

**AUCKLAND UNIVERSITY STUDENTS' ASSOCIATION**

# **CONSTITUTION**



**AS OF 1 JULY 1998**

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# AUCKLAND UNIVERSITY STUDENTS' ASSOCIATION

## RULES OF THE AUCKLAND UNIVERSITY STUDENTS' ASSOCIATION (INC.)

1. The name of the Association shall be "The Auckland University Students' Association (Incorporated)".

## INTERPRETATION

2. (a) In these Rules unless inconsistent with the context:-
  - "Academic Year" shall mean "The Academic Year of the University commencing with the first day of the Semester One and ending with the last day of Semester Two".
  - "Accountant" shall mean the "Accountant of the Association".
  - "Act" shall mean "The Incorporated Societies Act 1908".
  - "Affiliated Body" shall mean "Any Club, Society, Association or other body affiliated to the Association as herein provided".
  - "Association" shall mean "The Auckland University Students' Association (Incorporated)".
  - "Association Year" shall mean "The period commencing 1 January and continuing until 31 December of the same year".
  - "Common Seal" shall mean "The Common Seal of the Association".
  - "Executive" shall mean "The Executive Committee of the Auckland University Students' Association (Incorporated)".
  - "Faculty" shall mean "Every Faculty, Department, School, or other like body which the University may from time to time constitute".
  - "Female Member" shall mean a "Female member of the Association".
  - "Financial Year" shall mean "The twelve calendar months from and including the first day of January up to and including the thirty-first day of December in each year".
  - "General Meeting" shall mean "General Meeting of the Association" and shall include any Special General Meeting and any Ordinary General Meeting of the Association.
  - "Member" shall mean "Member of the Association".
  - "Notice-board" shall mean "The notice-board immediately outside the Bookshop or such other notice-board immediately outside the Bookshop or such other notice-board or boards as the Executive may designate as the official notice-board(s) of the Association".
  - "Office" shall mean "The Registered Office of the Association".
  - "President" shall mean "The President of the Association".
  - "Registrar" shall mean "The Registrar of the University or any person acting in his/her place by direction of the University Council".

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

"Secretary" shall mean "The Secretary of the Association".

"Semester" shall mean "A Semester of the University of Auckland".

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

"SRC" shall mean "The Student Representative Council of the Association".

"Student Union Management Committee" shall mean "That committee set up a deed between the Association and the University for the control and management of the Student Union Building".

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

"University" shall mean "The University of Auckland".

- (b) In these Rules unless inconsistent with the context words importing the singular or the plural shall include the plural and singular respectively.

## OBJECTS

3. The objects of the Association shall be:
- (i) To foster and further the University educational life of members of the Association.
  - (ii) To promote activities beneficial to the University and members of the Association consistent with Object 3(i).
  - (iii) To assist any other charity or other charitable purposes which in the opinion of the Executive or the Association it may be desirable to assist.
4. The objects of the Association as set out in the foregoing Rules shall be read and construed as widely and liberally as possible and as far as possible shall all be read and construed as principal objects.

## POWERS OF THE ASSOCIATION

5. (a) The Association is not formed for pecuniary gain and the income assets and property of the Association shall be applied only towards the promotion of the objects of the Association and in particular no portion of its income or funds shall be paid directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Association ***provided that*** nothing herein contained shall prevent payment in good faith as reasonable remuneration to any servant of the Association or the payment of reasonable expenses to any authorised representative or delegate of the Association.
- (b) The powers of the Association shall be:

- (i) To further the interests of the students and to secure the co-operation of the University in so doing.
- (ii) To represent and act for the members in all matters in which the members as a body are interested.
- (iii) To edit print publish issue and circulate such periodicals books magazines and other literary undertakings as may be for the benefit or entertainment of the members, and to join with any person or association of persons in establishing and carrying on for the benefit of the student body the business of a bookseller and stationer in or adjacent to the University grounds, as approved by a General Meeting of the Association.
- (iv) To encourage all such sports and games as the Executive may deem fit.
- (v) To provide and manage catering facilities subject to the direction of the Management Committee in matters of general policy.
- (vi) To buy and sell to members such things as the Executive may deem fit.
- (vi) To foster intellectual and social life in the University and to encourage such student clubs, societies and activities as the Executive may deem fit.
- (viii) To keep and preserve all records likely to prove of value or historic interest to members.
- (ix) To acquire by purchase or otherwise any real or personal property for the purpose of establishing or maintaining any buildings playing fields or any other accommodation or facilities or for any other purpose whereby the objects of the Association or any of them may be furthered.
- (x) To raise funds for any of the following purposes:
  - (a) To promote any of the objects of the Association.
  - (b) To provide a fund for the payment of the expenses of the travelling and entertainment of sports and other teams.
  - (c) To provide a fund for establishing and maintaining any Association buildings playing fields and other assets of the Association with a view to affording to members all the usual privileges and advantages of a club.
  - (d) To aid or otherwise subscribe to any charity or charities or other causes or organisations which it may in the opinion of the Executive from time to time be desirable to aid.

And for any or all of such purposes to appeal for subscriptions and donations and to arrange for holding and conducting any plays, concerts, carnivals, processions, dances and other entertainment, and generally to raise funds by any



other means of which the Executive in its discretion may approve.

- (xi) To assist affiliated bodies in such manner and to such extent as the Executive may deem fit, whether by gift, loan, guarantee of overdraft or otherwise, in order that the objects of the Association may be thereby furthered; to exercise a general control over the affairs of all such affiliated bodies.
- (xii) To assist any charity of charitable purpose which in the opinion of the Executive it may be desirable to assist.
- (xiii) To sign and execute and deliver any deed or document whatsoever which may require or seem expedient to be executed by the Association for the furthermore of any of its objects.
- (xiv) To apply for and acquire any licences or permits deemed necessary by the Executive for the accomplishment of any of the objects of the Association.
- (xv) To sell, exchange improve lease hire mortgage dispose or invest reserve or otherwise deal with or turn to account any real or personal property of the Association and to raise or borrow money upon security of any such property or in such other way as the Executive may determine.
- (xvi) To appoint trustees of all or any of the funds or property of the Association, and to vest such funds and property in such trustees.
- (xvii) To join with any other person association or corporation for the accomplishment of any of the objects of the Association.
- (xviii) To employ servants and agents for the purpose of and to do all such other things as are or may be conducive to the attainment of the above objects or any of them.

## **THE TREATY OF WAITANGI**

### **6. Preamble**

Her Majesty, Victoria, Queen of the United Kingdom of Great Britain and Ireland, regarding with her Royal Favour the Native Chiefs and Tribes of New Zealand, and anxious to protect their just Rights and Property, and to secure to them the enjoyment of Peace and Good Order, has deemed it necessary, in consequence of the great number of Her Majesty's Subjects who have already settled in New Zealand, and the rapid extension of Emigration both from Europe and Australia which is still in progress, to constitute and appoint a functionary properly authorised to treat with the Aborigines of New Zealand for the recognition of Her Majesty's Sovereign authority over the whole or any part of these islands. Her Majesty therefore being desirous to establish a settled form of Civil Government with a view to averting the evil consequences which must result from the absence of the necessary Laws and Institutions alike to the Native population and to Her Subjects has been graciously pleased to empower

and authorise me William Hobson, a Captain in Her Majesty's Royal Navy, Consul, and Lieutenant-Governor of such parts of New Zealand as may be or hereafter shall be ceded to Her Majesty, to invite the confederated and independent Chiefs of New Zealand to concur in the following Articles and Conditions.

Article The First

The Chiefs of the Confederation of the United Tribes of New Zealand and separate and independent Chiefs who have not become members of the Confederation, cede to Her Majesty the Queen of England, absolutely and without reservation, all the rights and powers of Sovereignty which the said Confederation or Individual Chiefs respectively exercise or possess, Territories as the sole Sovereigns thereof.

Article the Second

Her Majesty the Queen of England confirms and guarantees to the Chiefs and Tribes of New Zealand and to the respective families and individuals thereof, the full exclusive and undisturbed possession of the Lands and Estates, Forests, Fisheries, and other properties which they may collectively or individually possess, so long as it is their wish and desire to maintain the same in their possession; but the Chiefs of the United Tribes and the Individual Chiefs yield to Her Majesty the exclusive right of Pre-emption over such lands as the proprietors thereof may be disposed to alienate, at such prices as may be agreed upon between the respective proprietors and persons appointed by Her Majesty to treat with them in that behalf.

Article the Third

In consideration thereof, Her Majesty the Queen of England extends to the Natives of New Zealand Her Royal Protection and imparts to them all the Rights and Privileges of British subjects.

Now therefore, We the Chiefs of the Confederation of the United Tribes of New Zealand being assembled in Congress at Victoria, In Waitangi and We the Separate and Independent Chiefs of New Zealand claiming authority over the Tribes and Territories which are specified after our respective names having been made fully to understand the Provision of the foregoing Treaty, accept and enter into the same in the full spirit and meaning thereof. In witness of which, we have attached our signatures or marks at the places and the dates respectively specified.

Done at Waitangi, this sixth day of February in the year of Our Lord, one thousand eight hundred and forty.

He Kupu Whakataki

Ko Wikitoria te Kuini o Ingarani i tana mahara atawai ki nga rangatira me nga hapu o Nu Tirani i tana hiahia hoki kia tohungia ki a ratou o ratou rangatiratanga me to ratou wenua a kia mau tonu hoki te rongo ki a ratou me te Atanoho hoki kua wakaaro ia he mea tika kia tukua mai tetahi rangatira hei kai wakarite ki nga Tangata Maori o Nu Tirani kia wakaaetia e nga rangatira Maori te Kawanatanga o te Kuini ki nga wahikatoa o te wenua nei me nga motu - na te mea hoki he tokomaha ke nga tangata o tona Iwi kua noho ki tenei wenua a e haere mai nei. Na ko te Kuini e hiahia ana kia wakaritea te Kawanatanga kia kua ai nga kino e puta ki te tangata Maori ki te Pakeha e noho ture kore ana. Ma kua pai te Kuini kia tukua

ahau a Wiremu Hopihono he Kapitana i te Roiara Nawi he Kawana mo nga wahi katoa o Nu Tirani i tukua aiane i mua atu ki te Kuini e mea atu ana ia ki nga rangatira o te wakaminenga o nga hapu o Nu Tirani me era rangatira atu enei ture ka Korerotia nei.

Ko Te Tuatahi

Ko nga rangatira o te Wakawinenga me nga rangatira katoa hoki, kihai i uru ki taqua Wakaminenga, ka tuku rawa atu ki te Kuini o Ingarangi ake tonu atu te Kawanatanga katoa o o ratou wenua.

Ko Te Tuarua

Ko te Kuini o Ingarangi ka wakarite ka wakaae ki nga rangatira, ki nga hapu, ki nga tangata katoa o Nu Tirani, te tino rangatiratanga oo ratou wenua o ratou kainga me o ratou taonga katoa. Otiia ko nga rangatira o te Wakaminenga me nga rangatira katoa atu, ka tuku ki te Kuini te hokonga o era wahi wenua e pai ai te tangata nona te wenua, ki te ritenga o te utu e whakaritea ai e ratou ko te kaihoko e meatia nei e te Kuini hei kaihoko mona.

Ko Te Tuatoru

Hei whakaritenga mai hoki tenei mo te wakaaetanga ki te Kawanatanga o te Kuini. Ka tiakina e te Kuini o Ingarangi nga tangata Maori katoa o Nu Tirani. Ka tukua ki a ratou nga tikanga katoa rite tahi ke ana mea ki nga tangata o Ingarangi.

Na, ko matou ko nga rangatira e te Wakaminenga o nga hapu o Nu Tirani ka huihui nei ki Waitangi ko matou hoki ko nga rangatira o Nu Tirani ka kite nei i te ritenga o enei kupu. Ka tangohia ka wakaaetia katoatia e matou. Koia ka tohungia ai o matou ingoa o matou tohu.

Ka meatia tenei ku Waitangi i te ono o nga ra o Pepueri i te tau kotahi mano, e waru rau e wa te kau o to tatou Ariki.

## MEMBERSHIP

7. (i) The following persons shall be eligible for membership:
  - (a) All students
  - (b) All persons whether students or not who have at any time been members ***provided that*** the Executive may subject to right of appeal to a General Meeting by resolution debar or exclude any such person or any class of such persons from membership.
  - (c) Such other persons as the Executive may appoint elect or determine to admit to membership.
- (ii) Such persons shall become members upon payment of the annual subscription provided for in these Rules.
- (iii) Members of the Auckland University Engineering Society, AUES, shall retain and exercise full normal rights of membership of the Association despite payment of 50% (fifty percent) of their subscription fees to AUES pursuant to Rule 8. (iv) hereof.
- (iv) Members of the Auckland University Law Students' Society (AULSS) shall retain and exercise full normal rights of membership

- of the Association despite payment of fifty percent (50%) of their subscription fees to AULSS pursuant to Rule 9(ii)(b) hereof.
- (v) Members of the Carey Baptist Theological College Students' Association or Auckland College of Education Students' Association shall retain and exercise full normal rights of membership of the Association despite payment of fifty percent (50%) of their Annual Subscription fees to the Society representing that member pursuant to Rule 9(ii)(b) hereof.
  - (vi) Members of Nga Taurira Maori (NTM) shall retain and exercise full normal rights of membership of the Association despite payment of fifty percent (50%) of their subscription fees to NTM pursuant to Rule 9(ii)(d) hereof.
  - (vii) Members of the Pacific Island Students' Association (PISA) shall retain and exercise full normal rights of membership of the Association despite payment of fifty percent (50%) of their subscription fees to PISA pursuant to Rule 9(ii)(g) hereof.
  - (viii) Members of the Auckland University Commerce Students' Association (AUCSA) shall retain and exercise full normal rights of membership of the Association despite payment of fifty percent (50%) of their subscription fees to AUCSA pursuant to Rule 9(ii)(b) hereof.
8. (i) The following persons shall be members for life.
- (a) All Presidents of the Association upon relinquishment of office as such.
  - (b) Such other persons (whether previously members or not) as the Executive may with the consent of such persons by resolution elect as life members.
- (ii) Such life members shall be exempt from payment of the subscription hereinafter mentioned but shall otherwise have all the rights, privileges and duties of other members and shall become members upon relinquishment of office or upon the passing of such resolution as the case may be.

## SUBSCRIPTION

9. (i) The Annual Levy shall be one hundred and twenty-four dollars.
- (ii) Each member shall pay to the Registrar on or before the last day of March each year an Annual Subscription equal to the Annual Levy multiplied by the percentage of the full course load for which the member has enrolled up to a maximum of the Annual Levy and rounded up to the nearest dollar ***provided that***
- (a) forty percent (40%) of the Annual Subscription shall be received by the Building Fund except in the case of a member who is also a member of NTM whereby twenty percent (20%) of the Annual Subscription shall be received by the Building Fund.
  - (b) In the case of a member who is also a member of AUES, AUMSA, AUCSA or AULSS and who is enrolled in an

Engineering, Law, Commerce, Medicine or Optometry or who is a member of the Carey Baptist Theological Students' Association or who is a member of the Auckland College of Education Students' Association that fifty percent (50%) of their Annual Subscription remaining after the deduction of the Building Levy shall be paid to the Society or Association representing that member by the last day of June **provided that**

- (i) the Association has received by the end of the first Semester notification of the members representative of Society or Association of the Annual Subscription paid by the member AND FURTHER PROVIDED THAT:
  - (ii) 9(ii)(b) does not apply to any member enrolled in an intermediate course AND THAT the Annual Levy be ONE HUNDRED AND TWENTY-FOUR DOLLARS (\$124.00).
- (c) In the case of a member who is also a member of the Carey Baptist Theological College Students' Association or the Auckland College of Education Students' Association that fifty percent of their Annual Subscription for the 1994 year remaining after the deduction of the Building Levy shall be paid to the Society representing that member on behalf of that member by the 30th June 1994 **provided that:**
- (i) The Association has received by the end of the first Semester notification from the Society representing that member of the payment of the 1994 Annual Subscription;
  - (ii) This clause shall not apply to any member enrolled in an intermediate course.
- (d) In the case of a member who is also a member of NTM fifty percent (50%) of their Annual Subscription shall be paid to NTM on the last day of June, **provided that** the Association has received by the end of the first Semester notification from NTM of the Annual Subscription paid by the member.
- (e) In the case of a member who is also both a member of NTM and a member of AUES, AUMSA, AUCSA or AULSS and who is enrolled in an Engineering, Law, Commerce, Medicine or Optometry course or who is a member of the Carey Baptist Theological Students' Association or who is a member of the Auckland College of Education Students' Association that fifty percent (50%) of their Annual Subscription shall be paid to NTM and that the further fifteen percent (15%) of their Annual Subscription shall be paid to the society representing that member for the last day of June **provided that**
- (i) The Association has received by the end of the first Semester notification from NTM and from the members representative Society of the Annual

Subscription paid by the member AND FURTHER PROVIDED THAT

- (ii) 9(ii)(e) does not apply to any member who is a member of NTM and enrolled in an intermediate course but 9(ii)(d) shall apply AND THAT the Annual Levy be ONE HUNDRED AND TWENTY-FOUR DOLLARS (\$124.00).
- (f) NTM shall be guaranteed a minimum level of funding of a membership of one thousand Equivalent Full Time Students.
- (g) In the case of a member who is also a member of PISA, fifty percent (50%) of their Annual Subscription remaining after the deduction of the Building Levy shall be paid to PISA on the last day of June, **provided that** the Association has received by the end of the first semester notification from PISA of the Annual Subscription paid by the member.
- (h) In the case of a member who is also both a member of PISA and a member of AUES, AUMSA, AUCSA or AULSS and who is enrolled in an Engineering, Law, Commerce, Medicine or Optometry course or who is a member of the Carey Baptist Theological College Students' Association or who is a member of the Auckland College of Education Students' Association that fifty percent (50%) of their Annual Subscription shall be paid to PISA and that a further fifteen percent (15%) of their Annual Subscription shall be paid to the Society representing that member for the last day of June **provided that** : -
  - (i) The Association has received by the end of the first semester notification from PISA and from the members representative Society of the Annual Subscription paid by the member **and further provided that**
  - (ii) 9(ii)(h) does not apply to any member who is a member of PISA and enrolled in an intermediate course but 9(ii)(g) shall apply AND THAT the Annual Levy be one hundred and twenty four dollars (\$124.00).
- (i) In the case of a member who is also both a member of AUCSA and a member of AUES or AULSS and who is enrolled in either a concurrent or conjoint Commerce and Engineering course or a conjoint Commerce and Law course, that 25% of their Annual Subscription shall be paid to AUCSA and a further 25% shall be paid to the other Society representing that member.
- (j) In the case of a member who is a member of PISA or NTM and is also both a member of AUCSA and AUES or AUCSA and AULSS and who is enrolled in a conjoint Commerce and Engineering course or Commerce and Law course that seven and one half percent (7.5%) of their Annual

Subscription shall be paid to AUCSA and a further seven and one half percent (7.5%) shall be paid to the other society representing that member.

