motion power.
18. Every motion shall be moved by one member and seconded by another.
19. Decisions by the Assembly to be by simple majority unless otherwise specified.

ARTICLE SIX: Qualifications of the members of the Committees of MUSA

Qualifications and characteristics of Members of all MUSA's committees including but not limited to, the Executive Committee, The Educational and School Committee, and the Majlis, should be as follows:

1. As per article three.
2. Expected stay in the community to reasonably be equal to the period of the term of the office.

ARTICLE SEVEN: Executive Committee:

A. *Functions: The Executive Committee shall:*

1. Implement the Constitution of MUSA;
2. Be the final authority in all matters concerning the affairs of MUSA except when the Assembly is in session;
3. Formulate overall policies and guidelines and promoting the aims and purposes of MUSA, which will be implemented by the various committees of MUSA;
4. Implement the policies and procedures by designing and implementing professional strategic and action plans. Also to prepare a plan of activities and distribute it to the members;
5. Appoint speakers for the Friday Khutbah with coordination with other Muslim communities in Dunedin;
6. Establish procedures in routine matters, including but not limited to the operation of the properties under the management or ownership of MUSA, and shall manage all other properties of MUSA;
7. Appoint working, special and functional committees with well defined and written functions and authority, as needed;
8. Prepare and approve the annual budget for the fiscal year, no later than first of December of each year;
9. Approve an affiliation to MUSA;
10. Raise the necessary funds and handle all monetary matters according to clear financial plans and procedures;
11. Appoint a certified accountant who is not among the officers of MUSA, to audit the accounts of MUSA;
12. Sign contracts on behalf of MUSA with other contracting parties, and sign other documents on behalf of MUSA, along with the authority to sell, buy any property, with the guidelines of this constitution;
13. Delegate any of its authorities to any voting member of MUSA, any Muslim, group of Muslims, and/or any Islamic organization, as it deemed suitable, all of this in accordance with the constitution;
14. Select delegates from among the voting members, to represent MUSA, as and when needed;
15. Appoint an Imam for the regular prayers, according to the Islamic law; with cooperation with other Muslims groups in the community;
16. Cooperate and coordinate with other Muslim groups in Dunedin, and on the national and international levels;
17. Approve the affiliation of MUSA with any other organization whether locally, regionally, nationally, or internationally;
18. Interpret this Constitution. Such interpretations can be only be overridden by a vote of at least 2/3 of the voting members attending a quorum meeting of the Assembly; and
19. Preserve and manage all the property of MUSA in the best way and manner as deemed in the best interest of MUSA.

B. Composition:

1. The President shall head the Executive Committee. The Executive Committee consist of the President, Vice President for Activities & Religious Affairs, Vice President for General Affairs and Development, Treasurer and Financial Development Officer, Deputy Financial Officer, The Secretary, Educational & Dawa Officer, Mass Media Officer, Recreational & Sports Officer, Women's Affairs Coordinator (known as Amirah), Deputy Amirah, Public Relations & Students Affairs Officer, and a Member. All Executive Committee members shall be elected at the Annual General Assembly meeting from the voting members of MUSA.
2. A maximum of two officers of MUSA's executive Committee can hold a maximum of two posts within the Executive Committee if they are elected to do so, or deemed necessary by the Executive Committee in cases of vacancy at election time or after election time. The President can hold another post except for any of the two Vice presidents, Treasurer, and Secretary.
3. The Executive Committee may co-opt two voting members to it if deemed necessary, such co-opted member will have same powers and privileges like any other executive committee member.
4. Each of the officers with relevant to their functions will form a Working Committee to work with them in achieving their duties, and goals.
5. In case of vacancy in the Executive Committee for any reason, other than the President, the Executive Committee has the right to appoint and co-opt a voting member in replacement.
6. Executive Committee members to be only from the voting members of MUSA.

C. Duties of the Officers:

1. **The President shall be responsible for:**
 - a. The general management of all the activities of the Association.
 - b. Directing and coordinating of all the activities so as to achieve the purpose of the Association.
 - c. Calling and presiding over meetings of the Executive Committee and the General Assembly.
 - d. Forming various Ad Hoc committees with the approval of the Executive Committee.
 - e. Controlling funds and expenses of the Association as defined in Article (10).
 - f. Presenting written reports on the state of the Association to the annual meeting and in its newsletter.
 - g. Being the spokesman, representative and correspondent for the Association in external activities.
 - h. Establishing an efficient link between the association and other Islamic organization by his active involvement.

- i. Implementing and preserving the rules of the Constitution.
- j. Responsible for executing the decisions of the Assembly and the Executive Committee;
- k. Be authorized to delegate some of his duties to any other voting member of MUSA after 2/3-majority approval of the Executive Committee.

2. The Vice-President for Activities and Religious Affairs shall be responsible for:

- a. Carrying out the management of the activities in MUSA, in the absence of the President.
- b. Directing and coordinating the activities of the sisters working Committee, the Educational and Dawa Committee, The School Director and school Committee, and Recreational & Sports Committee, .
- c. Assisting the President in accomplishing the purpose of the Association.
- d. Temporarily assuming the functions of the President when Requested as such by him or if the President is Incapacitated, or the Presidency position is vacant for any reason. In the latter case, refer to Article (7), section(F4).

3. The Vice-President for General Affairs and Development shall be responsible for:

- a. Carrying out the management of the activities in the MUSA, in the absence of the President and the Vice President of Activities and Religious Affairs.
- b. Directing the activities of the financial officers, Mass Media officer, and the Public Relations & Students Affairs officer.
- c. Coordinating among the various officers, functions and committees of MUSA,
- d. Assisting the President in accomplishing the purpose of the Association.
- e. Running the day to day activities with clear follow up practices, with coordination with the President, the other vice –president and the secretary.

4. The Secretary shall be responsible for:

- a. Reporting the important events and activities of the Association to the Muslim community.
- b. Preparing, circulating within 14 days and maintaining the minutes of all the Executive and General Assembly meetings.
- c. Preparing the agenda for the Executive Committee and General Assembly meetings and notifying the members of the Executive Committee and the General Assembly, respectively, of it.

