

OTAGO FIJI ISLAND STUDENT

ASSOCIATION CONSTITUTION

2022

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PART I: INTRODUCTION

S.1 NAME

The name of this Association is the **Otago Fiji Island Students Association** or otherwise known as “**OFISA**” (the Association).

S.2 INTERPRETATION

In these rules, unless a contrary interpretation appears:

1. **AGM** means Annual General Meeting.
2. **Fijian students** means all iTaukei, Indo-Fijian, Rotumans, Kailoma, Banabans(Rabi)and Tuvaluans(Kioa) and any other student of the University of Otago and Otago Polytechnic with Fijian heritage.
3. **IGM** means Initial General Meeting
4. **OFISA** shall mean Otago Fiji Island Students’ Association (the Association is of and owned by Fijian tertiary students at the University of Otago and Otago Polytechnic
5. **OUSA** means Otago University Students’ Association.
6. **SGM** means Special General Meeting
7. **UOPIISA** means University of Otago Pacific Islands Student Association

S.3 AIMS AND OBJECTIVES

Preamble

This Association is a student body of Fijian Tertiary Students in Dunedin.

The Aims and Objectives of the Association are to:

1. Promote and facilitate an interactive and supportive environment for Fijian Tertiary Students in Dunedin/Otago, that affirm their cultural identity
2. Provide a supportive environment and experiences for all Fijian students in New Zealand to sustain and improve excellence in Academic, Spiritual, Sports, Cultural and Social endeavours
3. Encourage its members to express themselves in any language that members are comfortable with in any meeting and/or activities organised by the Association, such languages include Bauan Language, Hindi or English; AND

4. In relation to the Fijian Students' Associations, the Association shall:
 - i. Encourage its members to work closely with all Fijian students and the Fijian community in Dunedin/Otago;
 - ii. Sustain and promote the Fijian cultural heritage
5. In relation to other Organisations, Associations and Tertiary Institutions OFISA shall:
 - i. Affiliate with OUSA
 - ii. Affiliate with UOPISA
 - iii. Liaise with all other Pacific Island Student Association's on matters of interest to members of the Association.

S.4 MEMBERSHIP

1. Ordinary Membership means the membership of the Association shall be open only to all Tertiary Students', in Dunedin.
2. Exceptional Membership means the membership in the Association, shall be open to any individual who is involved with the Association' activities.

Part II: GENERAL MEETINGS

S.1 GENERAL MEETINGS

1. The executive may call a general meeting.
2. The executive shall call a meeting within fourteen days of the AGM.
3. Resolutions of general meetings shall be binding on the Executive unless unconstitutional.
4. Quorum shall be five members.
5. The meeting shall lapse if quorum is not reached, or lapses.
6. A motion will be passed by the majority of members present and voting—constitutional amendments require 50% majority.
7. Meetings shall be held during an academic term.

S.2 INITIAL AND ANNUAL GENERAL MEETINGS

1. There shall be at least four Executive meetings every year. The first shall be called within the first three weeks of the first semester. The other shall be an annual general meeting conducted at the end of the second semester.

2. All meetings must be sent via txt/email/social media with stating time, place, and date with agenda at least two (2) days prior to the meeting.
3. At these meetings:
 - i. There shall be a report by the Treasurer regarding the Association's
 - ii. There shall be a workshop determining the year's direction.
 - iii. Any vacancies on the executive will be filled in accordance to Part 2 S 1.6 of this constitution.
 - iv. All meetings must be opened and closed by prayer.
 - v. Secretary must read out the minutes' of the most recent meeting.

S.3 MISCELLANEOUS

1. There shall be no voting by proxy.

PART III: THE EXECUTIVE

S.1 THE OFFICERS

1. The officers of OFISA shall be the President, Vice-President, Secretary and Treasurer
2. Every candidate for President, Vice-President, Secretary and Treasurer shall be an enrolled student at the time of his/her election.

S.2 THE EXECUTIVE

1. The Executive OFISA shall comprise:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Otago Polytechnic Representative
 - vi. Cultural Representative
 - vii. Public Relations Officer
 - viii. Sports and Social Representative
2. The job descriptions of each Executive member shall be in accordance with Schedule 1 of this constitution.
3. All members of the Executive shall support the interests of students of Fijian ethnicity.