- (iii) Any member who is a student and whose subscription for the current financial year is unpaid after the 31st day of March in any year shall be debarred from the exercise of any of the privileges of membership until such subscription shall be paid unless the Executive shall otherwise determine.

## **DURATION AND CESSATION OF MEMBERSHIP**

- 10. A member shall cease to be such immediately upon the happening of and of the following and in no other way.
  - (i) If he/she dies or
  - (ii) If in the case of a member who is not a student his/her subscription for the current financial year is unpaid after the 31st March in any year or
  - (iii) If the Executive shall resolve that such member be expelled or excluded from membership on grounds of conduct unbecoming or unworthy of a member of the Association **provided that** any member so expelled shall have a right of appeal to the Association in General Meeting or
  - (iv) If shall deliver to the Secretary a notice in writing stating his/her desire to withdraw from membership, **provided that** such member shall be liable for the subscription and obligations of membership for the then current financial year and **provided further that** a member who is a student shall not be capable of resigning his/her membership except with the written authority of the Executive.

## **GENERAL MEETINGS**

- 11.A
  - (i) Notice of any General Meeting stating the date time and place thereof shall be given by the Secretary at least seven (7) days before the date fixed for any such meeting **provided that** at least five of these days shall be days on which lectures are scheduled for all faculties.
  - (ii) The President or in his/her absence the Administrative Vice President or in his/her absence the Education Vice President or in their absence a member appointed by the meeting on motion called for by the Secretary or failing him/her any other member acting as temporary Chairperson for such purpose shall be Chairperson at any General Meeting.
  - (iii) At any General Meeting two hundred (200) members present shall form a quorum and if such quorum be not present within thirty (30) minutes of the time appointed for the meeting, no business may be discussed or dealt with and the meeting shall lapse and further if during the course of the meeting it be pointed out to the

Chairman that there are less than two hundred (200) members present and if the Chairperson on making a check finds this to be the case the meeting shall lapse.

- (iv) Subject to the provisions of this rule, the procedure at all General Meetings shall be governed by the Rules contained in the First Schedule hereto which shall be and shall be deemed to be part of these Rules.
- (v) For the purposes of Rule 3(ii), any motion passed at a General Meeting shall, unless it is inappropriate because of the nature of the motion, be a matter in which the members as a body are interested.
- (vi) Any decision made by a General Meeting or a Referendum shall become binding upon the Association and the Executive.
- (vii) Should SRC call or petitioners call for a Special General Meeting in the Quad this becomes the meeting venue and includes the balconies of the Quad.
- (viii) Should SRC call or petitioners call for a Special General Meeting at the standard lunch hour of between 1-2 pm and on a date that complies with notice provisions that this become the date and time of such General Meeting.

## **CONTENTIOUS ISSUES**

- 11.B (i) The Association shall refrain from representing and acting for the members in a contentious issue unless the provisions of this rule have been complied with.
- (ii) For the purposes of this Rule a "contentious issue" is defined as any motion (other than a formal motion as defined in the Standing Orders in the First Schedule hereto) passed at any General Meeting which was voted against by at least one third of the members present and voting at that General Meeting (in this Rule called "The General Meeting"). The Executive, SRC or a General Meeting may define any other issue as a "contentious issue".
- (iii) The Executive shall
  - (a) Within not less than six (6) days not more than twenty-one (21) days after the date of the holding of the General Meeting or of the defining of the motion as contentious commence a Referendum (called in this Rule "The Referendum") of all members to ascertain views of the members on the contentious issue.
  - (b) Conduct the Referendum by means of a postal ballot or by means of a ballot carried out in some fair and reasonable way and



- (c) Allow such full and ample period for conducting the Referendum as it necessary to enable as many members as possible to vote in the Referendum.
- (iv) (a) Before the Referendum is commenced, the Executive shall allow the supporters and opponents of the contentious issue (in this Rule called "the Parties") a reasonable period subject however to paragraph (iii)(a), hereof, and reasonable means to put their respective views to the members.
- (b) Without limiting the generality of sub-paragraph (a) above, in the event of the Referendum being conducted by means of a postal ballot, the parties shall each have the right to have a statement of its view (provided it is not more than one foolscap page in length) posted to each member along with the ballot paper.
- (c) From the date of the General Meeting or of the definition of the motion as contentious until the results of the Referendum are posted on the notice-board.
  - (1) The Executive and all publications of the Association shall remain strictly impartial, and
  - (2) More particularly, the Editor of Craccum shall give the parties reasonable and equal opportunities to publish articles in support of their respective views in Craccum, and shall ensure that such articles receive fair and equal treatment in their publication.
- (v) In any ballot for the purpose of the Referendum, the ballot paper shall have printed verbatim thereon the motion deemed a contentious issue by this Rule.
- (vi) In the Referendum -
  - (a) The Ballot shall be a secret ballot.
  - (b) The Rules of Part 1 of the Second Schedule hereto insofar as they are not inapplicable to a Referendum or inconsistent with the provisions of this Rule, shall apply to the ballot *mutatis mutandis* according to the means by which the ballot is conducted.
  - (c) The Executive may make such regulations to govern the conduct of the ballot as are necessary to meet any anomalies and inadequacies in the Rules of Part 1 of the Second Schedule hereto by reason of the application of those Rules to a ballot in a Referendum.
  - (d) A notice of the results of the Referendum, which shall state the number of members, the number of members who voted and the respective numbers of members who voted in favour or against the contentious issue, shall be posted on the notice-board and shall be published in Craccum.
- (vii) If the majority of the members who voted in the Referendum do not vote in favour of the motion deemed to be a contentious issue by this Rule, the motion shall be deemed to be lost. The Secretary shall make an entry to this effect in the Minutes of the General

Meeting, such entry to include a note of the results of the Referendum.

- (viii) In the event of more than one motion being deemed a contentious issue by this Rule, the Executive may hold all the Referenda at the same time.

## **ORDINARY GENERAL MEETINGS**

12. There shall be held annually two (2) Ordinary General Meeting: the Autumn General Meeting held in the Semester One and the Winter General Meeting held in the Semester Two.
13. (i) The Autumn General Meeting shall be held before the end of March in Semester One, the time date and place of such meeting to be fixed by the Executive.
- (ii) At this meeting the following substantive business shall be transacted in the order now given, that is to say:
- (a) The adoption, if thought fit, of the Annual Balance Sheet and Statements of Accounts.
  - (b) The appointment of Auditors and Honorary Solicitor for the current financial year.
  - (c) The adoption, if thought fit, of the Annual Report of the Executive, for the previous Association year.
  - (d) Any business of which notice has been given which may properly be dealt with by the meeting.
  - (e) Any business which may be brought forward and for which notice is not required.
- 14.A (i) The Winter General Meeting shall be held in Semester Two before the mid-Semester break, the time date and place of such meeting to be fixed by the Executive.
- (ii) At this meeting the following substantive business shall be transacted and in the order now given, that is to say:
- (a) A declaration as to the election of the Executive.
  - (b) Any business of which notice has been given which may properly be dealt with by the meeting.
  - (c) Any business which may be brought forward for which special notice is not required.
- 14.B If for any reason the business required to be transacted at the General Meeting or the Winter General Meeting is unable to be transacted at the appropriate meeting it shall be transacted at the next subsequent Ordinary General Meeting or at a Special General Meeting convened for this purpose.

## **SPECIAL GENERAL MEETINGS**

15. A Special General Meeting may be called at any time during a Semester by the Executive or the Students' Representative Council.
16.
  - (i) A Special General Meeting shall be called during a Semester by the Executive on the giving to the Secretary of a notice signed by twenty (20) members (hereinafter called "the requisitionists") requiring the Secretary or the Executive to call such meeting and setting forth the words or effect of all motions proposed to be moved thereat.
  - (ii) On receipt of such notice the Secretary shall within forty-eight (48) hours make and post on the notice-board a copy thereof, and shall also forthwith summon a meeting of the Executive to be held to discuss such notice.
  - (iii) Within forty eight (48) hours after the receipt of such notice by the Secretary the Executive shall duly convene a Special General Meeting to be held on a date when lectures are scheduled for all faculties and not later than twenty-one (21) days after receipt of requisitionists notice.
  - (iv) If the Executive does not so convene a Special General Meeting, the requisitionists may themselves convene such a meeting to be held not later than twenty-eight (28) days after the receipt of the notice by the Secretary and at a time when lectures are scheduled for all faculties by a notice signed by two or more of the requisitionists instead of by the Secretary, but in all other aspects complying with these rules.
  - (v) If by virtue of the provisions of these rules a Special General Meeting cannot be held within twenty-eight (28) days after the receipt of the requisitionists' notice at a time when lectures are scheduled for all faculties, then the Special General Meeting may be held after twenty-eight days have elapsed at a time within ten (10) days of the earliest date when lectures are scheduled for all faculties.
17. The notice convening any Special General Meeting shall specify the nature of the business intended to be transacted thereat in any manner sufficient to give reasonable notice of the purpose thereof, and although the words of any proposed resolution shall be given in any such notice, any amendment thereof or other motion dealing with the same matter shall be in order. Notwithstanding anything to the contrary in any other rule no business may be transacted at a Special Meeting other than that specified in the notice convening the meeting.

## **ANNUAL REPORT AND BALANCE SHEET**

18.
  - (i) At some time before the end of the year the President shall prepare a report dealing briefly with the activities of the Association during the Association Year this to be presented to the following Autumn General Meeting.

- (ii) Such report shall then be placed before the Executive for its approval before the end of the Association Year and before being presented to such meeting for adoption.
  - (iii) Such report need not deal with or refer to money matters.
19. (i) As soon as possible after the close of each Financial Year and before the Autumn General meeting the Accountant shall prepare a Balance Sheet showing the Assets and Liabilities of the Association as at the last day of such Financial Year and a Statement of Income and Expenditure and a Statement containing particulars of all mortgages charges and other securities affecting any of the property of the Association at the close of the said year.
- (ii) Such Balance Sheet Statement and other accounts shall then be submitted with the books of account to the auditors for audit; they shall then be placed before the Executive for its approval (together with the auditors' certificate and comments, if any) before being presented to such General Meeting for adoption and a copy of such Balance Sheet shall be placed on the notice-board at the time of giving notice of such General Meeting. The SRC shall where practicable consider the Annual Report and Accounts of the Association and make recommendations to the General Meeting.

## **AUDITORS**

20. The Books of the Association shall be audited at the end of each Financial Year by the Association Auditors, who shall be duly qualified Chartered Accountants with the meaning of "The New Zealand Society of Accountants Act 1958", and who shall be appointed annually at the Autumn General Meeting.

## **THE EXECUTIVE**

21. (i) The conduct and control of the business and affairs of the Association shall be vested in the Executive except as to such matters as are specifically reserved by these Rules to the SRC or a General Meeting.
- (ii) The Executive shall consist of a President, an Administrative Vice President, an Education Vice President, a Secretary, a Treasurer, a Societies' Representative, a Sports Officer, a Media Officer, an International Affairs Officer, a Cultural Affairs Officer, a National Affairs Officer, a Welfare Officer, the Chairperson of the Students' Representative Council, an Environmental Affairs Officer, a Women's Rights Officer (who shall be a woman or a group of women), an Overseas Students Officer who shall be either: (a) a student born outside New Zealand and who immediately prior to enrolling at a University in New Zealand was a resident of a country other than New Zealand, or (b) a student who is of neither

the Maori race nor the Pakeha race; a Maori Students' Officer (who shall be a Maori student), and a Tamaki Students' Officer (who shall be a student studying at the Tamaki Campus), and the President Elect who shall be a non-voting member from the date of his/her election until he/she assumes office as President.

- (iii) Subject to any other provision to the contrary contained in these Rules, the Executive and its members (other than the Secretary) shall hold office during the whole of one Association Year.

## EXECUTIVE MEETINGS

- 22. The Executive shall if possible meet at least fortnightly during each Semester.
- 23.
  - (i) An Ordinary Meeting of the Executive may be called at any time by the President or Secretary or by any three (3) members of the Executive.
  - (ii) During each Semester at least forty-eight (48) hours notice and during vacation at least seventy-two (72) hours notice of any such meeting shall be given to each member of the Executive.
  - (iii) Such notice shall state the date, time and place of such meeting but not necessarily the nature of any business to be discussed thereat.
- 24.
  - (i) An Emergency Meeting of the Executive may be called at any time by the President or Secretary or by any three (3) members of the Executive, **provided that** some written or verbal notice is given to as many members of the Executive as is practicable in the circumstances.
  - (ii) Such meetings shall have the full power of the Executive in regard to the formal business and to such business as may be specified in the notice calling the meeting.
- 25.
  - (i) The President, or in his/her absence the Administrative Vice President or the Education Vice President or in their absence a member of the Executive appointed by the meeting on motion called for by the Secretary or failing him/her any other member of the Executive acting as temporary Chairperson for such purpose shall be Chairperson at any Executive Meeting.
  - (ii) At any Executive Meeting an attendance of not less than seven (7) members of the Executive shall form a quorum competent to transact the business of the meeting; and if such quorum be not present within fifteen (15) minutes of the time appointed for the meeting no business may be discussed or dealt with and the meeting shall lapse and be void for all purposes and further if during the course of the meeting it be pointed out to the Chairperson that there are less than seven members present and if the Chairperson on making a check finds this to be the case the meeting shall lapse.

26. The procedure at meetings of the Executive shall be according to the Standing Orders in the First Schedule hereto which shall be and be deemed to be part of these Rules, and in so far as such Standing Orders do not extend the Executive shall have full power to determine and regulate its own procedure.

## **POWERS OF EXECUTIVE**

27. The powers herein conferred on the Executive do not extend to the affairs of Craccum which shall be governed by the Craccum Administration Board as constituted by the Eleventh Schedule hereto which shall be and shall be deemed to be part of these Rules. The Craccum Administration Board is hereby given full and complete power over and control of all business activities of Craccum.
- 28.A (i) Subject to the provisions of Rule 26 the Executive shall have and is hereby given full and complete power over and control of all business and activities of the Association.
- (ii) The Executive shall have power to and may from time to time appoint and remove agents, delegates and committees and may delegate to them either generally or for a particular purpose or time the full powers or part of the powers of the Executive in relation to any matter.
- (iii) The Executive shall have the power to and may do all things deemed by it to be necessary or expedient for the fulfilment of any of the objects of the Association, including the power to make rules for the discipline good order and running of the Association and its members.
- (iv) The Executive shall have the power to and may hear and determine in such manner as in its absolute discretion it may deem fit disputes and differences between members, between affiliated bodies and between members and affiliated bodies and all such members and affiliated bodies shall be bound by its decisions thereon.
- (v) The Executive shall have the power to and may for any reason deemed by it sufficient impose on any member a fine not exceeding three hundred dollars (\$300) together with the cost of any damage caused by such a member (such fine to be a debt immediately payable by such member for the then current Financial Year and such fine shall then form part of such subscription for all purposes, PROVIDED however that in all cases, the matter from which the said disciplinary proceedings resulted occurred in an area subject to the control and jurisdiction of the Association. A member may choose instead of paying the fine, to undertake work for the Association, as determined by Executive, with hours to the value of the fine set.

- 28.B (i) The Executive shall have the power to delegate the powers conferred upon it by Rule 27A(v) to a Disciplinary Committee (hereinafter called "The Committee") which shall consist of the President or in his/her absence Administrative Vice President (who shall be Chairperson), another member of the Executive appointed for this purpose by the Executive, a University Staff member appointed by Executive, and an independent expert appointed by Executive.
- (ii) The Committee shall have the power to exercise all the powers conferred on the Executive under Rule 27A(v).
- (iii) The Committee shall meet at such times as the Chairperson deems fit and shall have power to regulate its own procedure.
- (iv) Any person upon whom the Committee has imposed a penalty may appeal to the Executive on any of the following grounds:
- (a) That the decision of the Committee is unreasonable or cannot be supported having regard to the evidence.
- (b) That the penalty imposed by the Committee was excessive or inappropriate.
- (c) That the Committee did not grant that person a fair hearing ***provided that*** those members of the Committee which pronounced the decision appealed from shall not participate in the voting on the decision reached by the Executive.
- (v) The Executive may after hearing any appeal brought under Clause (iv) hereof:
- (a) Confirm, modify or reverse the decision appealed from; and/or
- (b) Confirm, modify or nullify any penalty imposed.
- (vi) Nothing in clause (v) shall affect existing contracts between AUSA and other parties which contracts were made prior to the passing of Rule 28C(v).<sup>1</sup>
- (vii) A Disciplinary Committee shall be called during each Semester by the Executive on giving to the Secretary or of a notice signed by (20) members requiring the Executive to convene such Committee, stating the general matter that the Committee shall reconsider.
- 28.C THAT notwithstanding the Executive's power to contract, engage and dismiss servants, as set out in Rule 28C(i) and subject to Rule 28C(iv) the AULSS reserves the exclusive right to contract, engage and dismiss servants on behalf of its members in accordance with Rule 44(i) hereof.
- 28.C (i) The Executive shall have the power to and may for any purpose make contracts engage and dismiss servants control the property of the Association and acquire and dispose of property of all kinds.
- (ii) The Executive shall have power to and may by agent or otherwise demand sue for, enforce payment of receive and give discharge for

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<sup>1</sup> 28C(v)

General Meeting Minutes are unclear on the numbering of this clause.

all monies securities for monies, debts, stocks, shares and all other real or personal estate now belonging or hereafter to belong to the Association or claimed so to belong; to commence and carry on all actions and other proceedings touching the real or personal property of the Association or in which the Association is in any way concerned and settle compromise or submit to arbitration all accounts claims and disputes between the Association and any other person or persons.