- d. Maintaining the list of members and the volunteers for various functions of the Association.
- e. Help in directing and supervising the activities of the various committees.
- f. Keeping the Association officially registered with OUSA and if needed with any legal authority.
- g. Presiding over the Executive Committee meetings when both the President and the two Vice-president are absent.
- h. Presenting at the beginning of every Executive Committee and General Assembly meeting the minutes of the previous meeting for Approval by the Executive Committee/General Assembly.
- i. Posting on the bulletin board of the Clubs & Societies Building and other made known bulletin boards, all the necessary notices and announcements.
- j. Keep records of all the official correspondences and take minutes of all the meetings of the Executive Committee.
- k. Handling all the correspondences of MUSA including the electronic mail.
- l. Keep a well organized filing system.

5. The Treasurer and Financial Development Officer shall be responsible for:

- a. Maintaining the record of all the financial transactions of the Association. He shall be responsible for systematic up-keep of books and writing disbursements, receipts, banking, reconciliation and showing of increase of funds in statements to be made public.
- b. Collecting and depositing all the funds received on behalf of the Association.
- c. Countersigning all withdrawal checks on behalf of the Association in accordance with Article (10), Section (11).
- d. Preparing, on being elected, the annual budget of the Association for the next fiscal year in consultation with the newly elected Executive Committee and presenting such a budget the Executive Committee no later than November 1st of the year. Also presenting the same before the next General Assembly meeting.
- e. Presenting before the Executive Committee a quarterly report on the status of the Association financial affairs, including in it anonymous donations and total donations received by the Association.
- f. Responsible of finding new ways of fund raising and developing the financial resources of MUSA, and responsible for providing financial guidelines to MUSA;
- g. Responsible for the management of all MUSA banking accounts and fundraising activities.

- h. Deal with the Auditors of MUSA accounts.
- i. Responsible for the preparation of the annual financial statements, to be submitted to the Assembly after the audit.
- j. Implement and preserve the constitution of MUSA in particular for articles related to Finance.

6. Deputy Financial Officer:

- a. Responsible for the overall management of the Halal meat account and service, and any other fundraising or business nature function.
- b. Responsible for all funds raising activities and exploring ways of financial resources to MUSA.
- c. Help the Financial officer in all his duties.

7. The Recreational & Sports officer shall be responsible for:

- a. Develop the sports activities by organizing sports tournaments, weekly sports activities, .etc.
- b. Develop and organize recreational activities.

8. The Mass Media Officer shall be responsible for:

- a. Preparing, managing and developing circulars, bulletins, newsletters, Radio Programs, and the Home Page, and any media tool.
- b. The Executive Committee is to approve the content and nature of any product of the Mass Media working committee.
- c. Circulating the Association's publications with the help and coordination of the officers of MUSA.
- d. Editing and publishing literature on behalf of the Association.
- e. Sending a copy of each major publication to other Islamic organizations.
- f. Be responsible about all the publications arrangement in MUSA activities and stalls.
- g. Follow the outside media and try to represent the good image of Islam.

9. The Women's Affairs Coordinator (Amirah) shall be responsible for:

- a. Acting as a liaison between the Executive Committee and the Sisters Working Committee, and all female members of the Association. All members of the sisters group to be females.

- b. Looking after the specific needs, if any, of ladies and children on various occasions such as conventions, social gatherings, etc.
- c. Organize the needed activities for the sisters as a major part of the general plan of MUSA. Such activities to range from educational, Dawa, sports, and social, in accordance to Quran and Sunnah.
- d. To form the sisters working committee.
- e. To represent the Muslim Students women in the required activities in the university.
- f. To keep the unity and (ukhuwwa) among all the Muslim women, as much as she can.

10. The Deputy Sisters' Amirah:

- a. Help the Amirah in all her duties.
- b. Be the sisters representative in the School Committee.

11. Educational & Dawa Officer:

- a. Develop and monitor the educational and Dawa programs among the Muslim Students community and all other Muslims.
- b. Coordinate with the Amirah of the sisters.
- c. Develop the Dawah activities among the Muslim students.
- d. Develop, manage, and Monitor and direct all the educational, dawa, cultural, religious activities of MUSA.
- e. Develop the Dawah activities with non-Muslims, and ensure the good relations with all groups of people.
- f. Manage and Develop the Audio Visual Library.
- g. Preserve the Islamic identity of Muslim students.
- h. Supervise the general and specific plans and operations of the children school.

12. Public Relations & Students Affairs Officer:

- a. Develop the services offered to the Muslim students.
- b. Address the problems and concerns of the Muslim student in the university, whether academically or other.
- c. Fulfill the academic, living, and other needs of the students, with direct coordination with other MUSA committees.

- d. He is MUSA representative in OUSA, Clubs Councils, and in the International students council.
- e. Develop and prepare the proper orientation activities and publications for the new students.
- f. Develop the involvement of MUSA in the general activities and policy making that is affecting the students in general in the university and address the Muslim students issues with the university.
- g. Directing and supervising all arrangements for celebration of Religious festivals and social programs such as picnics, Dinners, lectures on Islamic topics, gatherings etc.
- h. Informing the members about the time, place and details of the festivals and social events through the Secretary.
- i. Produce a list of all Muslim students and other Muslims in Dunedin.
- j. Increase the brotherhood and high level of Islamic relationships among the Muslims.

D. All Committees officers to prepare their own part of the general plan of MUSA, and to form their own Working Committees.