4. Former members of the Executive will be encouraged to assist the new Executive immediately following their election.
5. The term of office for Executive members shall be for a period of 12 months from January to December of the following year.
6. An Executive member may resign from his/her position in writing or in an Executive Meeting.
7. However, the Executive may motion a resolution at a SGM to remove any Executive member before the expiration of his or her term of office. The Executive shall then appoint another Executive member to hold office until the next Annual General Meeting.

S.3 POWERS OF THE EXECUTIVE

1. The Executive, subject to the provisions in this constitution, may do all things deemed by it to be necessary or expedient for the fulfilment of the objectives and goals of the OFISA.
2. The Executive shall have power, subject to this constitution, to administer and control all funds of the group. However, the signatories of the OFISA funds shall be the President, Vice-President, Treasurer and of OFISA.

S.4 MEETINGS OF THE EXECUTIVE

1. The President shall be the Chairperson of all meetings of the Association.
 - i. If the President is not present or is unwilling to act as the Chairperson, a Chairperson shall be elected at the commencement of that meeting just for that meeting only.
 - ii. The Chairperson must be neutral in controlling and conducting of meetings considering that the Chairperson has a casting vote in the event of a tie in all meetings.
2. Meetings of the Executive shall have a quorum of three quarters of the executive members.
3. A meeting of the Executive may be called by any member of the Executives, after giving notice to the President.
 - i. The Secretary shall give twenty four (24) hours notice of the meeting to all other Executive members.

- ii. In exceptional circumstances, a meeting may be called with less than twenty four (24) hours notice, provided consent is given by at least half of the members of the Executive.
4. Any member of the OFISA shall be entitled to attend the Executive meeting upon approval of the President .
5. Notwithstanding No. 5 above, the Executive may move the meeting into committee to discuss matters of sensitivity, whereupon all non-Executive members shall be required to leave the room until the meeting is moved out of committee.
6. No matter discussed by the Executive while it is in committee shall be discussed outside the meeting. Failure to comply with this section may be considered an act of gross misconduct for the purposes of Part 1, S.4 of this constitution.
7. The President or a delegated member is to represent the OFISA at conferences and meetings or any other events that will benefit/related to the objectives of the OFISA.

S.5 CESSATION OF EXECUTIVE MEMBERSHIP

1. If any Executive member is absent from three (3) consecutive ordinary meetings without giving apologies, he/she shall be deemed to have resigned.
2. Notwithstanding anything in No. 1 above, the Executive may grant continuation of membership if at the Executive meeting immediately following the third absence, a two-thirds majority vote of the Executive resolves that the member's absence was due to exceptional circumstances.
3. Executive members shall resign when called upon to do so by a two-thirds majority of those members present and voting at a General Meeting called for that purpose.
4. Any Executive members may resign their membership by giving written notice of their resignation to the President.

S.6 VACANCIES ON THE EXECUTIVE

1. The office of any Executive member shall become vacant if the person holding such office:
 - i. Ceases to be a member of the OFISA;
 - ii. Dies;
 - iii. Is the subject of a successful "no confidence" motion at a General Meeting duly called for that purpose;
 - iv. Resigns from office.

2. In the event of any vacancy, including when a General Meeting fails to elect a member to a vacant position, the Executive shall appoint from within its members an acting Executive member who shall continue in office until the new member is elected.

PART IV: FINANCE

S.1 CONTROL OF FUNDS

1. All finances received from fundraisers shall be processed by the OFISA Treasurer.
2. Proper accounting practices shall be kept.
3. The President & Treasurer shall determine the budget, in consultation with the OFISA and present it at the AGM.
4. The assets, income and property of the Association from any source whatsoever, shall be applied solely for pursuing and carrying out the objectives of the Association, and is the property of the OFISA.
5. The disposition of Association funds shall be limited to the objectives of the Association.
6. The financial year of the OFISA ends at the end of the academic year (November)
7. In consultation with the Executive, the Treasurer shall use the Bank Account in the name of Otago Fijian Students' Association at a National chosen Bank, which shall be operated jointly by the signatures of the three (3) following Officers and signatories:
 - i. President
 - ii. Vice-President
 - iii. Treasurer

PART V: CONDUCT OF ELECTIONS

1. Elections of the officers and general members of the Executive may only take place at an Annual General Meeting, Special General Meeting and Initial General Meeting.
2. All elections of the Association shall be by Secret Ballot.
3. Only members of the Association who are present at the AGM are eligible for election to the positions listed in Part III. S.2 (Executive Officers).
4. The Chairperson shall have the casting vote in any meeting in the event of a tie.