- (iii) The Executive shall have power to and may borrow for the purposes of the Association from any person or persons, bank or corporation any sum or sums of money on the security of all or any of the property of the Association by mortgage charge bond overdraft or other manner upon such terms as the Executive shall deem fit.
  - (iv) The Executive shall have power to and may by resolution authorise the affixing of the Common Seal of the Association to securities and other documents, receipts, releases and discharges for monies payable to the Association or for the satisfaction or compromise of any claims or demands of the Association.
- 28.D
- (i) Members of the Executive may be an individual member of the Association, or a group of up to two members of the Association, such a group will be known as a collective.
  - (ii) A collective shall be treated as an individual member of Executive as far as possible.
  - (iii) Should one of the members of a collective cease to be part of the collective then the collective shall be deemed to have resigned as a whole.
  - (iv) A member of a collective shall cease to be a member of a collective in the same manner, or for the same reasons as an individual member of Executive may cease to hold office.
  - (v) A member of a collective shall cease to be a member of a collective should they be elected to another position on Executive.
  - (vi) Should a member of the Association be a member of more than one collective, then they shall give written notice to the Secretary stating of which collective they will remain a member. They shall cease to be a member of all other collectives.
  - (v) The Executive shall have power to appoint such Trustees for such periods as it deems fit for the control of the Building Fund and shall have power to make provision for their removal, retirement or rotation as it deems fit.
- 29.
- (i) The Executive shall control the funds of the Association and shall authorise all expenditure save that the Executive shall each year allocate to the Craccum Administration Board for the production of Craccum a sum agreed on by the Executive and the Craccum Administration Board or such sum as is decided by the Autumn General Meeting of the Association if no agreement can be reached. This sum shall be administered by the Association but shall be



- controlled solely by the Craccum Administration Board who shall authorise all expenditure therefrom.
- (ii) Cheques drawn on the Association's Banking Account shall be signed by the Secretary or the Accountant and one of the President, the Administrative Vice President and the Treasurer.
  - (iii) All monies received by the Association shall forthwith be paid into the Association's Bank Account.
30. (i) The Executive shall have power to invest all or any of the funds of the Association from time to time being in their hands as follows and not otherwise:
- (a) By banking same in the current account of the Association.
  - (b) By placing same on fixed deposit in any bank in New Zealand.
  - (c) By banking same in accounts with the Auckland Savings Bank or Post Office Savings Bank.
  - (d) By investing same upon any security authorised for Trustee investments by the provisions of "The Trustees Act 1956" or any statutory re-enactment or amendment thereof.
  - (e) By investing the same in the share capital of a company or other association of persons formed to carry on the business of a bookseller and stationer in or adjacent to the University grounds.
  - (f) By investing same by way of loan or of purchase of shares in a company or a registered charitable trust formed to provide accommodation for students.
  - (g) By investing same by providing loans to the New Zealand University Students' Association or NZUSA Trusts, the New Zealand University Sports Union, the New Zealand Students Arts Council, the Auckland University Bookshop Limited, or any company in which the Auckland University Students' Association holds at least fifty percent (50%) of the share capital.
  - (h) By investing same by way of loan or purchase of shares in a company formed to publish magazines or newspapers.
31. (i) All resolutions of the Executive and all acts and things duly done or executed in good faith thereunder shall be binding upon all members of the Executive whether present at any such meeting or not and upon all property and assets of the Association **provided that** such resolution shall not be shown to be ultra vires the Executive or made in bad faith or with any improper motive.
- (ii) The fact that any such resolution is made in pursuance of any recommendation of a General meeting shall be conclusive evidence of good faith and of the absence of any improper motive.
  - (iii) Every such resolution shall take effect as from the date when it is passed by the Executive **provided that** the Executive shall have power to fix any prior or subsequent date as the date of such coming into effect.

## **ELECTION AND TENURE OF OFFICE OF MEMBERS OF THE EXECUTIVE**

32. (i) The members of the Executive other than the Secretary, Māori Students' Officer, Women's Rights Officer and Pacific Island Students' Officer, shall be elected annually by means of a general and secret ballot of the members conducted according to the Rules contained in the Second Schedule hereto, which shall be deemed to be part of these Rules.
- (ii) The Secretary shall not be elected but shall be appointed and removed by resolution of the Executive and upon such terms as to remuneration and duration of employment and otherwise as the Executive may deem fit; and nothing in the next two succeeding Rules shall apply to the position of Secretary.
- (iii) The Maori Students' Officer shall not be elected but shall be appointed and removed by the Maori Students' Association and the Maori Club according to any rules that they may make for that purpose; and nothing in Rule 32 parts (i) and (ii) or in Rule 33 part (i)(c) or (d) shall apply to the position of Maori Students' Officer.
- (iv) The Pacific Island Students' Officer shall not be elected but shall be appointed and removed by the Pacific Island Students' Association (PISA) according to any rules that they make for that purpose; and nothing in the Second Schedule shall apply to appointment of the Pacific Island Students' Officer.
- (v) The Women's Rights Officer shall be elected annually by means of a general and secret ballot of the female members conducted according to the Rules contained in the Second Schedule hereto, which shall be and shall be deemed to be part of these Rules.
33. (i) When a vacancy occurs during the Academic Year in respect of any position on the Executive then the Executive shall determine whether this vacancy shall be filled by means of a by-election or by the Students' Representative Council. If the Executive determine that this vacancy shall be filled by means of a by-election this election shall be conducted according to the rules contained in Part I of the Second Schedule hereto. If the Executive determine that the SRC shall fill the vacancy then the SRC may summarily appoint any member who would be eligible to stand for the position at an election to fill the vacancy. The member elected or appointed according to this rule shall, subject to any provision to the contrary contained elsewhere in these Rules, hold office for the remainder of the Association Year.
- (ii) When a vacancy occurs outside the Academic Year in respect of a position on the Executive then the Executive shall have power to and may summarily appoint any member of the Association to fill such vacancy either temporarily until such time as the vacancy can be filled according to the provisions of Rule 32(i) or until the end of the Association Year whichever shall be the sooner.

- (iii) Where no quorum remains or where after the creation of such a vacancy two Ordinary Meetings of the Executive have been duly summoned and have lapsed for want of a quorum, the Secretary shall convene a Special General Meeting for the purpose of filling all vacant positions on the Executive.

## **CREATION OF VACANCIES ON EXECUTIVE**

- 34. (i) The position held by any member on the Executive shall be vacated on the happening of any of the following events and from the occurrence thereof:
  - (a) If such member ceases to be a member of the Association.
  - (b) If such member gives the Secretary notice tendering his/her resignation and such notice is accepted by the Executive.
  - (c) If such member fails to attend two consecutive Ordinary Meetings of the Executive or three consecutive ordinary meetings of the SRC to which he/she has been duly summoned unless he has first obtained from the Executive or the SRC respectively leave of absence in respect of any such meetings or in respect of any period of time during which any of such meetings is held. An Executive member shall be deemed to have been duly summoned to an SRC meeting if notice is given to him/her as provided in Rule 52(iii) at least forty-eight (48) hours before the time set for the meeting.
  - (d) If at any Special General Meeting duly called for the purpose a resolution is passed to the effect that such member does not possess the confidence of the Association.
  - (e) If such member is elected or appointed to any other position on the Executive (other than the position of President-Elect) during his/her term of office in the former capacity.
- (ii) Where any member of the Executive is removed from office by a vote of no confidence under sub-section (i) (d) hereof then such Special General Meeting may also fill the vacancy thereby created or may direct the Executive as to the determination to be made under Rule 32(i).
- (iii) The Executive shall have the power to appoint any member to act in any Executive position while that position is vacant and any member so appointed shall have all the normal powers and duties of that Executive position or such other powers and duties as the Executive may prescribe but shall not become a member of the Executive by virtue of this appointment and shall not be entitled to move motions or to vote at meetings of the Executive.

## **RIGHTS AND DUTIES OF MEMBERS OF EXECUTIVE**

35. (i) The President shall be President of the Association, Chairperson of any General Meeting and Chairman of the Executive and a Trustee for the Building Fund and shall be responsible for the general supervision of the affairs of the Association.
- (ii) The Administrative Vice President shall assist the President in his/her duties, shall be responsible for intra Executive liaison and Executive/SRC liaison and shall conduct the correspondence between the Association and all other University Students' Associations.
- (iii) The Education Vice President shall be responsible to the Executive for all matters concerned with Education as provided in the Fourth Schedule of these Rules which shall be and shall be deemed to be part of these Rules.
36. (i) The Secretary shall act as Secretary of the Association at any General Meeting, of the Executive and of all Committees of the Executive to which no other person has been appointed as Secretary.
- (ii) (a) The Secretary shall keep all necessary or usual Minute Books and Books of Account, copies of all correspondence and such other books papers and records as may be required by these Rules or by the Executive and shall retain in the safe an authentic copy of this constitution and at the time of filing alterations additions or amendments in accordance with the Act will annotate and re-index this copy to be known as "The Authentic Copy" and mark therein the date at which such alterations additions or amendments were made and a reference to the Minutes of the General Meeting recording same.
- (b) The Secretary shall see that all meetings notices and other acts and things required by these Rules are duly summoned given and done and shall do all things in his/her power to carry into effect the provisions of these Rules.
- (c) The Secretary shall act as Returning Officer for Executive Elections and Referenda (**provided that** the Executive may appoint some other member to be Returning Officer) and the provisions of these Rules relating to Returning Officers shall so far as is reasonable or possible apply to the Secretary when so acting.
- (d) The Secretary as such shall not vote or be entitled or permitted to vote in General Meeting or the Executive **provided that** where the voting is evenly divided he/she shall have and shall exercise a casting vote when acting as Chairperson as provided in these Rules.
- (e) The Secretary shall not be counted in estimating whether a quorum is present in a General Meeting or the Executive.
- (f) The Secretary shall be a member of the Association during his/her term of office as such but shall not during such time

be liable to pay any subscription in respect of such membership.

37. (i) The Treasurer shall supervise the financial affairs of the Association and the financial work of the Accountant and shall be Chairperson of the Finance Committee appointed by the Executive as provided in the Twelfth Schedule hereto which shall be and shall be deemed to be part of these Rules and a Trustee for the Building Fund.
- (ii) The Societies' Representative shall supervise the affairs and safeguard the interests of all affiliated bodies formed for purposes other than sport and shall be Chairperson of the Societies' Council as provided in the Sixth Schedule hereto which shall be and shall be deemed to be part of these Rules and shall also deal with all matters concerned with NZSAC Arts Festivals.
- (iii) The Sports Officer shall supervise the affairs and safeguard the interests of all affiliated bodies formed for the purposes of sport and shall be Chairperson of the Sports Council as provided in the Seventh Schedule hereto and the Tournament Committee as provided in the Ninth Schedule hereto and a member of the Blues Committee as provided in the Eighth Schedule hereto, which shall be and shall be deemed to be part of these Rules.
- (iv) The Media Officer shall be responsible to the Executive for the due management and control of all matters relating to Association publications and broadcasting controlled by the Association and shall be Chairperson of the Publications Committee, Craccum Administration Board and the Media Complaints Tribunal as provided respectively in the Tenth, Eleventh and Sixteenth Schedules hereto which shall be and shall be deemed to be part of these Rules AND THAT the proposed Sixteenth Schedule as appended be adopted as a Schedule to the Association's Constitution AND THAT Rule 4(a) of the Eleventh Schedule be amended to read:  
"The Board shall be responsible to the Association in General meeting for directing all business and other transactions of Craccum and for its distribution and shall comply with any decision of the Media Complaints Tribunal."
- (v) The International Affairs Officer shall be responsible to the Executive for such matters as concern the Association that are connected with international affairs, and shall be Chairperson of the International Affairs Committee as provided in the Thirteenth Schedule of these Rules which shall be and shall be deemed to be part of these Rules.
- (vi) The Cultural Affairs Officer shall be responsible to the Executive for the co-ordination of the creative activities of all cultural clubs and shall keep a complete list of cultural clubs and their officers and members and shall maintain files containing constitutions and minutes of annual general meetings of these clubs and shall ensure that each such club has adequate facilities for the fulfilment of its

objects and shall make recommendations to the Executive on any matter concerning these clubs and shall be Chairperson of the Cultural Council as provided in the Fourteenth Schedule hereto which shall be and shall be deemed to be part of these Rules.

- (vii) The Welfare Officer shall be the liaison officer between the Executive and the students as a whole and shall be concerned with the welfare of students and shall be Chairperson of the committee appointed by the Executive for the purposes as provided in the Fifth Schedule of these Rules which shall be and shall be deemed to be part of these Rules.
- (viii) The National Affairs Officer shall be responsible to the Executive for all matters that concern the Association that are connected with the internal affairs of New Zealand.
- (ix) The SRC Chairperson shall be responsible for actioning of the policy of the Association and for the upkeep of the policy book and shall be Chairperson of the Students' Representative Council.
- (x) The Environmental Affairs Officer shall be responsible to the Executive for all matters that concern the Association that are connected with the environmental affairs of New Zealand.
- (xi) The Women's Rights Officer shall be responsible to the Executive for all matters that concern the Association that are connected with women's rights.
- (xii) The Overseas Students Officer shall be responsible to the Executive for all matters that concern the Association that are connected with overseas student affairs.
- (xiii) The Maori Students' Officer shall be responsible for all matters that concern the Maori students of this University.
- (xiv) The Tamaki Students Officer shall be responsible to the Executive for all matters that concern students studying at Tamaki Campus.
- (xv) The Pacific Island Students' Officer shall be responsible for all matters that concern the Pacific Island students of this University.

## **STUDENTS' REPRESENTATIVE COUNCIL**

- 38. (i) The Students' Representative Council (hereinafter called the SRC) as hereby constituted shall have the powers and duties conferred and imposed upon it by these Rules.
- (ii) All members of the Association shall be members of SRC.

## **SRC MEETINGS**

- 39. (i) The SRC shall meet at least fortnightly, or, where possible, weekly during the Academic Year. Meetings of the SRC shall not coincide with meetings of the Executive or General Meeting of the Association.

- (ii) Meetings of the SRC shall not be scheduled during study breaks or holiday periods in May and August nor at any time after the commencement of final examinations.
  - (iii) Outside of the academic year and when meetings of the SRC are prohibited by the immediately preceding sub-rule, the Executive shall assume the powers the SRC. Any exercise by the Executive of the powers of the SRC shall be formally drawn to the attention of the SRC Chair at the next meeting of the SRC
  - (iv) Notice of any meeting of the SRC stating the date, time and place thereof shall be given by the SRC Chairperson or by the SRC Secretary at least three days before the date fixed for any such meeting, **provided that** each such day shall be a day on which lectures are scheduled for all faculties.
- 40.
- (i) A special meeting of the SRC may be called by the Executive or by ten (10) members of the SRC.
  - (ii) The SRC Chairperson shall give notice of such meeting on the Association notice-board no later than one (1) office day after the receipt of the directive.
  - (iii) Such Special Meeting shall be held no sooner than three (3) office days from the receipt of the directive.
- 41.
- (i) The SRC Secretary shall be appointed by the SRC Chairperson, the appointment to be in all respects subject to ratification by the SRC at the first SRC meeting of the academic year, or, if not so appointed, shall be appointed by resolution of SRC at the first (or, if necessary, a subsequent) SRC meeting of the academic year. The SRC Secretary shall only be removed by resolution of the SRC.
  - (ii)
    - (a) The SRC Secretary shall keep all necessary or usual minute books, copies of all correspondence and such other books, papers and records as may be required by the SRC.
    - (b) The SRC Secretary shall be responsible to the SRC Chairperson who may prepare a schedule of duties for the SRC Secretary, and if such a schedule is prepared it will be a condition of appointment that the schedule shall be complied with.
    - (c) The SRC Secretary shall have no voting rights at any meeting of the SRC merely by virtue of his/her office, but shall, if otherwise eligible to vote on an issue before the SRC, have the right to register that vote. If the SRC Secretary wishes to participate in the debate on a particular matter, he/she may with the Chairperson's permission to do so, **provided that** he/she relinquishes his/her secretarial duties to an Acting Secretary for the duration of any debate on the matter.
  - (iii) At any Ordinary Meeting of SRC, fifty (50) members shall form a quorum, **provided that** if such quorum be not present within thirty (30) minutes of the time appointed for the meeting, no business may be discussed or dealt with and the meeting shall be

void for all purposes and further if during the course of the meeting it be pointed out to the Chairperson that there are less than fifty members present and if the Chairperson on making a check finds this to be the case the meeting shall lapse.

42. The procedure at meetings of the SRC shall be in accordance with the Standing Orders contained in the First Schedule hereto which shall be and be deemed to be part of these Rules, and in so far as such Standing Orders do not extend the SRC shall have the full power to determine and regulate its own procedure

## **POWERS AND FUNCTIONS OF THE SRC**

43. (i) The SRC may consider and pass resolutions on any matter raised by any member and make recommendations to the Executive accordingly.
- (ii) The SRC will consider matters arising from the previous Executive Meetings and have power to recommit such matters to the Executive.
- (iii) The SRC will be responsible for the affiliation of clubs and societies.
- (iv) The SRC may delegate a sub-committee to investigate and report on any matter.
- (v) The SRC shall have power to and may from time to time appoint and remove delegates and committees and may delegate to them either generally or for a particular purpose or time the full powers of the SRC in relation to any matter.
- (vi) The SRC shall where practicable consider the Annual Report and Accounts of the Association and make recommendations to the AGM.