E. Meetings and Procedures:

- 1) An emergency meeting of the Executive Committee may be called by a petition signed by 10 or 10% (ten or ten percent) of all voting members, whichever is larger. Such a meeting shall be held within a week after the written petition is presented to the President.
- 2) There shall be at least one common meeting during the year of all executive committees members elected and the members of other committees.
- 3) The Executive Committee shall meet at least once every month at such a time and place as is most convenient and suitable to most of the committee members.
- 4) The President may call Executive Committee meetings in addition to the regular monthly meetings whenever he considers it necessary.
- 5) An emergency Executive Committee meeting may be called at the request of at least 1/3 of the Executive Committee members. Such a meeting shall be held within one week after the written request is made to the President.
- 6) The presence of 2/3 of the members of the Executive Committee members shall constitute a quorum for an Executive Committee meeting, and any other associate committee.
- 7) The decision on each and every matter in the Executive Committee meeting shall be reached in a parliamentary way, with each member of the Executive Committee present in meeting voting on the matter. Voting will be by simple majority, however, consensus on issues is encouraged. The members not attending the meeting shall not be able to vote on any issue.

- 8) The Executive Committee may invite past Executive Committee member(s) and/or any other member(s) to an Executive Committee meeting in order to know the history of the past decisions and/or to seek their views on the items on the agenda of the meeting. However, none of the invitees shall have the right to vote on any Executive Committee decision.
- 9) When the Executive Committee is not in session, the President may make decisions after consulting with at least four other Executive Committee members and shall communicate such decisions to the remaining members within ten days.
- 10) Minutes of each Executive Committee shall be taken by the secretary and made available for the voting members of MUSA at their request.

F. Term and Removal:

- 1) The term of the Executive Committee shall be one year starting from the election date and ending on the second normal AGM of next year (the one scheduled after the second semester break).
- 2) Any member of the Executive Committee, except the President may be removed from office by a $\frac{3}{4}$ majority vote of its members at any of its meetings if charges of direct violation of the Constitution or gross misuse or misappropriation of funds or obvious damage to the existence or interest of MUSA proven to be true, or not fulfilling his/her duties as a member of MUSA. Any member so expelled shall have the right to a hearing by the Executive Committee in its duly convened meeting, and if not satisfied he/she can take the matter to the Majlis or the Assembly, however, the decision of the Majlis shall be carried to the Assembly for confirmation. The removal should be with $\frac{3}{4}$ voting majority of the Executive Committee. The Assembly must confirm the expulsion of such a member on the next Assembly meeting, after a fair hearing.
- 3) If a MUSA member resigns or is removed from office, or leave Dunedin for a period more than three months, the President shall submit a nomination for a replacement to the Executive Committee.
- 4) If the President resigns, leave Dunedin for more than three months or is voted out by the Executive Committee, for being judged incapable of discharging his duties by the Executive Committee, or if charges of direct violation of the Constitution or gross misuse or misappropriation of funds or obvious damage to the existence or interest of MUSA proven to be true, or not fulfilling his/her duties as a member of MUSA, then the entire Executive Committee shall stand dissolved and a Special General meeting for the Assembly to be called within one month of the expulsion of the President. In such Special General meeting, a decision to be made for only electing a new President with keeping the same other officers in position, or an entire new Executive Committee to be elected. The Vice President for Activities & Religious Affairs will replace him (i.e. the President), till the time of the Special General meeting. A majority of $\frac{3}{4}$ voting of the Executive Committee should exist in the decision of expelling the president. The President in this case shall have the right to a hearing by the Majlis in its duly convened meeting, the decision of the Majlis to be carried for the Assembly for consideration (if the Majlis is formed). The Assembly must confirm the expulsion of such a member on the next Assembly meeting, after a fare hearing.

- 5) The expelled Executive Committee member has the right to call for a special Assembly general meeting, following the normal procedure for calling for such a meeting, where the matter of his/her expulsion to be confirmed/voided by the Assembly.
- 6) The confirming expulsion decision from the Executive committee shall be by a $\frac{3}{4}$ majority vote of the Assembly.
- 7) All cases of expulsion must be approved by OUSA.
- 8) Removal and termination of membership for an Executive Committee member and any member of MUSA will be done according to Article 3, Section 4.

ARTICLE Eight: Education & School Committee (ESC)

A. Functions: The Committee shall:

1. Implement the policies and decisions of the Executive Committee;
2. Establish procedures in routine matters, including but not limited to the operation of the Islamic School, with consultation with other Islamic organizations and groups;
3. Plan a full time year-around school to fulfil the growing needs of the Muslim children for a well rounded education, if such a move is deemed necessary by MUSA Executive Committee with consultation with other Islamic organizations and groups;
4. Appoint functional committees with well defined and written functions and authority, as needed;
5. Be responsible for the maintenance of the school building;
6. Promote the learning of Quran, Sunnah, and the Arabic language;
7. Prepare the budget of the school for the fiscal year, with the consultation of the Financial officer in the Executive Committee, and submit such a budget to the Executive Committee no later than 15th of November of each year;
8. Prepare a plan of activities every six months, coordinate with the Executive Committee and submit such a plan to the Executive Committee for final approval;
9. Raise the necessary funds and handle all monetary matters of the School according to the procedure agreed upon with the Financial officer of MUSA;
10. Submit to the Executive Committee proposals and nominations for the teachers whether to hire or to voluntarily offer their services;
11. Outline and implement procedures for the usage of any property, or equipment, or belongings of the school;
12. Set the curriculum for the school.
13. It is recommended to form and establish a parents group.

B. Composition:

1. A Director appointed by the Executive Committee will head the ESC, and it will consist of a Treasurer, Secretary, two teachers, and two committee members.
2. The members of ESC will be Muslims whether voting or associate members of MUSA, or even Muslims who are not members of MUSA. However, at least 1/3 of ESC to be of the voting members of MUSA.
3. The Director of ESC is to nominate the members of ESC which to be approved by MUSA Executive Committee.

C. Duties of the officers of ESC:

1. The Director shall:
 - a. Be the chief operating officer of ESC and shall supervise day to day operations of the school;
 - b. Call and supervise all meetings of ESC.
 - c. Supervise all functional committees within the school, and the development of the school in general.
2. The Secretary shall handle and keep records of all the official correspondence of ESC and take minutes of all meetings of ESC. The Secretary shall perform the duties of the Director in case of his absence.
3. The Treasurer shall be responsible for all financial transactions and bookkeeping of ESC, and submit the required financial reports and budget to ESC, and to the Executive Committee of MUSA.