5. No proxy or postal votes shall be permitted
6. A member of the OFISA may be nominated before or during the General Meeting. They may nominate themselves.
7. The winner of each position shall be the person who wins simple majority of those present and voting at the General Meeting.
8. If there is only one candidate, that person shall be elected unless there is a vote of no-confidence.

PART VI: CONSTITUTION

S.1 CONSTITUTION

1. This constitution shall consist of parts I to VI inclusive.
2. Alterations shall be made to the constitution of the OFISA only at an Annual General Meeting (AGM) and by two thirds majority of those members present and voting, and then only if fourteen (14) days during term-time before such a meeting a notice setting forth the wording of the proposed alterations had been posted on the mailing list.

S.2 INTERPRETATION OF THE CONSTITUTION

1. A substantial compliance with this constitution shall in all cases be good and sufficient and no regulations, resolution, decision, election, appointment, notice or other matter or thing shall be invalidated by reason only of a failure to comply exactly with these rules.

S.3 IN ADDITION TO THE CONSTITUTION

1. The OFISA shall make a one-off payment of \$50.00 to the Secretary of the OFISA, in contribution to paying for printing for Association purposes.
2. The secretary shall provide a receipt to show each payment was used for its correct purpose, subject to Part VI s 3(2).
3. The OFISA shall provide finances to assist in petrol for all vehicles used by the OFISA.
 - i. Purposes for FTSA include picking up and dropping off members for Association activities and completing tasks for the OFISA that need to be complete by using a vehicle.

S.4 DISSOLUTION

1. Provided that all the liabilities of the Association have been discharged, the members present at an AGM convened for the purpose may resolve that the Association is dissolved from a date to be named in the resolution.
2. A resolution to dissolve the Association must be approved by 75% of the members present at a meeting convened for the purpose of considering a resolution to dissolve the Association.
3. Upon dissolution, all funds and properties of the Association shall be in trust for the next OFISA. The title or beneficiary should be to the next official OFISA in compliance with this constitution, as well as the constitution of OUSA.

SCHEDULE 1: EXECUTIVE JOB DESCRIPTIONS

S.1 ALL EXECUTIVE MEMBERS

1. Uphold the constitution.
2. Further the goals and objectives of the OFISA.
3. Act as full members of the Executive and FTSA members.

S.2 PRESIDENT

1. Overall leadership and policy implementation.
2. Main spokesperson for the OFISA
3. Chair and convener of Executive and General Meetings.
4. Chief representative and responsible for all internal and external relations.
5. Liaise with other representative groups where appropriate.

S.3 VICE-PRESIDENT

1. Assist President in all matters and to act in his/her absence.
2. Handle sponsorship/grants and finance in conjunction with the Treasurer.

S.3 SECRETARY

1. To send out the agenda and take the minutes of Executive and General Meetings and to distribute them to anyone who wishes to read them.
2. Assist the President in communication.
3. Keep in regular contact with all Executive members and the OFISA in regard to meetings.
4. Organise and co-ordinate volunteers to network on behalf of the OFISA.
5. Book the venue for all meetings.

S.4 TREASURER

1. Draft and maintain budget.
2. Hold and maintain petty cash.

3. Provide financial advice to the Executive.
4. Price projects by obtaining quotes and maintaining transparency for accounts.
5. Handle sponsorship and finance in conjunction with the Vice- President.
6. Collect all receipts for finances that were used from the OFISA Account.

S.5 OTAGO POLYTECHNIC REPRESENTATIVE

1. Inform Otago Polytechnic students about upcoming events.
2. Be able to voice any ideas or concerns that students at Otago Polytechnic have.
This will be discussed in exec meetings and will be resolved
3. Be able to book venues at Otago Polytechnic campus for future events

S.6 CULTURAL REPRESENTATIVE

1. Be able to incorporate cultural aspects to the OFISA eg meke, language, and customs
2. Be able to organize equipment's and costumes for meke
3. Share the knowledge of the culture

S.7 PUBLIC RELATIONS OFFICER

1. Coordinates all social media platforms
2. Create communications, posters, and campaigns relevant to OFISA's goal.

S.8 SPORTS AND SOCIAL REPRESENTATIVE

1. Organizing and facilitating sports and social events that would benefit the association
2. Promote events on social media
3. Support other executive members

SCHEDULE 2: OFISA LOGO

S.1 Use of Logo

The logo of the Association must be affixed to any authorised correspondence that comes in or goes out from the Association.