## **AFFILIATED BODIES**

44. (i) With the exception of the Auckland University Engineering Society (AUES), which shall be recognised as a separate body within the University, catering to the needs of Engineering Students and with the exception of the AULSS, which shall be recognised as a body having separate corporate existence within the University catering to the needs of law students and with the exception of the Auckland University Commerce Students' Association (AUCSA), which shall be recognised as a body having separate corporate existence within the University, catering to the needs of Commerce students and with the exception of Nga Taurira Maori, which shall be recognised as an equal body having separate corporate existence within the University catering to the needs of Maori students and with the exception of the Pacific Island Students' Association, which shall be recognised as a body having separate



corporate existence within the University catering to the needs of Pacific Island students, no body or group of students will be deemed to have a corporate existence within the University or carry on any activities under any name purporting to be that of a University Club, Society or other body and shall not use the University name in connection with such activities, and shall not be capable of receiving a grant from Association funds unless and until such body or group shall have formed a body affiliated in accordance with the provisions herein contained.

- (ii) Any Club, Society or other body may by notice to the Secretary apply for affiliation to the Association.
  - (iii) Subject to these Rules the SRC may in its discretion grant affiliation to any such body upon such terms and conditions as to any matters as it may think fit.
  - (iv) Any affiliation granted by the SRC shall unless the SRC in any case otherwise determine expire lapse and become void on the first day of May in the Financial Year next following the Financial Year in which such affiliation was granted **provided that** the SRC may grant without such affiliation was granted **provided that** the SRC may grant a new affiliation or a re-affiliation to any such body with or without the application of such body and such new affiliation or re-affiliation shall be subject to the same terms and conditions as the original or expired affiliation or any such other terms as the SRC may deem fit.
45. (i) Every affiliated body -
- (a) Shall have its membership open to all members of the Association **provided that** the SRC may waive this requirement in the case of any particular body where it is of the opinion that such waiver is necessary or desirable for the proper functioning of such body.
  - (b) Shall have its membership open only to members of the Association unless the SRC otherwise determines in any particular cases **provided that** the office-bearers of any such body may be persons not being members of the Association if the rules of such body so provide and unless the SRC in any particular case shall otherwise determine.
  - (c) Shall provide facilities for all members of the Students' Association to vote at the General Meeting of any affiliated body or General Meeting of any section of that body.
- (ii) Every affiliated body shall have as members not less than ten (10) members of the Association who are students and the affiliation of any such body which does not or which ceases to comply with this Rule shall lapse and be void.
46. For the purposes of the next succeeding Rule "Executive" means the "Executive Committee of the Auckland University Students' Association (Incorporated)"

"Committee" means "The Committee or other governing body of the affiliated body". "Body" means and includes "any club, society, association or other body affiliated to the Association".

47. 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) It shall not be lawful to impose upon members a subscription or levy whether compulsory or not without first obtaining the consent of the SRC thereto such consent to be granted on such terms as to any matter as the SRC may think fit **provided that** any such consent shall fix the maximum annual subscription which may be levied.
- (ii) Such consent may at any time be revoked or the terms thereof varied or the maximum subscription altered by the SRC.
- B. (i) Any member of the Association shall cease to be a member of the Body on ceasing to be a member of the Association unless the SRC otherwise determines in a particular case **provided that** where such member is holding an office in any affiliated body which may lawfully be held by a person not a member of the Association then such member shall continue to be a member of such affiliated body.
- (ii) No member may be expelled without first obtaining the consent of the SRC thereto.
- C. (i) The Rules of the Body and any alteration of such Rules shall not be valid unless approved by the SRC within two (2) calendar months from the date on which such Rules or such alterations were passed or made.
- (ii) The Rules of the Body shall be subject in all respects to the Rules of the Auckland 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) Affiliation to the Association shall not limit or affect the rights and powers of the Association or any committee of the Executive the SRC or any committee of the SRC in respect of any matter or thing mentioned or included in the objects name or Rules of the Body.
- (ii) All assets held or possessed by the Body shall *prima facie* be the property of the Association and shall revert to the Association upon dissolution of the Body.
- (iii) The Treasurer of the Association shall at all times be permitted and entitled to inspect the books papers and accounts of the Body and shall be deemed to be Auditor of the Body unless the Body

- elect in General Meeting an Auditor who shall be approved by the Treasurer.
- (iv) In respect of each Body the Executive shall have the power to appoint a member of the Executive to be a member of the Committee and such member may require of the Body notification of meetings of the Committee.
- E.
- (i) The Body shall submit to the Secretary notice of its Annual General Meeting at least seven (7) days before the meeting is held.
  - (ii) The Body shall no later than seven (7) days after its Annual General Meeting furnish to the Secretary a copy of its reports and a duly audited statement of accounts for the preceding year and a list of officers for the then current year.
  - (iii) Every sports club at its Annual General Meeting shall elect from its Committee, a Sports Council delegate who shall have the following twofold responsibility:
    - (a) To implement Executive or SRC motions which concern the club and report back to their committee from each meeting of Sports Council; and
    - (b) To be chief contact with the Sports Officer concerning NZU Sport.
- F.
- (i) The Executive or SRC may at any time in such manner as it may deem fit:
    - (a) Conduct an examination of the affairs of the Body or appoint a committee to make such examination and to report thereon to the Executive.
    - (b) Convene a Special Meeting of the Body for any stated purpose for which a Special, Extraordinary or General Meeting of the Body might be called under the Rules of the Body.
    - (c) Appoint a new Committee elected from the members of the Body for such time as the Executive or SRC may determine with all the powers of such ordinary Committee of the Body and with such other powers as the Executive or SRC a reasonable likelihood of proving a liability to the good repute of the Association or the University or involving the Association in financial loss **provided that** the Association in General Meeting may disallow the appointment of any such Committee.
  - (ii) The SRC shall (notwithstanding anything to the contrary contained in the Rules of the Body) be the only final and absolute authority for determination and construction of the Rules of the Body and any decision of the SRC thereon shall bind any such Body and its members.
  - (iii) Any term or condition imposed on the Body by the Executive, SRC or General Meeting whether upon affiliation or in regard to affiliation or otherwise shall be binding on the Body whether consented to by the Body or not.

- G. Immediately upon the lapse cancellation or other determination of the affiliation of the Body with the Association the Body shall be deemed to be dissolved and all the property of the Body including cash shall revert to the Association.
- H. The Association shall not be responsible for any liabilities contracted or incurred by the Body without the authority in writing of the Secretary of the Association in accordance with the resolution passed by the Executive. Should any liability be contracted or incurred by the Body without such authority, the liability shall rest solely with the person or persons responsible for the same.
- I. No Body shall hold a function at the same time as an Association General Meeting.
47. (i) The SRC may at any time revoke any affiliation granted under these Rules or may vary the terms of any such affiliation.  
(ii) A Special General Meeting duly convened for the purpose may disallow any such revocation and may disallow or alter any such variation of terms.  
(iii) The SRC may from time to time make and alter regulations not inconsistent with these Rules regarding affiliation and regarding the rights and duties of affiliated bodies and their members with respect to the Association.
48. (i) No affiliated body may become bound to or affiliated to or in any other way connected with any organisation except the New Zealand University Students' Association or the New Zealand Students Arts Council or the New Zealand Universities Sports Union or the Association without the prior consent of the SRC and any affiliation or other connection effected (or affected) without such prior consent shall be null and void.  
(ii) Such consent may be given on such terms as to any matter or for such period as the SRC may deem fit and such consent may at any time be revoked or the terms thereof or the period thereof altered or varied by the SRC.

## **MINUTES AND RECORDS**

49. (i) The Secretary shall keep two Minute Books in which shall be recorded all the transactions and decisions of all General Meetings and of all meetings of the Executive respectively.  
(ii) In respect of each such meeting the Secretary shall record in the appropriate Minute Book:  
(a) The nature of such meeting.  
(b) The date, time and place of such meeting.

- (c) The number and names of the members present and an indication as to the name of the member of the chair.
- (d) The fact of confirmation of any Minutes.
- (e) The text of every motion and amendment which was duly moved and seconded thereat.
- (f) A statement or note showing whether such motion or amendment was lost or carried and showing also the name of any member who has expressly desired that his/her dissent thereto or his abstention from voting thereon be recorded, and also, if the motion is a contentious issue as defined in Rule 10B(ii), a statement or note showing that this is the case.
- (g) The fact and details of any adjournment.
- (h) The fact of the giving of any notice or motion.
- (i) Details of the declaration of all elections required to be declared at such meeting.
- (j) The receipt discussion adoption nature and effect of any notice, resignation, report, letter or any other document discussed or adopted thereat.
- (k) All such other matters and things as are or may be usually conveniently or properly recorded in the Minutes of any proceedings.

50. It shall be a duty of the Secretary to see that the Minutes of any meeting are duly confirmed by the next succeeding meeting and are signed as correct by the Chairperson of such next succeeding meeting.

## **COMMON SEAL**

51. The Common Seal of the Association shall be that appointed by the Executive and shall be kept in the custody of the Secretary and shall be affixed to any deed, document, or instrument only in pursuance of a resolution of the Executive and in the presence of the Secretary and two members thereof who shall thereupon sign such deed, document or instrument as attesting witnesses.

## **NOTICES**

52. (i) All notices required or authorised by these Rules to be given shall be given in writing.
- (ii) All notices required or authorised by these Rules to be given to the Secretary shall be so given
- (a) By delivery thereof to the Secretary; or
  - (b) By delivery thereof at the office, addressed to the Secretary.
- (iii) All notices required or authorised by these Rules to be given to any individual member whether as such or as a member of the

Executive or of any Committee thereof or otherwise shall be so given -

- (a) By delivery thereof to such member; or
  - (b) By delivery thereof at the last known public business private or University address of such member; or
  - (c) By the posting thereof in a prepaid letter addressed to such member at his/her last known or usual public business private or University address and any notice so posted shall be deemed to have been delivered notwithstanding anything contained in these Rules to the contrary at the time when the letter would in the ordinary course of post be delivered.
- (iv) All other notices required or authorised by these Rules to be given whether for the calling of nominations or the notification of dates of elections of General Meetings of SRC meetings or otherwise shall be so given by posting up such notices on the notice-boards.

## **COLOURS BADGES AND BLAZERS**

53. The colours of the Association shall be Heraldic Blue and Silver.
54. The Member's Badge of the Association shall be a Badge of Silver and of Heraldic Blue enamel in the form of the Arms of the University.
55. (i) The Executive Badge of the Association shall be the same as the Member's Badge but shall in addition be edged with a Silver Wreath.
- (ii) Each member of the Executive shall be entitled to receive free from the Association one such badge upon the commencement of his/her first term of office as a member of the Executive and to wear such Badge upon all occasions during his/her term of office.
56. (i) The Life Member's Badge of the Association shall be the same as the Executive Badge but shall be edged with a gilt wreath.
- (ii) Each Life Member of the Association shall be entitled to receive free from the Association one such badge and to wear such Badge on all occasions.
57. (i) The Tournament Badge of the Association shall be a Silver Metal Badge having the Arms of the Association embossed thereon.
- (ii) Each member of the Tournament Team shall be entitled to purchase one such Badge from the Secretary at a price to be fixed by each Executive.
58. (i) The Representative Blazer of the Association shall be the same as the Member's Blazer but shall have silver buttons below the lapel and shall have on the breast pocket thereof the Arms of the University edged with a Silver Wreath and on such pocket

underneath such crest the approved initials of the activity in respect of which the Blazer is awarded and the year of the award thereof worked in silver.

- (ii) Each member who has represented the University at a Tournament or who has played seventy-five (75) per cent of the games in one season in Senior team for a University Sports Club or who has represented the University in Joynt Scroll Debates or Bledisloe Medal Contest or in Inter-Varsity Debating Tournament on the public platform whose attainments in the opinion of the Debating Club Committee reach representative standard or who has been a member of the Executive or any other member as the Executive may think and no other shall be entitled to wear such Blazer.
59. (i) The Blues Blazer of the Association shall be the same as the Member's Blazer but shall have bindings and pocket edgings of silver piping and shall have silver buttons below the lapel and two (2) silver buttons on each sleeve and shall have on the breast pocket thereof a device of three miniature shields bearing the Arms of the University, the whole being surrounded by a silver wreath and on such pocket underneath such crest the name of the sport in respect of which such Blue is awarded and the year of the award thereof worked in silver.
- (ii) Each Blue of the University but no other shall be entitled to wear such Blazer.

## WINDING UP

60. In the event of the winding up of the Association under the provisions of Section 24 of the Act, all the real and personal property of the Association after payment of all costs, debts and liabilities, shall vest in the University upon trust for charitable purposes within New Zealand but with the preference expressed that it shall be used for the benefit of students ***provided that*** this benefit is not in the form of a distribution to such students.

## CONSTITUTION

61. Every member shall be permitted by the Secretary upon request to peruse these Rules and purchase a copy thereof.
62. Where any dispute arises as to the interpretation or construction of these Rules, such dispute shall be determined in accord with the ruling of the Honorary Solicitor of the Association.
63. (i) These Rules may be repealed altered added to or amended at any General Meeting by a resolution to that effect carried by a majority

of at least two-thirds of those present and entitled to vote, ***provided that*** fourteen days notice shall be given of any proposed alteration, addition or amendment ***provided that*** the wording is approved by the Honorary Solicitor prior to registration.

- (ii) Duplicate copies of each such alteration, addition or amendment shall forthwith be delivered to the Registrar of Incorporated Societies in accordance with the requirements of the Act and shall take effect as from the time of registration.
- (iii) No addition to, alteration to, or revocation of rule 63(i) shall be approved without the consent of the Inland Revenue Department.
- (iv) Any alteration or rescission or addition to the Constitution or Schedules of the Association shall not detract from the charitable nature of the Association.

## **REPEAL AND SAVING**

- 64. (i) All Rules previously in force are hereby repealed and (except as otherwise provided in these Rules) these Rules shall henceforth constitute the only Rules of the Association.
- (ii) All acts of authority which originated under the Rules hereby repealed shall continue for the purposes of these Rules as fully and effectually as if they had originated hereunder, and accordingly shall where necessary be deemed to have so originated.
- (iii) All matters and proceedings commenced under any such Rules or pending or in progress on the coming into operation of these Rules shall be continued completed and enforced under these Rules except as inconsistent with these Rules.



## **FIRST SCHEDULE**

### ***STANDING ORDERS***

#### **Interpretation**

1. In these Standing Orders, unless inconsistent with the context:
  - "Leave" shall mean "leave granted by the meeting by motion carried by a majority of at least two-thirds of the members voting".
  - "Majority" shall mean "A majority of the members excluding therefrom the Chairperson except where required to cast".
  - "Meeting" shall mean "Any Ordinary or Special General Meeting or any Ordinary or Emergency Meeting of the Executive or any meeting of the SRC or of any committee of the Association".
  - "Member" shall mean "Any member present at a meeting and entitled to vote" and shall include the Chairperson except in the computation of a majority (unless required to cast).
  - "Motion" shall mean "A proposition beginning with the word "that" proposed at any meeting by one member and thereupon seconded by another member".
  - "Orders" shall mean "These Standing Orders".
  - "Resolution" shall mean "A motion passed or agreed to at any meeting by the requisite majority".

#### **General Conduct of Business**

2.
  - (i) The business of every meeting shall be conducted in accordance with these Rules of the Association and subject only to such Rules in accordance with these Standing Orders.
  - (ii) Any matter or question of order or procedure not provided for or not fully provided for by the Rules or Standing Orders shall be determined by the Chairperson by a ruling.
  - (iii) All business (unless otherwise provided by the Rules or Standing Orders) shall be brought forward discussed and dealt with in the form of a motion and no such business shall be discussed or dealt with until so brought forward.
  - (iv) Any Standing Order may by leave be suspended or varied at any meeting in respect of such meeting or any part thereof.
3.
  - (i) The Chairperson shall maintain order in the meeting and the Chair shall be heard without interruption.
  - (ii) The Chairperson shall not permit to be discussed and shall rule out of order all matters that do not pertain to the question before the meeting or to the business of the meeting.

- (iii) The Chairperson shall by ruling refuse to receive any notice of motion of a frivolous or offensive nature and shall by ruling suppress any frivolous or offensive letters or documents.
- (iv) The Chairperson shall by ruling determine any matter dispute or question as to order and procedure.
- (v) Any member may at any time rise and speak to a point of order and the Chairperson shall rule thereon.
- (vi) The appointment where necessary of a Chairperson shall take precedence of all other motions whether formal or substantive and of all other business whatsoever.
- (vii) At any time during the meeting, the Chairperson (or any Acting Chairperson under this Rule) may, unless any member present objects, appoints a member to be Acting Chairperson either temporarily or for the remainder of the meeting. In the event of an objection to the appointment by a member, the leave of the meeting shall be obtained for the appointment of an Acting Chairperson.