D. Meetings and Procedures of ESC:

1. There shall be a minimum of three regular meetings of ESC during the year, called by the Director;
2. A special meeting(s) may be called at the request of the Executive Committee, such a meeting shall be held within two weeks of the request;
3. The quorum of any meeting of ESC shall be $\frac{1}{2}$ of the members.
4. When the ESC is not in session the Director may make decisions after consulting with another two members of ESC, and then shall communicate the decision to the rest of ESC within ten days.
5. Simple majority shall achieve decisions.
6. Minutes of each ESC meeting shall be submitted to the President of MUSA within two weeks after the meeting.
7. ESC may call for a meeting for the teachers and/or parents for consultation purposes. Such meetings shall have no decision-making powers.

E. Term and Removal:

1. The term of ESC shall start and end with the term of the Executive Committee of MUSA.
2. Any member of the ESC, except the Director, may be removed from office by a majority vote of ESC at any of its meetings if charges of direct violation of the Constitution or gross misuse or misappropriation of funds or obvious damage to the existence or interest of MUSA or ESC are proven to be true, or not fulfilling his/her duties as a member of ESC. Any member so expelled shall have the right to a hearing by the Executive Committee in its duly convened meeting. An affirmative $\frac{3}{4}$ majority vote of the Executive committee to approve expulsion shall be final.
3. If an ESC member resigns or is removed from office, the Director shall submit a nomination for a replacement to the Executive Committee for approval.

4. If the Director resigns, or is voted out by the Executive Committee for being judged incapable of discharging his duties by the Executive Committee, then the entire ESC stand dissolved and a new ESC shall be formed after the Executive Committee chooses another Director. A $\frac{3}{4}$ majority vote is needed, and the decision to be confirmed in the next Assembly meeting. In the meantime, the Educational & Dawa officer of MUSA shall act on behalf of ESC.

ARTICLE Nine: Majlis Al-Shura / The Advisory Council (Majlis)

A. Functions:

1. Cooperate with and help MUSA executive committee fulfilling their duties and in the implementation of the constitution.
2. Advise in formulating the policies and strategic plan of MUSA.
3. Be the judge in any constitutional or other disputes within or related to the Executive Committee of MUSA or any of its other committees.
4. Monitor the implementation of the constitution of MUSA and the proper and Islamic conduct of MUSA executive committee members.
5. Advise in the appointment of the several committees of MUSA, especially any religious position.
6. Advise in interpreting the constitution.
7. The role of the Majlis is purely advisory.
8. It is up to the Assembly to appoint such a Majlis if the Assembly see deemed needed.
9. The decisions of the Majlis and minutes of meetings should be communicated within two weeks to the Executive Committee, such decisions shall only have an advisory role over the Executive Committee.

B. Composition:

1. The Majlis shall be composed of five members appointed by the Assembly, one of them must be the President of MUSA.
2. The members are preferred to be from the senior, and trust worthy members of MUSA whether voting or associates.
3. Three of the Majlis's members to be of the voting members of MUSA.
4. The Chairperson of the Majlis to be elected by the Majlis members; and he should be a voting member of MUSA, other than the President of MUSA.

C. Meetings and Procedures:

1. The Majlis to have at least two meetings during the term of MUSA's Executive Committee.
2. The procedures governing the meetings and the Majlis to be the same as those of the Executive Committee.
3. Decisions are taken by complete Consensus in the Majlis; otherwise, voting by 4 votes in favor of a decision should make a decision valid.

D. Term and Removal:

1. The term of the Majlis is the same as the term of MUSA Executive Committee.
2. Any member of the Majlis can be removed, and/or dissolution of the Majlis can be done by a $\frac{3}{4}$ majority voting of the Executive Committee, if deemed necessary by MUSA executive Committee. However, such removal should be confirmed in the next Assembly meeting, by a $\frac{3}{4}$ majority voting.
3. The Majlis can be empowered with certain authorities whether over or within the authority of the Executive Committee. Such empowerment can be in certain, or overall matters. Such empowerment to be done by the Assembly, through a clear set of procedures and Constitutional amendments and changes. However, in the case of giving the Majlis any authority or decision making power, no Associate member is allowed in the Majlis. Article Thirteen to be applied in such a case.

ARTICLE Ten: FINANCES

1. The annual subscription for members of the Club shall be NZ\$5.00.
2. The executive committee shall determine Membership dues, and the Executive Committee has the right to reduce membership fees for special cases, such as financial and family considerations.
3. MUSA can collect other dues of its members on behalf of other organizations whether MUSA is affiliated with or not, at the consent of the member.
4. Annual membership dues shall not be increased more than 25% in any year with the approval of 2/3 majority of the General Assembly.
5. Any member who does not pay any required subscription within one calendar month shall not be permitted to exercise the privileges of membership until the subscription is paid. However, any member whose dues are two months or more overdue after the beginning of the fiscal year, shall lose all membership privileges. Furthermore, in order to vote in the elections the member shall have paid his/her dues before the election.
6. The Executive committee may accept any unconditional contributions in any form, from any source, consistent with the laws and rules of Islam, the rules of the constitution, and the governing rules of New Zealand. In the same manner the executive committee has the right to reject any donation or contribution without giving reasons or justifications.