## Motions

- 4.
  - (i) Except where otherwise provided by the Rules any motion may be moved without notice ***provided that*** except with leave motions of which notice has been given shall be dealt with before motions of which notice has not been given.
  - (ii) Any notice of motion shall lapse if such motion is not forthcoming when called for at the appropriate time by the Chairperson.
  - (iii) No notice shall be taken or record made of any motion proposed unless such motion shall be seconded forthwith upon its being proposed or moved, except in the case of a foreshadowed motion.
  - (iv) In the case of a *pro forma* motion, (that is, one seconded purely for the purpose of allowing discussion on it,) the mover of the motion shall be allowed to speak; but the motion shall not proceed to further debate or to a vote unless it then receives from the *pro forma* seconder a formal unqualified seconding, in the absence of which the motion shall lapse.
- 5.
  - (i) When any motion has been duly moved and seconded it shall immediately be proposed to and placed before the meeting by the Chairperson for discussion and except as otherwise provided in these Rules the Chairperson shall not have power to decline to place such motion before the meeting.
  - (ii) When any motion has been so proposed to and placed before the meeting it shall not be withdrawn except by leave of the meeting and with the consent of the mover and seconder thereof, except in the case of a *pro forma* motion.
  - (iii) Only one motion shall be placed before the meeting at a time except as otherwise provided by these Orders.

6. (i) When a motion has been lost, a motion to the same effect or the same in substance shall not be moved at the same meeting without leave.
- (ii) When a motion has been withdrawn by leave, it may be again moved at the same meeting or any subsequent meeting.
- (iii) Where any notice of motion has lapsed, notice of such motion may be again given at any time.
- (iv) Where a motion has been passed, such Resolution and the business thereby dealt with may be reconsidered rescinded and discussed at the meeting at which such motion was passed only with leave.

### **Amendments**

7. (i) At any time during the debate or discussion on any motion an amendment may be moved thereto, without in any case necessity for any notice thereof, provided -
  - (a) That such proposed amendment shall not be ruled as unreasonable by the Chairperson; and
  - (b) That such proposed amendment shall not constitute a direct negative of the motion; and
  - (c) That only one such proposed amendment shall be before the meeting at any time; and
  - d) That no amendment may be moved to a formal motion except as otherwise provided by these Rules.
- (ii) Any amendment shall be moved seconded proposed discussed put and decided upon in the same manner as if it were a motion and these Standing Orders shall apply thereto as to a motion provided -
  - (a) That no amendment may be moved to an amendment except with leave;
  - (b) That this Order shall be subject to any other Order to the contrary.
8. (i) When any amendment is passed, the original motion shall thereby be amended to incorporate such amendment and the motion as so amended shall then be further discussed debated and dealt with as if it were the original motion.
- (ii) Formal or consequential alterations or amendments rendered necessary by any amendment may be made by the Chairperson or Secretary.

### **Voting**

9. (i) When the discussion, if any, on any motion is concluded the Chairperson shall put the motion to the meeting.
- (ii) Those in favour of the motion shall first be called on by the Chairperson and shall say "Aye" and those of the contrary opinion shall then be similarly called on and shall say "No".

- (iii) The Chairperson shall then declare the motion carried or lost as it his/her opinion the "Ayes" or the "Nos" have it in the requisite majority.
  - (iv) Except as provided in the next two succeeding Orders such declaration shall be final.
- 10.
- (i) The Chairperson may instead of putting the motion to the voices, and he/she shall if any member immediately disputes his/her declaration on the voices, call for a show of hands first from those in favour of the motion and then from those of the contrary opinion.
  - (ii) The Chairperson shall by him/herself, or with the assistance of tellers nominated by him/her for that purpose, count the votes on each side and shall declare the motion carried or lost accordingly, and such declaration shall be final.
  - (iii) Immediately upon such declaration any member may demand that the number of votes for and against the motion respectively be announced, and they shall be then deemed to form part of such declaration.
- 11.
- (i) I instead of voting by a show of hands, a Ballot or a division may be held with leave.
  - (ii) Where leave is granted the votes shall be counted and a declaration of the result made as is provided by subsections (ii) and (iii) of the last preceding Order.
- 12.
- (i) Every member other than the Chairperson may exercise one vote.
  - (ii) All votes shall be exercised in person only, *i.e.* proxy voting is not to be permitted.
  - (iii) Where a bare majority is required and the votes for and against are equal in number then the Chairperson shall have and shall exercise a casting vote and shall determine and declare the result accordingly.
- 13.
- (i) The Chairperson may rule that a complicated motion be put to the meeting in parts and it shall then be so put by the Chairperson.
  - (ii) Where error or confusion arises in connection with any vote, the Chairperson may rule that another vote be taken and such shall then be done.
  - (iii) A member wrongly counted may require the names or number of members to be corrected and the Chairperson shall rule for and make any necessary correction ***provided that*** the objection must be made immediately and before the next business is proceeded with.

## Debate

14. (i) Any question of order that may arise during the meeting shall be decided by the Chairperson by a ruling.
- (ii) Any member called to order by the Chairperson shall immediately cease to speak and shall resume his/her seat, unless permitted by the Chairperson so speak.
  
15. (i) Any member may speak to a motion, or upon moving or seconding a proposed motion, or upon a question of order arising in debate.
- (ii) No member may speak to a motion after voting has actually commenced.
- (iii) No member may speak to any motion or upon any question of order more than once provided
  - (a) That the mover of any substantive motion (but not of any amendment nor of any formal motion) may speak not only upon moving such motion but also by way of reply after the conclusion of the debate and before the motion is put to the meeting, but where there is no debate, the mover of the substantive motion shall not have a right of reply; and
  - (b) That the seconder of a motion may first formally second such motion and may speak to the motion later in the debate if he/she so desires; and
  - (c) That the Chairperson may permit any member to raise a point of explanation or a point of information or ask a question of another member.
- (iv) Any member may speak for five minutes but no longer unless with leave, provided -
  - (a) That the mover of any substantive motion (but not of any amendment or formal motion) may speak for ten minutes but not longer unless with leave; and
  - (b) That no discussion, amendment or debate whatsoever shall be allowed on any formal motion except as provided by these Orders.
- (v) The Chairperson may speak to a motion only in order to make a personal explanation or an explanation or an explanation as to the matter under debate; and if the Chairperson shall desire to take further part in any debate he/she shall first leave the Chair and cease to be Chairperson until such motion has been disposed of and shall then resume the Chair and in the interim the Chair shall be filled or taken in such manner or by such person as if such Chairperson were absent from the meeting.
- (vi) Every member desiring to speak shall address him/herself to the Chair.
- (vii) When two or more members desire to speak, the Chair shall call upon the member who, in the Chair's opinion, first indicated a desire to speak.

## **Formal Procedural Motions**

16. (i) Motions shall be and shall be deemed to be formal 'procedural' motions if to the effect of any of the following propositions that is to say:
- (a) That the meeting do now adjourn.
  - (b) That the meeting do now proceed with the next business.
  - (c) That the meeting do now resolve itself in a committee of the whole.
  - (d) That the question be now put.
  - (e) That a named member be heard.
  - (f) That leave be granted for any of the purposes for which leave is required or allowed by these Rules.
  - (g) That the ruling of the Chairperson be disagreed with.
  - (h) That the meeting has no confidence in the Chairperson.
  - (i) That the motion be tabled.
- (j) That strangers be excluded.
- (ii) All other motions shall be and shall be deemed to be substantive motions.
- (iii) Except in cases to which Rule 20 of these Standing Orders applies, a formal 'procedural' motion shall not be moved while anyone is speaking to a motion.
- (iv) The mover of a formal 'procedural' motion shall have no right of reply.
- (v) The mover of a formal 'procedural' motion cannot be debated or amended and, subject to Rule 20(ii), if it is carried, the motion shall take effect immediately.

### **Motion to Foreshadow**

16A "Foreshadowed Motion" means a motion of which notice is given on, before or during a debate on another motion, and which is contrary to, or significantly differs from, the intention of the original motion. If the original motion is carried, the foreshadowed motion lapses; but if the original motion is lost, the foreshadowed motion is dealt with as the next business, ***provided that*** (except where moved by the Chair) it is seconded before being placed before the meeting by the Chair. In speaking against the original motion, the mover (and seconder, if any) of a foreshadowed motion may explain the foreshadowed motion. "Foreshadowed amendment" has a corresponding meaning.

### **Motion to Adjourn**

- 17 (i) A motion to adjourn may be made during the debate on any substantive motion or when no motion is before the meeting but may not be made until any amendment before the meeting has been disposed of.
- (ii) Where any motion to adjourn contains and mentions a time until or a place to which such meeting is to be adjourned then in respect

- of such time and place only amendments may be moved and discussion allowed as on a substantive motion.
- (iii) Any debate interrupted by such adjournment shall thereupon be adjourned until the meeting is resumed.

### **Motion for Next Business**

- 18 (i) A motion to proceed with the next business may be made during the debate on any substantive motion but shall not be proposed until any amendment before the meeting has been disposed of.
- (ii) If such motion be carried the substantive shall lapse as if not seconded and no record of such motion or of any amendment thereto shall be recorded and the next business shall be proceeded with.
- (iii) The mover of the motion for next business and the mover of the substantive motion but no other shall be entitled to speak to the motion for next business.

### **Motion for Committee of the Whole**

- 19 (i) At any time during the debate on any substantive motion but not until any amendment thereto has been disposed of a motion may be moved that the meeting do resolve itself into a Committee of the Whole.
- (ii) Upon the passing of such motion the meeting shall thereupon discuss and debate such substantive motion in committee and shall report thereupon in the form of a statement capable of being moved as a motion to the Open meeting which shall forthwith adopt or reject such report on motion to that effect and such report shall then constitute the resolution on such substantive motion.
- (iii) The Rules of these Orders shall as far as possible be observed in Committee of the whole except only that there shall be as to substantive motions or amendments thereto no restrictions as to the length or number of speeches.
- (iv) The proceedings of a committee of the whole shall not be reported or recorded

### **Motion for Closure**

- 20 (i) At any time during the debate on any substantive motion or any amendment thereto a member may give notice of intention to move a motion for closure (that is, a motion that the question now be put). Any speaker then speaking to the substantive motion or amendment shall be permitted to finish speaking and the Chairperson shall then by ruling forthwith determine whether or not to allow the motion for closure to be moved, having regard to whether there has been sufficient debate.
- (ii) If such motion be carried the mover of such substantive motion or amendment shall be entitled to make a reply to such substantive motion or amendment if he/she is otherwise entitled to do so and such substantive motion or amendment shall then be immediately put by the Chairperson without further debate or amendment.
- (iii) If such motion be lost the debate on such substantive motion or amendment shall be resumed and such motion shall not without leave be again moved during debate on such substantive motion or amendment.
- (iv) A Motion of Closure may not be moved by the mover or seconder for any motion or amendment to which it is applied; nor when it is applied to an amendment may it be moved or seconded by the mover or seconder of the original motion.

### **Motion to Hear Member**



- 21 (i) At any time during the debate on any substantive motion or on any amendment thereto a motion may be made that a particular person to be mentioned by name be heard.
- (ii) If such a motion be passed the Chairperson shall forthwith call on such person to speak whether such member has been previously called to order or not ***provided that*** such member has then in any event a right to speak.
- 21A The motion known as the 'previous question' (*i.e.* that the motion be not now put) may not be moved

### **Motion to Grant Leave**

- 22 (i) At any appropriate time during a meeting a motion may be moved for the purpose of granting leave in any case where these Orders provide that leave may be given for any purpose.
- (ii) The mover and the seconder of such motion and the Chairperson shall alone be entitled to speak to any such motion.
- (iii) Where it is provided in these Standing Orders that any act or thing may be done by leave of the Meeting, such act or thing may also be done under the authority of, and by, leave granted summarily by the Chairperson on the application or request of any member and such leave granted by the Chairperson shall have the same force and effect as leave granted by meeting as provided in these Standing Orders ***provided that*** any member may forthwith upon the granting of such leave by the Chairperson object to the granting of such leave or may require that the question of such leave be decided by the meeting and upon such objection or request being so made the leave granted by the Chairperson shall be void and of no effect and such leave may then be granted by the meeting only.
- (iv) No record need be kept of any leave granted summarily by the Chairperson and where it appears that any act matter or thing has been made or done which should not have been made or done without leave then such leave shall in all cases be conclusively presumed to have been granted.
- 22A The motion 'that the Speaker be no longer heard' may not be moved.

### **Motion to Disagree with Ruling**

- 23 (i) Immediately after the giving of any ruling by the Chairperson and whether or not any motion substantive or formal or any amendment thereto is before the meeting but not while any motion under this order or the next succeeding Order is then before the meeting a motion may be moved to the effect that the Chairperson's ruling be disagreed with.
- (ii) The Chairperson shall immediately the motion has been seconded, vacate the Chair in favour of an Acting Chairperson.
- (iii) Only the mover and the seconder of the motion may speak to it and the original Chairperson shall then reply and explain his/her ruling.
- (iv) After the Chair has replied, the motion shall be put to the vote without further debate, in the following form "THAT the Chairperson's ruling be upheld".
- (v) If the motion to uphold the Chairperson's ruling is lost, the Chairperson shall then, upon resuming the Chair, give a different ruling in respect of the subject matter of the original ruling.

### **Motion of No Confidence in Chairperson**

- 24
- (i) At any time during a meeting whether any motion substantive or formal or any amendment thereto is then before the meeting or not but not while any motion under this or the last preceding Order is before the meeting, a motion may be moved to the effect that the meeting has no confidence in the Chairperson (as such).
  - (ii) The Chairperson shall immediately the motion has been seconded, vacate the Chair in favour of an Acting Chairperson.
  - (iii) Only the mover and seconder of the motion may speak to it and the original Chairperson shall then reply.
  - (iv) After the Chairperson has replied, the motion shall be put to the vote without further debate, in the following form: "That the Meeting has no confidence in the Chairperson".
  - (v) If the motion to express no confidence in the Chairperson is carried, the Chairperson shall at once vacate the Chair and shall cease to be Chairperson of such meeting but may remain as a member if otherwise so entitled.

### **Motion to Table**

- 25
- (i) A motion to table may be made during the debate on any substantive motion or on any amendment thereto.
  - (ii) Where any motion to table contains and mentioned a time or date to which the matter is to be tabled then in respect of such time and date only amendments made be moved and discussion allowed as on a substantive motion.
  - (iii) Except as provided in the preceding sub-clause the mover of such a motion and the mover of the substantive motion and the Chairperson but no other shall be entitled to speak thereto.
  - (iv) If such a motion be passed no further debate shall be permitted on the substantive motion or on any amendments thereto and these shall be recorded in the Minutes of the meeting as having been tabled and shall be brought forward for further debate at the meeting specified in the motion or at the next ordinary meeting if no other time or date is specified by the motion.

### **Motion to Exclude Strangers**

- 26
- (i) A motion to exclude strangers may be moved during the debate on any substantive motion or on any amendment thereto or when no motion is before the meeting or at any other appropriate time during a meeting but not while any other formal motion is before the meeting.
  - (ii) If such motion be carried all persons other than members shall leave the meeting and no persons other than members shall be

present at the meeting until such time as the meeting resolves to readmit strangers.

- (iii) No meeting and no act matter or thing done or transacted thereat shall be invalidated or in any way affected by any breach or non observance of this Standing Order.

## **Committees**

- 27 (i) Any committees delegates or agents to be appointed under the provisions of the Rules may be so appointed by resolution.
- (ii) On any motion for such appointment the Chairperson may and shall if any member so demands rule and direct that such appointment be made by ballot.
- (iii) Such ballot shall then be taken in such manner as the Chairperson may rule, and where there is an equality of votes but not otherwise, the Chairperson shall exercise a casting vote.
- (iv) The mover of the resolution setting up any such committee shall (subject to any provision to the contrary in these Rules) be the Chairperson of such committee, ***provided that*** the meeting may then or subsequently appoint any other member of such committee to be Chairperson thereof.
- (v) The necessary and sufficient quorum of any such committee shall subject to any rule or regulation to the contrary be five members thereof or one-half of the members thereof (including in each case the Chairperson and Secretary thereof in the computation of the membership) which ever shall be the less.
- (vi) The procedure of any such committee insofar as it is not otherwise determined by the Rules shall as far as possible be governed by these Standing Orders.

## **Breaches of Order**

- 28 (i) The Chairperson may at any time during the meeting rule that any named member is or has been guilty of a breach of order.
- (ii) The meeting in such a case may resolve on motion moved forthwith upon the giving of such ruling and whether any motion formal or substantive or any amendment thereto is then before the meeting or not -
  - (a) That no further notice be taken of such breach; or
  - (b) That the member named be asked to apologise; or
  - (c) That the member named be expelled from the meeting and excluded therefrom for the remainder of the meeting or for a specified interval or until an apology is offered to the meeting.
- (iii) Such a resolution may be carried into effect and the validity of the proceedings shall not in any way be affected thereby ***provided that*** a quorum still remains.

## **Order of Business**

- 29 (i) At all General Meetings the order of business shall be:
- (a) Election of a Chairperson if this is necessary.
  - (b) The confirmation of the Minutes of the last preceding meeting, which may be decided upon informally and not necessarily upon motion unless a motion be demanded by any member.
  - (c) In the case of any Ordinary General Meeting the business prescribed to be conducted thereat by the Rules and in the order also thereby prescribed concluding with General Business.
  - (d) In the case of any Special General Meeting, the business for which such meeting has been called and in the order set forth in the notice calling such meeting.
- (ii) At all meetings of the Executive the order of business shall be:
- (a) Election of a Chairperson if this is necessary.
  - (b) In case of Ordinary Meeting:
    - 1. The confirmation of the minutes of the last preceding Ordinary Meeting and any subsequent Emergency Meetings.
    - 2. Business arising out of the Minutes.
    - 3. Motions of which notice has been given.
    - 4. General Business.
  - (c) In the case of an Emergency Meeting, the business only for which such meeting has been called.

## **Miscellaneous**

### **30. Point of Order**

At any time any member may address the Chairperson on a point of order (such as a breach of Standing Orders, or irrelevance on the part of the speaker), but must immediately state that he/she is raising a point of order and must confirm observations to the point of order raised. A point of order must be raised immediately the breach occurs. A member called to order should be given the opportunity to explain and the Chairperson may allow others to speak, briefly, but new matter must not be debated. The Chairperson's ruling on a point of order is final (and may not be discussed), subject always to a motion to disagree with the Chairperson's ruling.

### **31. Point of Personal Explanation**

By permission of the Chairperson, and when no other person is speaking, any member who has already spoken on the particular motion under debate may speak briefly in personal explanation of a remark or action of

hers/his which in his/her opinion has been queried, misquoted, distorted, or taken out of context, but must state concisely the point he/she wishes to explain and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

**32. Point of Information**

By permission of the Chairperson and when no other person is speaking, any member may speak briefly to correct any substantial error of fact that has been stated to the meeting. The member must state concisely the point he/she wishes to correct and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

**33. Questions**

By permission of the Chairperson and when no other person is speaking, questions relating to the matter under discussion may be put to the Chairperson or through the Chairperson to any member but the Chairperson may disallow any questions he/she thinks should not be put. Speeches may not be interrupted for the purpose of asking questions.

## SECOND SCHEDULE

### *Election Rules*

#### **Part I General**

(This part shall apply to all Executive Elections including By-Elections and to Elections for the position of Editor of Craccum.)

1. All members shall be eligible for nomination election and re-election for any position provided -
  - (a) That their subscriptions have been paid before nomination; and
  - (b) That in the case of the Treasurer he/she shall have passed at least two accounting papers of the University of Auckland or the academic equivalent of this.
  - (c) That at the time of nomination he/she shall be a student at The University of Auckland.
  - (d) That in the case of the Women's Rights Officer she shall also be a female member.
  
2.
  - (i) The Secretary shall post on the notice-board at least two (2) weeks before the conclusion of Semester One lectures, a notice calling for nominations for the positions of Officers of the Executive, that is to say, President, Administrative Vice President, Education Vice President, Treasurer, and Maori Students' Officer.
  - (ii) The Secretary shall post on the notice-board no later than the first day of Semester Two, a notice calling for nominations for all other positions on the Executive and for the position of Editor of Craccum.
  
3.
  - (i) All nominations must be in writing made and signed by at least three (3) members other than the nominee.
  - (ii) The Secretary shall accept such nominations only as appear to him/her to be of persons eligible under these Rules and to comply with these Rules in all respects, but shall treat such nominations in confidence before closure of nominations.
  - (iii) The withdrawal of a nomination as from twenty-four hours before nominations close until the time of notification of the election results is an offence punishable by the Disciplinary Committee pursuant to Rule 27.
  - (iv) Forthwith after the closing of such nominations, the Secretary shall prepare duplicate lists containing under the headings of the various positions to be filled, lists in alphabetical order of the persons duly nominated for each position, followed in each case by the name of his/her nominators and shall thereupon post one such

list upon the notice-board and shall retain another in the office and shall allow all members to inspect such list upon request **provided that** the posting or retention of such notice shall not be essential to the validity of the election.

- (v) The Secretary of the Association is empowered to declare any nominations invalid should the candidate stand on any name other than that under which he/she was enrolled.
- 4.
- (i) Where one or members has been duly nominated for any position an election shall be held as provided by these Rules.
  - (ii) Where one person stands for a position there shall be a category 'no confidence', where more than one candidate stands there shall be a category 'no confidence in any of these'. Should this category receive more votes for any position than the number of votes for the candidate receiving the greatest number of votes, no one shall be declared elected.
  - (iii) Where a position is left unfilled either because of the provisions of the previous sub-clause or because no nomination has been received, then the position shall be filled in accordance with the provisions of Rule 32 of the Constitution. If practicable this shall be done before the taking of office of the new Executive.
  - (iv) In all elections there shall also be a category "no vote".
- 5.
- (i) Each year as soon as possible and before the dates fixed for the closing of the nominations the Secretary shall prepare a roll of all the members, and a separate roll of the female members, who in each case are not in arrears with their subscriptions and shall correct such rolls as at the commencement of the Semester Two.
  - (ii) Each roll shall thereafter be in the office and the Secretary shall permit all persons upon request to inspect such roll at any time after the time fixed for nominations and up to twenty-four (24) hours before the time fixed for the commencement of polling.
  - (iii) The Secretary in his/her absolute discretion may between such times alter or amend such roll upon production of any evidence deemed by him/her to be sufficient.
  - (iv) Only those members whose names are duly entered upon the roll shall on presentation of their identity card be entitled to vote and no election shall be invalid by reason of improper admission or exclusion of names.
  - (v) Sufficient true copies of the roll shall be handed to the Returning Officer by the Secretary at least twenty-four (24) hours before the time fixed for the commencement of the polling.
6. The Secretary or Returning Officer shall post on the notice-board a notice appointing the days on which the ballot is to be held specifying the hours during which voting may take place and such days and such hours shall accordingly be days and hours for polling.



7.
  - (i) The Secretary or some other member appointed by the Executive shall act as Returning Officer as provided for in Rule 35(ii)(c).
  - (ii) Voting shall be held at such place or places as may be decided upon by the Executive and notified in the notice appointing the days for polling **provided that** the Returning Officer may also with or without notice permit voting to be conducted either generally or for the members belonging to any Faculty at any other suitable place.
  - (iii) In all not less than twelve (12) hours (not necessarily consecutive) shall be allowed for voting, this shall include at least one hour after 5pm on at least one day.
  - (iv) Every member duly enrolled as herein provided shall be entitled to exercise one vote only and in person only, **provided that** only female members shall be entitled to vote for the position of Women's Rights Officer.
  
8.
  - (i) The Returning Officer shall be entrusted with the whole conduct of the election.
  - (ii) The Returning Officer shall be provided by the Secretary immediately upon the closing of nominations with a list of the names of the members duly nominated for each office.
  - (iii) The Returning Officer shall have power to and shall -
    - (a) Appoint such deputies poll clerks scrutineers and other assistants and with such powers and duties as he/she shall see fit;
    - (b) Provide ballot papers and ballot boxes in such number and such form as he/she shall deem requisite and suitable;
    - (c) Exclude from voting all persons whose names do not appear to him/her to be duly enrolled **provided that** the Returning Officer shall permit any person to vote who appears to him/her to be entitled to be so enrolled;
    - (d) Provide for the due secrecy and peaceful nature of the ballot in such manner as he/she shall deem fit;
    - (e) Direct and regulate the manner of voting and of recording votes;
    - (f) Arrange for and superintend the counting of votes and disallow votes not recorded in the specified manner or not sufficiently clear in his/her opinion;
    - (g) Retain and safely keep all votes and at the end of seven (7) days after the conclusion of the Winter General Meeting such votes shall be burnt unless a recount is demanded as provided by Rule 10 of this Schedule;
    - (h) Generally to do all things necessary expedient or advisable in his/her opinion for the proper conduct of the election.
  - (iv) The Returning Officer shall comply with any regulations not inconsistent with these Rules duly made by the Executive amplifying or specifying more particularly his/her powers and duties hereunder.

- (v) All acts and things done by the Returning Officer for any such purpose shall be deemed to be done by him/her under the direction and authority of the Executive.
- 9.
- (i) Subject to the provision of Rule 4(ii) in the election for each position the person who receives the most votes shall be and shall be declared by the Returning Officer to be elected and in the case of an equality of votes the Returning Officer shall determine by lot the successful candidate.
  - (ii) After the conclusion of the poll the Returning Officer shall have the votes counted and recounted forthwith behind locked doors and in the presence of counters and scrutineers only and shall within twenty-four (24) hours after the conclusion of the time for polling give to the President or Secretary notice stating the person elected to each position and also containing in case of each office a statement as to the number of valid votes cast for each candidate.
  - (iii) The Secretary shall forthwith post on the notice-board a notice stating the names of the successful candidates for each position and stating the number of valid votes cast for each candidate.
  - (iv) The Chairperson at the Winter General Meeting shall also announce and declare the results of the elections for the Executive for the following year.
- 10.
- (i) At any time within seven (7) days after the conclusion of polling any candidate and five members may deliver a notice to the Secretary demanding from the Executive either a recount or a new election upon grounds stated fully in such notice.
  - (ii) A recount shall in all cases be granted by the Executive if so demanded and shall be conducted by the Returning Officer in the presence of three (3) disinterested persons appointed by the Executive for that purpose.
  - (iii) A new election shall be granted by the Executive only if by a two-thirds majority of those present and entitled to vote it decides in its absolute discretion that the grounds stated were likely to have affected the result of the election.
  - (iv) The manner conduct determination and effect of any recount shall be such as may be decided upon by the Executive. Any new election shall be conducted as far as is practicable in accordance with these Rules.
  - (v) No demand for a recount shall be valid unless accompanied by a deposit of two dollars (\$2) such deposit to be forfeited to the Association should the recount not result in the applicant being declared elected.
  - (vi) No demand for a re-election shall be valid unless accompanied by a deposit of ten dollars (\$10) such deposit to be forfeited to the Association should the applicant not obtain in such re-election two-thirds of the votes cast for the successful candidate. For the purposes of this sub-clause the category "no confidence" shall be regarded as a candidate.

- (vii) Every re-election shall in any event be completed within fourteen (14) days after the receipt by the Secretary of such demand and if not so completed the original election shall stand and be valid for all purposes and such deposit shall be returned to the candidate demanding such re-election.
11. The Executive shall ensure that the date and time of closing of nominations and the date or dates of the polling day or days and the date the time and place of election meetings are publicised on large posters in at least 12 public places in the precincts of the University including the Cafeteria, the School of Medicine, the School of Engineering, the School of Fine Arts, the School of Law and the School of Architecture; such posters to be displayed at least seven days before each of these dates.
12. The Executive shall arrange for an election meeting to be held in a suitable place at either 1pm in the afternoon or at 8pm in the evening of a suitable day shortly before any election and all election candidates shall be invited to address this meeting and to answer questions from the members.

## **Part II Remaining Positions**

(This part shall apply only to the Annual General Elections of the Editor of Craccum and of the members of the Executive other than the President, *Vice Presidents*, Treasurer and Maori Students' Officer).

13. In the election for the positions of President, Vice Presidents, Treasurer and Maori Students' Officer no member may be nominated for more than one position.
14. Nominations for the positions of President, Administrative Vice President, Education Vice President and Treasurer shall close on the last day of lectures of Semester One.
15. The elections for the Executive Officer positions shall be held prior to the mid-Semester break in Semester Two.

## **Part III Remaining Executive Positions**

(This part shall apply only to the annual general election members of the Executive other than the President, Vice Presidents, Treasurer and Maori Students' Officer).

16. Any member may be nominated for more than one position ***provided that*** such candidate shall indicate to the Returning Officer by a notice in writing made and signed by him/her at the time of his/her nomination his/her nominations in order of preference.

17. Nominations for the Portfolio positions and Craccum Editor shall close two weeks after the commencement of Semester Two.
18.
  - (i) The elections for such positions shall be conducted in the manner herein provided no later than fourteen days after the closing of such nominations, the date or dates for these elections to be set by the Executive.
  - (ii) In the event of one candidate being successful in more than one ballot he/she shall be declared elected to the position shown highest in his/her order of preference herein before mentioned and in such case the candidate polling the next highest number of votes for the position thus left vacant shall be declared elected to such position.
  - (iii) Nothing in the foregoing provisions shall prevent any unsuccessful candidate in the elections under Clauses 14 and 15 above from standing for election under Clause 14 and 15 above from standing for election under Clauses 16 to 18 inclusive as a member of the Executive other than an Officer.

#### **Part IV**

19.
  - (i) The officers and members of the Executive and the Editor of Craccum elected under the foregoing provisions shall commence their term of office on the first day of January of the year following their election to continue until 31 December of the same year.
  - (ii) The President-elect shall be a non-voting member of the Executive as from the date of his/her election until he/she assumes office.

## THIRD SCHEDULE

### *Committees of the Association*

1. The following provisions shall apply to all committees of the Association, except the Executive, the Student Union Management Committee, the Disciplinary Committee, the Finance Committee and the Education Action Group.
2.
  - (i) The Committee shall be appointed as soon as possible in the Association Year.
  - (ii) The appointment of every member other than the Chairperson and members *virtute officio* shall be made or approved by the Executive.

### *Membership of the Committees*

3.
  - (i) The Chairperson shall be a member of the committee.
  - (ii) Where a Chairperson is not hereinafter provided for, the Executive shall appoint a Chairperson.
  - (iii) The President, Administrative Vice President, Education Vice President, Treasurer, Maori Students' Officer or their nominees, shall be members of the committee *virtute officio*.
  - (iv) The committee shall consist of at least ten (10) persons apart from members *virtute officio*.
  - (v) The committee shall consist of at least seven (7) members who are not also members of the Executive.
  - (vi) The quorum at all meetings of the Committee shall be six members hereof except that when the committee is considering grants to any body the quorum must include at least two Executive members, one of whom shall be the Treasurer or the Administrative Vice President.
  - (vii) The Executive may by special resolution vary the requirements of sub-clauses (iv) or (v) hereof and vary the quorum under sub-clause (vi) in relation to any particular committee for the duration of any particular year.
  - (viii) The Secretary of the committee shall be appointed by the Chairperson from the members of the committee, and shall be responsible for keeping the minutes and notifying members of the committee of the times and dates of each meeting.
  - (ix) The Executive may at any time revoke the appointment of any member of the committee who is not a member of the Executive.
  - (x) The rules as to vacancies in the Executive shall apply *mutatis mutandis* to the committee, subject to the approval of new appointees by the Executive.

4.
  - (i) The committee shall meet at such times as the Chairperson shall deem fit.
  - (ii) All meetings shall be conducted in accordance with these Rules and in particular with the Standing Orders.
  - (iii) The Rules as to the minutes of meetings of the Executive shall apply *mutatis mutandis* to the committee.
5. Notwithstanding anything provided elsewhere in these Rules, the committee shall not make any expenditure or incur any liabilities on behalf of the Association in any way whatsoever without prior approval of such expenditure in detail by the Executive.
6. The committee shall have power to make recommendations to the Executive on any matter directly or indirectly concerned with its particular power or duties.
7.
  - (i) Following each meeting of the committee, the Chairperson shall forward to the Association Secretary and Administrative *Vice President* a copy of the minutes of the meeting.
  - (ii) Reports and full accounts of the activities of the committee shall be presented to the Executive on demand.
  - (iii) Where the committee is responsible for any particular institution or activity such as Tournament, the Capping Carnival, "Craccum", *etc.*, the committee shall furnish a report and full accounts of this institution or activity as soon as possible after completion of its other duties in connection therewith.

## FOURTH SCHEDULE

### *Education*

The Education Committee is hereby given the following powers and duties:

1.
  - (a) To consider and report on education matters of concern to students.
  - (b) To make representations to the Executive regarding educational matters.
  - (c) To co-ordinate and provide liaison between student representatives of the University Council, Senate, Faculty and Departments.
  - (d) To act as a source of information and as an adviser to student representatives on staff-student committees.
2. The Committee shall consist of the following:
  - (a) The Education Vice President who shall be Chair.
  - (b) The President.
  - (c) One Faculty Representative from each Faculty.
  - (d) The Student Representatives on Senate.
  - (e) The Student Representative on the University Council.
  - (f) Two members to be appointed by the SRC
  - (g) Other members as the Committee may appoint at its discretion.
3. The Committee shall meet at least monthly during Semester time.
4. The quorum of the meetings shall be seven of whom at least one shall be a Senate Representative and at least four shall be Faculty representatives.
5. A member of the committee (other than a member *virtute officio*) shall cease to be a member if he/she fails to attend two consecutive meetings unless he/she has first obtained from the committee leave of absence in respect of any such meeting or in respect of any period of time during which any of such meetings is held.
6. The Education Vice President shall be required in the first semester of each Academic Year to bring together all student representatives on staff/student committees and shall ensure that at this meeting representatives are elected for Faculty and for the Education Committee.

## **FIFTH SCHEDULE**

### ***Welfare***

1. The Welfare Committee (hereinafter called "the Committee") is hereby given the following powers and duties:
  - (i) To assist the Welfare Officer in his/her duties
  - (ii) To conduct and control any functions arranged for the Orientation of students per year.
  - (iii) The Committee shall operate the following Welfare Services:
    - (a) Contact
    - (b) School Visits
    - (c) Billet Service
    - (d) TITWTI
    - (e) Other services as the need becomes apparent or as the Executive may direct.
  
2. The Committee shall:
  - (a) Be responsible for the implementation of NZUSA Welfare Policy.
  - (b) Be responsible for the maintenance of communication with the University on all matters pertaining to welfare.
  - (c) Be responsible for the operation of Information Week, Enrolment Week and Open Day, as well as the maintenance of the Information Services when needed and in assisting other Association activities as it sees fit.
  
3. The Welfare Officer shall be Chairperson of the Committee during his/her tenure of office as such.



## SIXTH SCHEDULE

### *Societies*

#### **Part I Societies Council**

1. The Societies Council (hereinafter called "The Council") is hereby given the following powers and duties:
  - (i) To discuss and make recommendations to the Executive on any matter relating to societies in the Universities of New Zealand.
  - (ii) To elect two representatives to the Grants Committee.
  - (iii) To assist the Societies' Representative in his/her duties.
  - (iv) To promote cultural activities within the University.
  - (v) To promote and foster, exercise general control over, and maintain effective co-operation between the societies.
  - (vi) To keep in contact with affiliated societies in order to:
    - (a) Ascertain and co-ordinate projected society activities.
    - (b) Keep a complete list of all societies, their officers and members and maintain the files containing constitutions, minutes of Annual General Meetings and correspondence.
    - (c) Ensure that each affiliated society has adequate facilities for the fulfilment of its objects.
  - (vii) To conduct and control the NZSAC Arts Festivals when they are held in Auckland and to assist any controller or committee appointed for this task.
  - (viii) To promote society participation in NZSAC Arts Festivals and to be responsible for all local organisation.
  - (ix) To make recommendations to the Executive on any matter concerning societies.
  