7. All funds collected for a specific cause shall be used for that cause unless a 2/3 majority vote of the executive committee members authorizes its use for a different purpose within the rules and laws of Islam, and then the objectives of MUSA; however, the funds collected for the specific purpose of purchasing, expanding or maintaining a Mosque/Islamic Center shall not be used for any other purpose.
8. MUSA is to develop its financial resources by the use of any legitimate, and legal business and other practices, as long as they conform with the rules and laws of Islam, and the laws of New Zealand.
9. MUSA is to keep an organized set of accounting book keeping practices, which to be annually audited.
10. MUSA shall maintain the following separate non-interest bearing bank accounts:
 - a. Main Account, this is the bank account for its current and all normal operations.
 - b. Halal Meat Account, this is related to the service of selling Halal meat to the Muslim community, the Halal meat business to continue being as a service and not as a profit seeking business.
 - c. Open any other account as deemed beneficial to MUSA.
11. Withdrawals of funds:
 - a. All check withdrawals from the main account shall be signed by BOTH the President (or one of the vice- presidents in the absence of the president) and the "Treasurer & Finance Development officer".
 - b. All check withdrawals from the HALAL MEAT ACCOUNT to be signed by BOTH the President (or one of the vice- presidents in the absence of the president) and the "Treasurer & Finance Development officer" or the deputy Treasurer, as decided by the executive committee.
 - c. Any payments more than NZ\$ 200/- to be authorized by the executive committee for all the accounts, and in all circumstances.
 - d. Signature authorities on the current and other accounts to be approved by the executive committee.
 - e. In the case of absence of all: the President, the two vice-presidents and the financial officer, the Executive Committee to take the proper decision before such an absence occur.
12. All MUSA accounts shall be professionally audited by a certified Auditor before submitting the final financial report to the Assembly
13. The Executive committee shall, if deemed necessary, nominate as auditors for the following fiscal year, two members whom shall not run for posts in the Executive committee for the year and who have basic knowledge and understanding in accounting and audit procedures. The auditors shall audit the Association accounts continuously and submit a quarterly report to the executive committee and a final report to the general assembly.
14. Petty Cash account and funds to be kept with the Deputy Financial Officer or the Secretary as decided by the Executive Committee.

15. The financial year of MUSA shall start on September 1 of every year and ends on August 31 of every year.
16. Any financial transaction to be according to the HALAL and Islamic rules, in addition to the rules of the country.

ARTICLE Eleven: Ad Hoc Committees

1. The General Assembly of the Association during a General Assembly meeting and/or the executive committee at any other time may appoint an Ad Hoc Committee in order to carry out an assignment. The tenure of these committees may vary from a fraction of an hour to more than a year, depending upon the nature of the assignment.
2. The assignment given to the Ad Hoc Committee shall be precisely defined in a memorandum from the Executive Committee to the Ad Hoc Committee, a copy of which shall be posted on the designated bulletin board(s). The limit on the expenditure, if any, that may be incurred in carrying out the assignment, shall be specified in the memorandum.
3. The Chairperson of the Committee shall be elected by the Committee and shall call, preside over, and adjourn the Committee meetings and plan and conduct the Committee's work.
4. No person shall be the Chairperson of more than two Ad Hoc Committees at the same time.
5. The Committee shall be allowed to continue its work uninterrupted by anybody till it completes the assignment for which it was formed. Only the President of the Association or Chairperson of the Committee shall dismiss the Committee after the assignment has been accomplished and he/she has submitted to the President a report to that effect.
6. The recommendations of the Committee shall be honored and carried out unless a simple majority of the members present in an Executive Committee and/or General Assembly meeting-called to discuss the votes for any change(s).
7. None of the Committees shall be open. They shall have a fixed number of members.
8. None of the Committees shall by-pass the Executive Committee in calling General Assembly meetings.
9. Members of the Ad-Hoc Committees will be from the voting members of MUSA.

ARTICLE Twelve: Working Committees

1. The Working Committees shall be nominated and appointed by the newly-elected Executive Committee to perform certain jobs and tasks. It is up to the Executive Committee to appoint all, part or more than the working committees which are mentioned in this constitution.
2. The term of the Working Committees shall be one Calendar year, and will end with the Executive Committee term.
3. Each Executive Committee officer to form a Working Committee to help him fulfilling his constitutional duties. The duties of such working committees to be defined by the members of such a committee and approved by the Executive Committee.
4. The plans, programs, and Decisions done and taken by a Working Committee to be approved by the executive Committee.
5. The composition of the working committees should be 2/3 of the voting members of MUSA and 1/3 of any other Muslim whether associate or non-associate member. The head of each working committee should be a voting member of MUSA.

6. Sisters Working Committee:

- a. The sisters working Committee to be composed of 7 members of the voting members of MUSA.
- b. All the working Committee members to be female Muslims.
- c. The working Committee members to be appointed by the Amirah with the approval of the Executive Committee.
- d. The working Committee is to cater for the needs of the Muslim women students.
- e. All the activities of the working Committee to be done according to Quran and Sunnah.
- f. The decisions of the working Committee are subject to final approval from the President and the Vice-President for Activities.
- g. The working Committee to be divided into the following posts: Educational and Dawa, Social and Sports, Students Affairs, and any other post deemed necessary by the working Committee.
- h. The working Committee is governed by the general rules of MUSA.
- i. The functions of the various posts to be in consistent of MUSA main committees.
- j. The Amirah is to be the liaison between the working Committee and the Executive Committee for any issue.
- k. It is recommended that the working Committee form an advisory general body of the voting members of the sisters, which to hold at least one meeting during the year. The role of such general body to be an advisory role.
- l. The working Committee to implement the duties mentioned in Article 7, section C8.

7. Educational & Dawa Working Committee:

The duties of such a committee to be as per the duties of the Educational & Dawa officer mentioned in section (C10) of article 7.

8. Mass Media Working Committee:

The duties of such a committee to be as per the duties of the Mass Media officer mentioned in section (C7) of article7.

9. Recreational & Sports Working Committee:

The duties of such a committee to be as per the duties of the Social & Sports officer mentioned in section (C6) of article 7.

10. Public Relations & Students Affairs Working Committee:

The duties of such a committee to be as per the duties of the Social & Sports officer mentioned in section (C11) of article 7.