2.
  - (i) The Council shall consist of:
    - (a) The Societies' Representative who shall be Chairperson during his/her tenure of office as such:
    - (b) A Secretary who shall be elected by the Council annually.
    - (c) The office holders of the Association, *virtute officio*.
    - (d) One (1) delegate from each affiliated society who shall be appointed by the Committee of the society he/she represents.
    - (e) The Cultural Affairs Officer.
    - (f) The AUSA NZSAC Representative.
  - (ii) Any members of a society may attend and shall have speaking rights at any meeting of the Council ***provided that*** only the delegate as appointed under sub-clause 2(i)(d) above shall have the power to vote on behalf of the society.
  - (iii) The quorum at meetings of the Council shall be twelve delegates.

- (iv) The Chairperson shall call a meeting of the Council at any time upon receiving a written request from any club or at any other time he/she may think fit.
- (v) The Secretary shall give each club written notice of the date of each meeting at least seven days before each meeting.

## Part II Societies Grants Committee

1. The Societies Grants Committee (hereinafter called "the Committee") shall be a sub-committee of the Societies Council and is hereby given the power and duty to consider grant applications and then to make recommendations to the Executive as to the allotment of grants to affiliated clubs and societies.
2. The Committee shall consist of the Societies' Representative who shall be Chairperson, the Secretary of the Societies Council, two representatives elected by Societies Council, one of the office holders of the Association, the Cultural Affairs Officer, the AUSA NZSAC Representative, two members to be appointed by the Students' Representative Council and the Treasurer.
3. The allocation of grants to affiliated societies shall be conducted in the following manner:
  - (i) The Secretary of the Committee shall give notice of the dates of each meeting at which grants shall be considered at least three (3) weeks before such meeting to the affiliated bodies concerned.
  - (ii)
    - (a) Any affiliated body requiring a grant shall deliver an application therefore to the Secretary of the Committee not later than seven (7) days before the meeting.
    - (b) Such application shall be in writing and in such a manner as the Committee may from time to time decide and shall include a detailed estimate of income and expenditure for the then current year and such other data and information as the Committee or the Executive may require.
    - (c) Every affiliated body shall be entitled to send two representatives to the meeting referred to in Clause 3(i) above and shall be entitled to be heard in support of its application for a grant.
    - (d) Any affiliated body failing to comply with this Rule or failing to submit to the Secretary of the Association a copy of its previous year's report and audited statement of accounts as provided in Rule 46E of the Constitution shall not in any event have its application for a grant considered by the Committee.
  - (iii)
    - (a) The Committee shall as early as possible make its recommendations and reports concerning grants to the Executive.
    - (b) Upon receiving and considering such recommendations and reports if any, the Executive shall authorise payment to such bodies such sums and upon such conditions and such terms as it shall deem fit.
  - (iv)
    - (a) Notwithstanding anything hereinbefore contained to the contrary the Executive may at any time in its absolute discretion, without any recommendation from the

Committee, authorise payment to any affiliated body of such sum and upon such terms and conditions as the Executive may deem fit.

- (b) Such grants shall be known as "Special Grants".

## SEVENTH SCHEDULE

### *Sport*

#### **Part I Sports Council**

1. The Sports Council (hereinafter called "the Council") is hereby given the following powers and duties:
  - (i) To discuss and make recommendations to the Executive on any matter connected with sport in the Universities of New Zealand.
  - (ii) To elect two (2) members to the Sports Grants Committee.
  - (iii) To assist the Sports Officer in his/her duties.
  - (iv) To promote sporting activities within the University.
  - (v) To promote and foster, exercise general control over and maintain effective co-operation between the clubs.
  - (vi) To keep in contact with affiliated clubs in order to:
    - (a) Keep a complete list of all clubs, their officers and members, and to maintain the files containing constitutions, minutes of Annual General Meetings and correspondence.
    - (b) Ensure that each club has adequate facilities for it to fulfil its objects.
  - (vii) To assist the Tournament Controller in organising the NZU Tournament when it is held in Auckland.
  - (viii) To assist the Sports Officer in the local organisation of NZU Tournaments.
  - (ix) To make recommendations to the Executive on any matter concerning clubs.
  
2.
  - (i) The Council shall consist of:
    - (a) The Sports Officer who shall be Chairperson during his/her tenure of office.
    - (b) A Secretary who shall be elected annually by the Council.
    - (c) The office holders of the Association *virtute officio*.
    - (d) One (1) delegate from each affiliated Sports Club who shall be appointed by the committee of the club he/she represents and shall be a member of the Association.
  - (ii) The quorum at meetings of the Council shall be twelve (12) delegates.
  - (iii) The Council shall meet before and after each Tournament in each year and at such other times as the Chairperson thereof shall determine.
  - (iv) The Chairperson shall call a meeting of the Council at any time upon receiving a written request from any club.
  - (v) The Secretary shall give each club written notice of the date of each meeting at least a fortnight before each meeting.

## **Part II Sports Grants Committee**

1. The Sports Grants Committee (hereinafter called "the Committee") is hereby given the power and duty to consider grant applications and then to make recommendations to the Executive as to the allotment of grants to affiliated clubs and societies.
2. The Committee shall consist of the Sports Officer who shall be Chairperson, the Secretary of Sports Council, two representatives elected by Sports Council, one of the office holders of the Association, two members to be appointed by the Students' Representative Council and the Treasurer.
3. The allocation of grants to affiliated clubs shall be conducted in the following manner:
  - (i) The Secretary of the Committee shall give notice of the dates of each meeting at least three (3) weeks before such meeting to the affiliated bodies concerned.
  - (ii)
    - (a) Any affiliated body requiring a grant shall deliver an application therefore to the Secretary of the Committee not later than seven (7) days before the meeting.
    - (b) Every affiliated body shall be entitled to send two representatives to the meeting referred to in Clause 5(i) above and shall be entitled to be heard in support of its application for a grant.
    - (c) Such application shall be in writing and in such manner as the Committee may from time to time decide and shall include a detailed estimate of income and expenditure for the then current year and such other data and information as the Committee or the Executive may require.
    - (d) Any affiliated body failing to comply with this Rule or failing to submit to the Secretary of the Association a copy of its previous year's report and audited statement of accounts, as provided in Rule 46E of this Constitution shall not at any event have its application for a grant considered by the Committee.
  - (iii)
    - (a) The Committee shall as early as possible make its recommendations and reports concerning grants to the Executive.
    - (b) Upon receiving and considering such recommendations and reports, if any, the Executive shall authorise payment to such bodies such sums and upon such conditions and such terms as it shall deem fit.
  - (iv)
    - (a) Notwithstanding anything hereinbefore contained to the contrary the Executive may at any time in its absolute discretion without any recommendation from the Committee authorise payment to any affiliated body of such

sum and on such conditions and such terms as it shall deem fit.

- (b) Such grant shall be known as a "Special Grant".

## **EIGHTH SCHEDULE**

### **Part I *Blues***

1. (i) The Blues Panel Committee (hereinafter called "the Panel") shall make annual recommendations to the Executive of the Auckland University Students' Association (hereinafter called "the Association") as to persons to whom an Auckland University Blue (hereinafter called "a Blue") should be awarded.
- (ii) From the annual recommendations the Panel shall prepare a list of up to five nominations for the Sportsman of the Year Award and up to five nominations for the Sportswoman of the Year Award.
- (iii) The Panel shall make a recommendation to the Executive of the Association from each list as to who shall be Sportsman of the Year and who shall be Sportswoman of the Year.
- (iv) The Panel may make recommendations to the Executive of the Association from time to time relating to the bestowing of any other awards having regard to Clause 8 of this Eighth Schedule (hereinafter called "the Schedule").
  
2. (i) The Panel shall consist of the following:
  - (a) The President.
  - (b) The Sports Officer.
  - (c) The Sports Council Secretary.
  - (d) The Recreation Officer of the University of Auckland.
  - (e) One person elected from Sports Council annually.
  - (f) Up to seven persons appointed by the Executive of the Association on the basis of a nomination or nominations from the Sports Officer or an affiliated Sports Club (hereinafter called "the Club") formed to play, administer and foster a sport for which a Blue may be awarded, the successful nominee or nominees to hold office for a period of five years.
- (ii) The Panel, from among its members, shall elect a Chairperson each year.
- (iii) The Panel, from among its members, shall elect a Secretary each year, the elected Secretary to be a current member of the Association.
- (iv) The quorum at any meeting of the Panel shall be give (5) members of whom at least the Sports Officer or the President or the Recreation Officer shall be in attendance.
  
3. (i) The Panel shall meet at least twice in the year and at any other time as notified by the Secretary.
- (ii) The Chairperson shall call an additional meeting of the Panel on receipt of a written request so to do from a member of the Panel.



- (iii) The Secretary of the Panel shall give at least seven days notice in writing of the date time and place of each meeting, the notice in writing to comply with the provisions of Clause 52 of this Constitution.
  - (iv) The Panel year shall run contemporaneously with the Academic Year.
  - (v) If a Panel member other than a member *virtute officio* shall fail to attend three consecutive meetings of the Panel to which he or she received notice as specified in Clause 3(iii) above and unless he or she:
    - (a) shall have obtained leave of absence from the Panel, or
    - (b) shall have given the Secretary notice accepted by the Panel tendering his or her resignation then the position held by that member on the Panel shall be deemed vacated.
4. (i) The Committee of each Club shall appoint a Blues Selector annually who:
    - (a) Is not eligible for a Blue nomination in the same year as she or he is appointed the Blues Selector.
    - (b) Is fully conversant with the sporting activities of the Club.
    - (c) Is taking a continuing interest in the performance of current participating members of the Club.
    - (d) Is approved by the Panel.
  - (ii) Where possible the Blues Selector shall be reappointed each year.
  - (iii) The Secretary of each Club shall advise the relevant Blues Selector in writing within seven (7) days of the appointment and the Sports Officer shall forward to the Selector a copy of the Schedule.
  - (iv) The Blues Selector shall prepare a list of nominations in order of merit either individually or, where appropriate, collectively.
  - (v) The Blues shall forward a list of nominations together with details of the performances and qualifications of each nominee to the Secretary the Panel, the list together with the associated details to be received by the Secretary in writing at least seven (7) days prior to the meeting of the Panel at which the nominations are to be considered.
  - (vi) The Secretary of the Panel shall give each Blues Selector adequate notice of the meeting referred to in Clause 4(v) of the Schedule.
5. Any member of the Association may forward his or her personal Blue nomination to the Secretary of the Panel on the same basis as specified for Blues Selectors in Clauses 4(v) and 4(vi) of the Schedule.
  6. The Secretary of the Panel shall prepare a list of all nominations together with the associated details and shall forward a copy of this list to each member of the Panel at least three days prior to the meeting of the Panel at which the nominations are to be considered.
  7. The Panel may also recommend for a Blue any Club member whose name has not been nominated by his or her Blues Selector for consideration.

8. Any financial member of the Association shall be eligible for a Blue nomination who:
  - (a) Is a "bone fide" student as defined in Clause 2 of this Constitution.
  - (b) Shows a positive and acceptable sporting attitude.
  - (c) Has produced a meritorious performance in his or her sport which the Panel considers has brought credit to his or her sport and to the University of Auckland.
  - (d) Is a financial member of his or her Club for the relevant year and competes regularly for the Club except when the student has participated in an Auckland sporting competition as a member of an Auckland sporting club not being the Club on the ground that the Club is unable to provide the member with an equal or superior playing level of participation in his or her sport.
  - (e) Has represented the University of Auckland at University Tournament in his or her sport in the relevant year with non representation preventing a nomination unless the Panel is satisfied that exceptional circumstances prevent representation. The exceptional circumstances shall include:
    - (i) That University Tournament in the relevant year has not included the member's sport, or
    - (ii) That the member is able to justify his or her non representation in his or her sport at University Tournament to the satisfaction of the Panel. The Panel shall have particular regard to the support or otherwise given to the relevant member by his or her Club.
  - (f) Being eligible in terms of clauses (a) and (b) above has produced a meritorious performance in a sport related field with the nomination to be considered a special award.

## **Part II      *Non Sporting Blues***

1. The non-sporting Blues Committee (hereinafter called "the Committee") shall make recommendations to the Executive as to persons to whom in each year there should in the opinion of the Committee be awarded Auckland University Non-Sporting Blues.
2.
  - (i) The Committee shall consist of the following:
    - (a) The President.
    - (b) The Societies' Representative.
    - (c) Not more than five (5) nor less than three (3) persons appointed by the Executive on the nomination of an affiliated body formed for the purpose of a non-sporting activity for which a non-sporting Blue may be awarded who shall hold office for a period of five (5) years.
  - (ii) The Committee shall elect a Chairperson and a Secretary each year from among its members.

- (iii) The quorum at all meetings of the Committee shall be five (5) members thereof of who at least either the President or the Societies' Representative shall be in attendance.
- 3.
- (i) The Committee shall meet at least twice in the year.
  - (ii) The Secretary of the Committee shall give notice of the dates of each meeting at least one month before such meeting to the affiliated bodies concerned.
  - (iii) The Committee year shall be the same as the Financial Year.
  - (iv) When a vacancy occurs during the course of the year in respect of any appointment the Executive shall appoint a suitable person from the appropriate category to fill such a vacancy but the proceedings of the Committee shall not be invalidated by reason only of the continuance of such vacancy **provided that** a quorum still remains.
  - (v) The rules as to the creation of vacancies on the Executive shall apply *mutatis mutandis* to the Committee.
- 4.
- (i) The Committee of each affiliated body shall at the commencement of its season appoint a Non-Sporting Blues Selector who is not a present member but who is fully conversant with such non-sporting activity and who will take a continued interest in the performance of the activity and who is approved by the Non-Sporting Blues Committee.
  - (ii) Where suitable such person shall be reappointed each year.
  - (iii) The Secretary of each affiliated body shall advise such person in writing within five (5) days of his/her appointment and at the same time shall forward to him/her a copy of Part II of the Schedule.
  - (iv) The Secretary of each affiliated body shall advise the Societies Secretary in writing of the name of such Non-Sporting Blues Selector within five (5) days of such appointment and of the fact that such member has been notified of his/her appointment.
  - (v) The Non-Sporting Blues Selector shall prepare a list in order of merit either individually or in groups insofar as differentiation is possible of the names of the members of such affiliated bodies who he/she desires to be considered by the Non-Sporting Blues Committee for recommendation for Non-Sporting Blues together with full details of the performance and qualifications of each such member and shall forward such list to the Societies Secretary at least fourteen (14) days before the meeting of the Committee at which nominations are to be considered.
- 5.
- (i) Any member of the Association may also apply to the Committee to consider his/her name for recommendation for a Non-Sporting Blue and shall similarly supply with his/her application full details of his/her performance and qualifications.

- (ii) Such applications shall be forwarded to the Societies Secretary at least fourteen (14) days before the meeting of the Committee at which such nomination is to be considered.
6. The Societies Secretary shall prepare a list of all nominations received by him/her together with all performances and qualifications and shall forward to each member of the Committee a copy of such list at least seven (7) days before the meeting of the Committee at which such nominations are to be considered.
  7. Notwithstanding anything hereinbefore contained to the contrary the Committee may also recommend Non-Sporting Blues for members who have not had their names so put forward for consideration.
  8. (i) Any financial member of the Association shall be eligible for a Non-Sporting Blue who:
    - (a) Was a "bona-fide" student competing in a New Zealand Inter-University Tournament, Contest or Competition.
    - (b) Paid his/her club or society subscription for the season concerned.
  9. (i) A person shall *prima facie* be entitled to be nominated for a Non-Sporting Blue who has:
    - (a) Shown such a standard as in the opinion of the Non-Sporting Blues Selector concerned and of the Non-Sporting Blues Committee is that required of Auckland Representative Emergency or of a New Zealand University Representative and
    - (b) Represented the University at Inter-University Contests unless the Non-Sporting Blues Committee are satisfied that exceptional circumstances prevent this, and
    - (c) Participated regularly for an outside club or society in senior competition ***provided that*** the University club or society does not have a team in the top grade or that he/she could not have attained the same standard performances by participating for the University.
  - (ii) A Non-Sporting Blue may be awarded in respect of such non-sporting activities as the Executive may in its absolute discretion resolve as soon as possible after the commencement of the Semester One of each year.

## NINTH SCHEDULE

### *The Tournament Committee*

1. (i) The Tournament Committee shall have and is hereby given the following powers and duties:
  - (a) In each year to raise funds to be paid to the Executive to assist in the payment of expenses of Tournaments.
  - (b) In each year in which the Tournament is held in Auckland:
    - (i) To arrange the reception and accommodation of the members of the visiting teams.
    - (ii) To arrange the various portions of the Tournament.
    - (iii) To arrange for the entertainment of the members of the visiting teams.
  - (ii) The expression "Tournament" shall mean "The New Zealand Inter-University Easter Tournament" or "The New Zealand Inter-University Winter Tournament" according to the circumstances each such Tournament to be deemed one for these rules.
  
2. (i) The Tournament Committee shall consist of:
  - (a) The Sports Officer who shall be Chairperson.
  - (b) The Sports Council Secretary who shall be Secretary.
  - (c) The Treasurer who shall be Treasurer unless the Executive otherwise determines.
  - (d) The Senior and Junior Tournament delegates.
  - (e) The Officers of the Association.
  - (f) One representative from each body participating in the Tournament each such representative to be appointed by the Executive ***provided that*** each such body may make recommendations to the Executive as to such appointment.
  - (g) In each year in which the Tournament is held in Auckland a person to be know as "The Home Delegate" who shall be appointed by the Executive.
  - (ii) The Home Delegate shall maintain a close liaison with all other competing Universities in all matters pertaining to Tournament.
  - (iii) The quorum at all meetings of the Committee shall be six (6) members thereof.
  
3. (i) The Executive shall each year appoint two delegates, a senior delegate and a junior delegate to represent the Association on the Committee of Tournament delegates in accordance with the Rules of such Committee.
  - (ii) At least one such delegate shall be a member of the Executive.
  - (iii) Such delegates shall be under the direction and control of the Executive and in all matters concerning Tournament shall defer to the Executive and shall be bound by such instructions and directions as the Executive deem to give in relation thereto.