11. The Fiqh Committee:

- a. The Fiqh Committee shall be a Working Committee consisting of three members. The Committee shall study the practice of various Islamic schools of thought throughout the world, assess the feelings of the Muslims in the area and suggest to the Executive Committee a calendar of Islamic festivals.
- b. The Committee shall review and select the books in the library in the Mosque/Islamic Center.
- c. The Committee shall attempt to answer religious questions in the light of the Holy Qur'an and Sunnah whenever they are called upon to do so. They shall contact religious scholars to get the answers if necessary.
- d. The members of the Committee will be the Imam, and another two members recommended by the Imam and approved by the Executive Committee of MUSA. The chairperson of the Fiqh committee to be chosen in the first meeting of this committee.
- e. The Fiqh Committee to administer marriages according to Islamic law and recommends the best Islamic procedure and way for conducting marriages.
- f. The Fiqh Committee to keep record of marriages, and of Marriage Celebrants appointed by MUSA.
- g. The Qualifications of the members of the Fiqh committee to comply with the same as Article (6), and in addition, they should have a sound and acceptable knowledge of the rules Islam

- h. The Fiqh Committee to be in continuous contact with FIANZ Fiqh Committee, as one of the major references for its opinions, other references include the Majlis of Ulama'a in Saudi Arabia, The Majlis of Ulama'a in The Islamic Society of North America (ISNA), and any other Islamically approved Fiqh source.
- i. The fiqh committee should be aware of the diverse nature of the Muslim community in western countries in terms of the different Fiqh Mathhab (schools), and that unity among the Muslims is the priority in all its opinions as long as unity does not contradict with a clear matter of the Quran and Sunnah.

12. The Funeral Assistance Working Committee

- A. The Funeral Assistance Committee shall be a Working Committee that shall consist of six members: the President, the Imam, and the Chairperson of the Fiqh Committee (if different than the Imam), the students Affairs officer, and a member. The sixth member to be a sister who will have the choice of not attending the meetings, however, she will be updated and contacted about the committee matters. The chairperson of the Funeral committee to be chosen in the first meeting of this committee
- B. The Funeral Assistance Committee shall:
 - 1) Keep up-to-date information on local cemetery lots and funeral homes and their services;
 - 2) Keep informed of legal requirements of Dunedin as well as the religious requirements for burial and assist the relatives of the deceased in fulfilling those requirements;
 - 3) Contact relatives of the deceased Muslim, if he/she has no relatives in the Dunedin area;
 - 4) Contact the embassy of the country of which the deceased was a citizen, if he/she was not a citizen of this country;
 - 5) Keep informed of the expenses as well as modes of transportation of the bodies to foreign country or any other place within this country;
 - 6) Keep informed of the cemeteries in the country which have been donated for making available to Muslims free or inexpensive lots;
 - 7) Explore the possibilities of buying land so as to establish a cemetery for Muslims.
- C. The qualifications of the members of the Funeral Committee will be in accordance with Article (6).

ARTICLE Thirteen: Amendments

- 1) A proposal for amendment(s) shall be signed by ten members or ten percent of the members, whichever number is larger, and submitted to the Secretary who shall inform the members about the proposals by posting them on the a designated bulletin board(s) and using one of the notices ways mentioned in Article 5, section 8, and call an Assembly General meeting within one month of receiving the proposed amendments.
- 2) The Executive Committee can propose any kind of Amendments to the Constitution, by calling for a Special General Meeting, other sections in Article 13 are still to be applied, except for the ten members or 10% of members condition mentioned in No.1 of the same article.
- 3) An affirmative vote by 2/3 of the members present shall be necessary for the adoption of all amendments.
- 4) The quorum requirement for voting on amendments shall be 50% (fifty percent) of the total members.
- 5) If 50% (fifty percent) of members are not present in a General Assembly meeting called for voting on the proposed amendment(s), another General Assembly meeting shall be called for the same purpose within four weeks after the meeting, in which the quorum requirement as stated in Section 3., of this Article shall be waived and the proposed amendment(s) shall be discussed and adopted by a 2/3 majority of the members present.
- 6) A proposal for amendment(s) which does not meet the conditions stated in Section 1., of this Article shall be kept on record for the next elected Executive committee.

ARTICLE Fourteen: Elections

- 1) Annual elections shall be held during the Assembly meeting on the second weekend of September of every year, in order to elect the Executive Committee for the following year.
- 2) The elections shall be conducted by an Election Committee, which to be appointed and formed by the Executive Committee at least two weeks before the election, for the duration of the elections and publication of its results. The election committee to be composed of three voting members of MUSA, where at least one of them to be non-Executive Committee member. The members of the election committee are eligible to hold any elected or non-elected office in MUSA, they can vote and/or be elected.
- 3) **The Election Committee shall:**
 - a. Acquire a list of the voting members of MUSA from the Secretary of MUSA after expiration of the deadline of the membership which shall be assigned by the Executive Committee;
 - b. Announce a time and place for elections, at least one week in advance;
 - c. Invite nominations for the membership of the Executive Committee and announce a deadline for accepting such nominations. Only the voting members of MUSA have the right to nominate;
 - d. Nominations will be for the posts as described in Article (7), section (B1).
 - e. Each nominee should be seconded by another voting member.
 - f. Discard the nominations of those not members before the expiration of the deadline for membership, or do not meet the qualifications for membership of the Executive Committee; and
 - g. Announce the names of eligible nominees.
- 4) **The Election Process:**
 - a. Concurrence of the nominees shall be required. If any nominee declines before casting of ballots starts, or is not present to approve of his nomination, or has not submitted a written approval through a voting member if he is not present at the Assembly meeting, then that nominee shall be dropped from the list of eligible nominees.
 - b. If only one nominee per post for membership is left of the Executive Committee, after scrutiny, and then he/she/they shall be declared elected as the MUSA Executive Committee members without casting of ballots for such post(s), however, each nominee should be seconded by one voting members.
 - c. If no nominee for a specific post then after scrutiny of the Election Committee the door for nomination shall be reopened immediately and the same procedure shall be repeated again. If no nominee are available for three posts or more, then the elections shall be postponed for one week and the election shall be repeated. IN the case that no nominee for one or two posts, the election process will proceed and it will be left for the newly elected Executive Committee to decide the proper action whether by co-opting a new member or by joining posts.
 - d. In the case of postponing the election, the old Executive Committee will resume office till the next election is held.

- e. Each voting member shall acquire only one official ballot from the election committee.
- f. Each ballot to include all posts to be elected.
- g. The name of a nominee can be repeated in more than one post and once elected for the first two posts, the name of he/she will be omitted from the remaining posts. This is to be in consistent with Article 7, section B2.
- h. Members not present at an election meeting shall not have the right to vote; however, they can be elected with the condition of 4a applicable.
- i. A maximum of two officers can be elected to handle two different positions.
- j. Casting of ballots will be secret Balloting.
- k. Ballots with names for all posts or less shall be counted in there entirely.
- l. In case of ballots having more than one name for a specific post, only the first name shall be considered valid.
- m. In the event of two or more nominees receiving an equal number of votes for one or two position(s), the voting will be repeated on such position(s) only. If a tie happen again, then it will be left to the newly elected Executive Committee to choose the preferred candidate from nominees receiving equal votes for such position(s).
- n. In the event of two or more nominees receiving an equal number of votes for more than two positions, the voting will be repeated on such positions only. If a tie happen again, then the election process will be repeated after one week for those positions only. In the case of a tie in the repeated election, it will be left to the Executive Committee to choose the preferred candidate from nominees receiving equal votes for such positions.
- o. The Election Committee shall count the votes immediately after the last ballot is casted. Any member of MUSA may be presented at the ballot counting.
- p. The Election Committee shall announce the names of all the nominees with the number of votes for each, and will announce the members with highest number of votes, such announcement to be immediately after the ballot counting, and those members with the highest number of votes will be the elected members of the Executive Committee.
- q. In any repeated election process, the quorum requirements of the Assembly will be waived.

5) The nominators as well as the seconders of the nominations shall be voting members of the Association.

6) The newly elected Executive Committee shall assume the charge of the Association immediately after the election.

7) The election officers shall not campaign in favor of or against any candidate from two hours before the election till the end of the election.

ARTICLE Fifteen: Miscellaneous

- 1) The Association shall be registered as a Non-Profit, Organization in Dunedin and New Zealand. It shall be the responsibility of the Secretary to do all the necessary paper work in order to keep the registration active.
- 2) The quorum requirement for a General Assembly meeting and its deliberations except for voting on amendments to the Constitution shall be one-third of total members in the Association. It shall be the responsibility of the person presiding over a General Assembly meeting to check the quorum requirement before beginning the meeting. At any time during the meeting if it is pointed out by a member that a quorum requirement is not met, the meeting shall be adjourned.
- 3) An Executive Committee member other than the President who has failed to attend three consecutive Executive Committee meetings without being excused by the President prior to the meetings, shall be asked to give his/her explanation for the absence in writing. If he/she fails to do so or if his/her explanation is not satisfactory to the Executive Committee, the latter shall consider his/her dismissal from the post he/she is holding with a $\frac{3}{4}$ majority vote. The Executive Committee shall grant him/her a hearing so as to enable him/her to defend his/her explanation for absences. If he/she refuses to appear before the Executive Committee within a period of two weeks, the Executive Committee shall decide an action based on Article 7, Section (F).
- 4) The President shall give to the Executive Committee his/her reasons for his/her failure to attend Executive Committee meetings. If the Committee does not find his explanation for having missed three consecutive meetings to be satisfactory, the Vice- President(s) shall recommend his dismissal from his office. The Executive Committee shall grant him a hearing so as to enable him to defend his explanation for the absences. If he refuses to appear before the Executive Committee within a period of two weeks, the Executive Committee shall decide an action in accordance to Article (7), Section (F).
- 5) In case of ambiguity regarding the interpretation of any section of the constitution or possible conflict between two or more sections, the interpretation of the Executive Committee to clarify such ambiguities or resolve the conflict shall be final.
- 6) A member of the Executive Committee or any Working or Ad Hoc Committee or an auditor who is indicted or arrested or against whom a trial is pending in a New Zealand Court shall be immediately and automatically suspended from his/her office till he/she is acquitted. If he/she is convicted after all appeals, if any, he/she shall be expelled from his/her office.
- 7) Any announcement to be made after the salat or during any activity organized by MUSA should be permitted and authorized by the President of MUSA. The permission of the Imam is also required in the case of announcements after any salat.

- 8) The name of any member of MUSA whether voting or associate will not be given out to any source for any reason before the prior written consent of the member.
- 9) MUSA is to cooperate and coordinate its programs, activities and plans with any Muslim organization or group in Dunedin, in the region, nationally, or internationally.
- 10) The Assembly General Meetings to be chaired by the President of MUSA, or any other Muslim whether voting or associate member of MUSA if deemed necessary by the Executive Committee.
- 11) No Confidence Votes: At any special general meeting a motion of no confidence in the Executive Committee, or any member thereof may be passed with $\frac{3}{4}$ majority of the Assembly, provided that 14 days notice of such intention has been given.
- 12) The Executive Committee will announce about the time and place of its meetings to the members using the tool deemed appropriate by it. Any member can attend the meetings provided he/she ask permission three days before the meeting.
- 13) MUSA is to respect and abide the laws and rules of New Zealand and the city of Dunedin.
- 14) The Executive Committee will not have the right to decide on "certain matters". However, the voting of the Assembly or the use of Referendum shall be used to decide on such "certain matters". Those "certain matters" are be defined as follows:
 - 14.1 Any financial matter that deals with an excess of 10,000 NZ\$.
 - 14.2 Matters related to the Dissolution of the Association.
 - 14.3 Matters that have direct and major effect on the academic and legal status of the members of the Association, or on MUSA itself.

The result of such voting or referendum will be by a simple majority of the Assembly and/or the voting members. The Executive Committee is to provide the members with a non-bias opinion and details about the matter under discussion.

- 15) The Executive Committee is encouraged to seek the opinion of the members on the different matters as a common practice.