4. (i) The Tournament delegates shall have and are hereby given the following powers and duties:
  - (a) To represent and act for the Association on the Committee of Tournament delegates, **provided that** such delegates shall not have power to and may not agree to or acquiesce in any alteration of the Rules of such Committee without the consent of the Executive either previously or subsequent given.
  - (b) To make all necessary or usual arrangements in regard to the representation of the Association at the Tournament to control and manage the Tournament team and all the representatives of the Association in such Tournament.
  - (c) To furnish to the Executive as soon as possible after the conclusion of the Tournament a full report Balance Sheet and Statement of Receipts and Payments of such Tournament.
- (ii) The powers and functions of the Tournament delegates shall in all cases be exercised only by the two delegates acting together, **provided that** where only one such delegate is or remains in office he/she shall be entitled by him/herself to exercise all the powers and functions of such delegates until the appointment of his colleague.
5. (i) Each affiliated body participating in the Tournament may make to the Executive recommendations as to the persons which such body considers should be selected as its members of the Tournament team.
- (ii) The Executive shall select and appoint as members of the Tournament team those persons as in its discretion it may deem fit.
- (iii) The Tournament delegates and the delegates to the New Zealand University Students' Association (Incorporated) shall be deemed to be members of the Tournament team.
6. The members of the Tournament team shall obey and carry out the instructions and directions of the Tournament delegates during the course of Tournament and while proceeding to and returning from such Tournament.
7. (i) The members of the Tournament team shall unless either of the delegates may otherwise determine in any particular case travel as a team at their own cost and risk in all aspects.
- (ii) Each member shall before leaving to take part in the Tournament pay to the Executive such sum as the Executive in any particular year may determine for travelling and other incidental expenses incurred by the sending away of the Tournament team.

- (iii) The Executive may reimburse members of the Tournament team with the whole or part of their ordinary and usual boat and train fares.
- (iv) On those occasions when the Tournament is to be held in Auckland each member of the Tournament team shall before taking part in such Tournament pay to the Executive such sum as the Executive in any particular year may determine as a contribution towards the entertainment expenses of such Tournament.

## TENTH SCHEDULE

### *The Publications Committee*

1. The Publications Committee (hereinafter called "The Committee") is hereby given the following powers and duties:
  - (i) To make recommendations to the Executive on all matters relating to publications of the Association.
  - (ii) To recommend the appointment and dismissal of the following persons:
    - (a) Editors of all Association publications (including Capping Book) other than Craccum.
    - (b) The Legal Adviser to the publications of the Association.
  - (iii) To recommend the calling and acceptance of tenders and quotations for all work and equipment relating to Association publications except Craccum.
  - (iv) To consider technical matters relating to Association publications, including dates of publication, format and equipment except Craccum.
  - (v) To consider grants to clubs and societies for any publications which such bodies intend to publish.
  
2. The following shall be members of the Committee:
  - (i) The Media Officer (who shall be Chairperson).
  - (ii) The Editor of "Craccum".
  - (iii) The Treasurer of the Association.
  - (iv) The Archivist.
  - (v) The Advertising Manager.
  - (vi) Two members to be appointed by the Students' Representative Council.
  - (vii) The Editors of the following Association publications for the year in which the publication is published by the Association *viz.*, Capping Book, Orientation Handbook, ***provided that*** in the case of all or any of the aforesaid publications becoming defunct or replaced permanently or temporarily, the remaining members shall have the power to co-opt persons to fill the vacancies so created.
  - (viii) Such other members of the Association appointed by the Executive on the recommendation of the Media Officer.
  
3.
  - (i) There shall be a legal adviser to publications of the Association.
  - (ii) The Editor of any Association publication shall before sending any material to be printed submit such material to the legal adviser for his/her perusal or shall make such other arrangements for the legal perusal of such material as may be approved by the legal adviser.



4.
  - (a) The legal adviser, having personally perused such material as submitted to him/her under Clause 2 and, if he/she considers necessary, having called for further independent legal advice, may withhold any material from being printed which he/she considers may render the Association liable criminally, tortuously or contractually.
  - (b) When any material is withheld under Clause 5(a) above the Executive may on its own motion or at the request of the Editor reverse the decision of the legal adviser, or the Editor may refer the matter to a Solicitor of his/her own choice and this Solicitor's advice shall be placed before the Executive.
5. If any Editor fails to comply with the requirements of Clause 4 hereof, he/she shall be liable to any or all of the following consequences, as the Executive may decide.
  - (i) He may be dismissed from office.
  - (ii) He may be required to reimburse or indemnify the Association for the payment of any settlement reached by the Association in respect of any claim or charge brought against it for the publication of such material, or of the judgment, fine costs and expenses incurred by the Association as a result of any Court action brought against the Association in respect of such material; and the Executive may declare that such sum shall be part of the subscription of such Editor as member of the Association for the then current financial year and such sum shall then form part of such subscription for all purposes; alternatively the Executive may declare that such sum or any portion thereof may, where appropriate, be withheld from any payment of honorarium due to such Editor in respect of his/her capacity as Editor of any publication of the Association.

## ELEVENTH SCHEDULE

### *Craccum*

#### **Publication**

1. The Association shall publish a newspaper "Craccum" which shall be administered by the "Craccum Administration Board" herein known as the Board.

#### **Membership**

2. The Administration of "Craccum" shall be the responsibility of the "Craccum" Administration Board.

Members of the Board shall be:

- (a) AUSA Media Officer, *ex officio*, who shall be Chairperson.
- (b) AUSA President, *ex officio*, or his/her permanent nominee (who shall be an Executive Member).
- (c) Current "Craccum" Editor, *ex officio*.
- (d) One member to be appointed by the current working staff of the newspaper.
- (e) Four members to be appointed by the SRC
- (f) AUSA Treasurer, *ex officio*.
- (g) AUSA Advertising Manager.
- (h) "Craccum" Technical Editor, *ex officio*.
- (i) The Editor-elect.

**Note:** (g) & (h) above - These two members shall have voting rights as well as speaking rights if members of the Auckland University Students' Association.

#### **Terms of Office**

3.
  - (a) The term of office for appointed members [*i.e.* 2(d), 2(e)] shall be until the 31st day of March in the year following that in which they were appointed.
  - (b) The term of office of the Editor-elect shall be from the date of his/her election until he/she assumes office as Editor.
  - (c) The Editor of Craccum shall have speaking rights at all meetings of the Executive.

#### **Functions**

4. (a) The Board shall be responsible to the Association in General Meeting for directing all business and other transactions of Craccum and for its distribution and shall comply with any decision of the Media Complaints Tribunal.
- (b) The Board shall not be responsible to the Executive Committee of the Association.
- (c) The Chairperson shall be responsible for co-ordinating the activities of the Board and shall arrange to have the minutes of each meeting of the Board published in Craccum within two weeks of that meeting.
- (d) The Advertising Manager (who shall be the Advertising Manager of the Association) shall handle all aspects of Craccum advertising.
- (e) The Advertising Manager may be paid a commission, the incidence and sum of which with respect to Craccum, shall be fixed from time to time by the Board.
- (f) The Editor shall comply with all the conditions of the Craccum Administration Board.
- (g) The Editor shall be responsible to the Craccum Administration Board for the due efficient management and control of the staff and running of Craccum.
- (h) The Technical Editor shall be responsible for the layout and technical handling related to the production of each issue.
- (i) The Editor and Technical Editor shall receive a scholarship to be fixed by the Craccum Administration Board, and shall comply with all conditions of the Craccum Administration Board.
- (j) The Editor and Technical Editor shall make every effort to keep printing costs and production costs to a minimum.
- (k) The Editor and Technical Editor shall be responsible for running at least one workshop during the year at which interested students can be instructed in matters to do with the running of the paper, *e.g.* writing, layout techniques, equipment operations, *etc.* The Editor and Technical Editor will also be responsible for advertising this workshop to the student body.
- (l) The Editor shall be responsible for organising weekly staff meetings which shall be advertised in each edition of Craccum as being open to all students.
- (m) The Editor shall be responsible for ensuring that Craccum is published weekly during the University semesters and that it is produced in accordance with the written policy defined by the Editor at the time of application.
- (n) The Editor without in any way limiting his/her normal obligation of fairness, shall give all candidates for the position of Editor reasonable and equal opportunities to present their policy statements, and shall ensure that such statements receive fair and equal treatment in Craccum.

## **Appointments**

5. (a) The Editor shall be annually elected pursuant to the Rules contained in the Second Schedule hereto, subject to his/her signing a contract with the Association which is satisfactory to the Board before taking office.
- (b) The Board shall call for applications for the position of Technical Editor, Advertising Manager and Distribution Manager no later than 30 August and shall give notice of at least one month before closing applications.
- (c) The Board shall appoint the Technical Editor, Advertising Manager and Distribution Manager of Craccum providing that the appointment of the Technical Editor will be subject to the approval of the Editor-elect.
- (d) The Editor, Technical Editor, Advertising Manager and Distribution Manager shall take office on 1 January of the following year.
- (e) The Editor shall cease to hold office as such if at any Special General Meeting duly called for the purpose a resolution is passed to the effect that the incumbent does not possess the confidence of the Association as Editor.
- (f) In the event of a casual vacancy in the position of Editor the Board shall open nominations for the position for a period including at least ten days for which lectures are scheduled for every Faculty with the nominations closing and an election to be held at the earliest possible meeting of the Students' Representative Council held after this period.
- (g) In the event of a casual vacancy in the position of Editor, the Board shall have the power to appoint an acting Editor until such time as an Editor is elected pursuant to clause 5(f).
- (h) In the event of a casual vacancy in the position of Editor the opening of nominations shall be advertised in two issues of Craccum before the closing of nominations.
- (i) The Board shall stipulate the form and nature of the advertisements specified in clause 5(h).
- (j) Vacancies in any of the positions of Technical Editor, Advertising Manager or Distribution Manager shall be filled by the Board as it sees fit.
- (k) Two or more members may submit a joint nomination for the position of Editor and may hold office as joint Editors. If joint Editors are elected the Board may also appoint some of these people jointly or individually to some or all of the other positions mentioned in this clause. If joint Editors are elected each of them may speak at any meeting where the Editor has speaking rights but only one of them (to be determined from time to time by the joint Editors) shall be entitled to vote as Editor at any meeting where the Editor is entitled to vote.
- (l) Notwithstanding the provisions of sub-clause 5(f) the casual vacancy in position of Editor for 1986 existing at 18 August 1985 shall be filled by means of a By-election to be conducted during the Third Term of 1985 on a date or dates to be determined by the

Board. As far as is possible this By-election shall be conducted in accordance with the provisions of the Rules as though it was an Annual General Election for the position of Editor, and to the extent that the Rules are inadequate for his/her purpose the Board shall determine the procedure to be adopted. This sub-clause shall lapse and shall be deleted from the Rules on 31 December 1986.

## **Meetings**

6. (a) The Board shall meet at least twice a month during the Academic Year.
- (b) Notice of meetings shall require at least 48 hours notice to members of the Board.
- (c) Minutes of the meetings shall be circulated to all members of the Board and to the Executive of the Association no later than 14 days after the meeting.
- (d) A quorum for a meeting shall be six persons.
- (e) The Chairperson shall have a casting vote but not a deliberative vote.
- (f) Any member holding more than one position on the Board may only exercise one vote at meetings of the Board.

## TWELFTH SCHEDULE

### *The Finance Committee*

1. The Finance Committee (hereinafter called "the Committee") is hereby given the following powers:
  - (i) To consider and report on all financial matters concerning the Association.
  - (ii) To make recommendations to the Executive regarding financial matters.
2. The Committee shall consist of the Treasurer, and office holders of the Association, the Accountant, the Secretary and students appointed by the Executive.

The quorum for all meetings shall be five (5) of whom one must be either the Treasurer or Administrative Vice President and one either the Accountant or Secretary.

3. The Treasurer shall be the Chairperson of the Committee during his/her tenure of office as such.
4. The member other than a member *virtute officio* shall cease to be such if he/she is absent without leave for three consecutive meetings.

## THIRTEENTH SCHEDULE

### *The International Affairs Committee*

1. The International Affairs Committee (hereinafter called "the Committee") is hereby given the following powers:
  - (i) To consider and report on all matters of international policy of concern to the Association.
  - (ii) To make recommendations to the Executive regarding international matters.
  - (iii) To organise fund raising activities when such activities are considered by the Executive or the SRC to be right and proper.
  - (iv) To be responsible for providing members of the Association with adequate information on which to base any decision taken at either an AGM or SGM on matters of international policy.
2. The Committee shall consist of the following:
  - (a) The President.
  - (b) The International Affairs Officer.
  - (c) The Editor of "Craccum" or his/her permanent nominee.
  - (d) Two (2) members to be appointed by the SRC
  - (e) Such other members as the Committee may in its discretion appoint.
3. The Committee shall meet at least monthly during the Academic Year.
4. The term of office for co-opted and appointed members shall be until the end of the year in which they are co-opted or appointed.
5. The International Affairs Officer shall be Chairperson of the Committee during his/her tenure of office as such.

## FOURTEENTH SCHEDULE

### *The Cultural Council*

1. The Cultural Council shall consist of at least one delegate from each cultural club and those students who are interested in cultural activities as indicated on enrolment cards.
2. The Chairperson of the Cultural Council shall be the Cultural Affairs Officer.
3. The Cultural Council shall appoint a Secretary and a Treasurer.
4. The Minutes of the Cultural Council shall be forwarded to the Executive for consideration.
5. The Cultural Council shall assist the Cultural Affairs Officer and the New Zealand Students' Arts Council Representative with their duties.
6. The Council shall give direction and voice to the cultural needs of the campus.
7. The Arts Council Representative, the Societies Representative, and the Social Controller shall be members of the Council.



## **FIFTEENTH SCHEDULE**

### ***Education Action Group***

1. The Education Action Group (herein called 'the Group') is hereby given the following powers:
  - (i) To consider, and to report upon all education issues affecting students.
  - (ii) To plan and carry out education based political or protest actions as the group shall decide upon, within a budget determined by Executive and within the AUSA policy.
2. The Group shall meet at least fortnightly during the academic year.
  - (i) If the meetings are not held, the Education Vice President shall be responsible to convene them.
  - (ii) The time and place of such meetings shall be publicised widely.
3. The Group shall consist of:
  - (i) Any member of the Association who chooses to attend.
  - (ii) The Resource Officer.
  - (iii) The Editor of Craccum.
4. Appointment of a chairperson from the members of the Group shall be in accordance with the 1st schedule.

## SIXTEENTH SCHEDULE

### *The Media Complaints Tribunal*

1. The Media Complaints Tribunal (hereinafter called "the Tribunal") shall be constituted as follows:
  - (a) President.
  - (b) Media Officer (who shall be Chairperson).
  - (c) The Editor(s) of Craccum.
  - (e) Two persons appointed by the SRC.
2. The Tribunal shall have the following functions and powers:
  - (a) To receive and consider formal written complaints made about any material published in Craccum.
  - (b) To ensure that Craccum observes editorial and technical standards.
  - (c) To make a decision on each complaint, and where a complaint is found to be justified, to take action or to remove or reduce the cause of the complaint.
  - (d) To notify the complainant of whether or not the Tribunal has found the complaint to be justified and, where found to be justified, inform the complainant of the remedial action taken.
  - (e) The decision of the Tribunal shall be binding on the Editor(s) of Craccum.
3. The Chairperson shall have a deliberative vote and, in the case of an equality of votes, shall have and shall exercise a casting vote.
4. In the event of any member of the Tribunal making a complaint to the Tribunal that member shall stand down from the Tribunal for the hearing of his/her complaint and any proceedings of the Tribunal resulting from it.
5. The decision of the majority shall be the decision of the Tribunal.

## SEVENTEENTH SCHEDULE

### *Tamaki Students Association Executive*

Any student enrolled in at least one paper at the Tamaki Campus is a Tamaki Student.

1. The Tamaki Students' Association Committee, (hereinafter called "TSA Executive") is hereby given the following powers and duties:
  - (i) To further the interests of the students at Tamaki and secure the cooperation of the University in so doing.
  - (ii) To liaise between the students enrolled in papers on the Tamaki Campus and the University.
  - (iii) To provide liaison between the Executive of The Auckland University Students' Association (hereinafter called the "AUSA Executive") and their members enrolled in papers on the Tamaki Campus.
  - (iv) To make recommendations to the AUSA Executive as to the financial needs for student affairs on the Tamaki Campus.
  - (v) To represent the students' interests at Tamaki to the AUSA Executive.
  - (vi) To provide support and advocacy for matters of concern to Tamaki Students regarding education, services, equity, facilities and development.
  - (vii) To assist development of clubs and societies, and promote cultural, sporting, and social activities of the Association.
2. The TSA Executive shall consist of the following:
  - (i) The President of TSA Executive is elected by Tamaki students who shall be the appointed Chair.
  - (ii) The Tamaki Representative elected to the AUSA Executive.
  - (iii) Five members elected by Tamaki students.
  - (iv) The Secretary who shall be the appointed AUSA Tamaki Coordinator.
3. The Secretary is a non voting member and shall record the Minutes of TSA Executive Committee Meetings.
4. The TSA Executive shall meet at least fortnightly during the academic year whenever possible.
5. The TSA Executive shall meet with the "Tamaki Management Team" monthly throughout the calendar year.
6. The quorum of the meeting shall be four elected TSA Executive members.

7.
  - (i) The Tamaki Representative is elected to the AUSA Executive in accordance with the 2nd schedule.
  - (ii) The elected President and the five elected members (excluding the Tamaki Representative) of the TSA Executive are elected by a ballot of Tamaki students on the Tamaki Campus concurrent with the AUSA portfolio Election.
  - (iii) The term of office for the TSA Executive (excluding the Secretary) shall run concurrent with the AUSA Executive.