ARTICLE Sixteen: AFFILIATION

1. MUSA can be affiliated to any other locally, nationally, or internationally constituted organization, provided that:
 - a. It has a constitution that agrees in principle with the aims and purposes of MUSA, and/or
 - b. It conducts regular Islamic activities.
2. The Executive Committee of MUSA can initiate or terminate any affiliation to any organization as deemed to the best interest of MUSA, this is to be done by a $\frac{3}{4}$ majority vote.
3. Also, other organization can be affiliated to MUSA after the fulfilling the same conditions above in item 1.
4. The affiliate to MUSA can be suspended or expelled from MUSA by a $\frac{3}{4}$ majority vote of MUSA Executive Committee.

ARTICLE Seventeen: Management of the Islamic Center/Muslim Students Center/Mussala (known as Center)

1. The Center is meant here any property owned or managed by MUSA.
2. The Executive Committee shall appoint a Resident Manager to look after the Center.
3. The Resident Manager shall be a Muslim and shall reside at the Center, if possible.
4. The tenure of the appointment shall be one year, which can be renewed by mutual agreement between the Resident Manager and the Executive Committee.
5. Before the Resident Manager moves into the Center or his/her term is renewed, the Executive Committee and the Resident Manager shall sign an agreement, that shall include the following items in addition to other items that they consider necessary:
 - a. The initial and the final dates of the tenure of the appointment.
 - b. The percentage of utilities (water, electricity, gas, telephone, garbage collection fee, etc.) to be paid by the Resident Manager.
 - c. A clear definition of the responsibilities of the Resident Manager, which shall include but not limited to, the following:
 1. The mowing and up-keeping of the lawn.
 2. Keeping the Center and the yard clean according to the Islamic and as well as county laws.
 3. Exercising security measures.

4. Turning off the lights and appliances not in use.
 5. Reporting the abuse of the premises to the Executive Committee.
 6. Keeping records of the library books.
- d. Mention of the fact that he/she shall not pay rent as a tenant.
5. The Executive Committee is to formulate and make public agreed upon procedures and policies of the general and specific usage of the Center.
 6. All activities done in the Center should STRICTLY follow the guidance of Quran and Sunnah.
 7. No mixing between men and women is allowed in any form or activity whether religious or non-religious within the Center premises.
 8. The religious rules of Mosques to be preserved in the Salat area.

ARTICLE Eighteen: Constitution Adoption and Enforcement

- 1) The Constitution shall be adopted and in force, effective immediately after a vote of approval with at least 2/3 majority of the total voting members of MUSA is taken by the 1997 Assembly General Meeting of MUSA.
- 2) Registration in the City of Dunedin, opening the accounts, and implementation of other matters as required by the constitution shall be accomplished within three months after the constitution has been adopted.

ARTICLE Nineteen :Dissolution

- 1) If a situation arises which makes the dissolution of the Association inevitable, the Assembly shall be called upon to handle the process of dissolution. Any assets which are left after meeting all liabilities shall be transferred to one or more affiliate body which MUSA is affiliated with. All decisions regarding the matter of Dissolution to be taken by the Assembly or by an Ad Hoc Committee appointed or elected by the Assembly to handle the Dissolution with guidelines giving for such a Committee by the Assembly. The decisions of the Ad Hoc Committee to be approved by the Assembly.

ARTICLE TWENTY: OUSA RULES

1. Any section of clause 57 of the rules of OUSA will prevail over any section of this constitution in cases of contradiction or conflicts.
2. Appendix A constitutes of clause 57 of the rules of OUSA, which is an integral part of this constitution.

We, the undersigned, acting as official representation of the Muslim Students' Association hereby declare that on this day, the _____ of _____, 19____, this document sets forth the formal organizational structure of the MUSA and shall hence be considered the principal governing law of the Association.

Executive Committee President	Educational & Dawa	Deputy Financial
Vice-President I	Vice President II	Financial
Secretary	Women's Affairs Secretary	Deputy Women's Affairs
Mass Media	Recreational & Sports	Public Relations & Students Affairs
Member		

APPENDIX (A): Clause 57 of the rules of OUSA

ii. If no representative of the Club attends 3 consecutive Sports/Societies/Overseas Students Councils, as applicable, or apologises for non attendance the Club shall be deemed to have dissolved.

AMENDMENT OF CONSTITUTION

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

INTERPRETATION

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

CLAUSE 57 OF THE RULES OF THE O.U.S.A

57. Every affiliated body shall have the following provisions of this clause included in its Constitution and the affiliation of any Body which does not, or ceases to comply with this Rule shall lapse and be void.
- A. (i) The committee may levy upon members such fees or subscriptions as may be allowed and approved by the Executive, providing that no such fees or subscription may be levied without the Executive's consent, and that such consent may be revoked.
- (ii) Notwithstanding anything to the contrary contained in these Rules it shall not be lawful to impose upon members a subscription or levy exceeding ten cents (10c) whether compulsory or not without first obtaining the consent of the Executive thereto, such consent to be granted on such terms as to any matter as the Executive may think fit PROVIDED that any such consent shall fix the maximum annual subscription which may be levied.
- (iii) Such consent may at any time be revoked or the terms thereof varied or the maximum subscription altered by the Executive.
- B. (i) Any person ceasing to be a member of the Association shall cease to be a member of the Body unless the Constitution of the Body as approved by the Executive allows non-members to be members of the Body or unless the Executive grants an exemption from the operation of this provision in an individual case.
- (ii) No member may be expelled without first obtaining the consent of the Executive thereto.
- C. (i) The Rules of the Body and any alteration of such Rules shall not be valid unless approved by the Executive within two (2) calendar months from the date on which Rules or such alteration were passed or made.
- (ii) The Rules of the Body shall be subject in all respects to the Rules of the Otago University Students' Association (Incorporated) and shall be void and of no effect to the extent of their conflict with those Rules.
- (iii) The Body and its members, present and future, shall be deemed to submit to and be bound by the Rules of the Association and every such body and all such members shall be so bound in all respects.
- D. (i) Affiliations to the Association shall not limit or affect the rights and powers of the Association, the Council, the Executive or any committee of the Executive in respect of any matter or thing mentioned or included in the objects, name or Rules of the Body.
- (ii) All property held or possessed by the Body shall prima facie be the property of the Association upon the dissolution of the Body.