**CONSTITUTION OF UNIQ VICTORIA**

***THE QUEER STUDENTS' GROUP AT VICTORIA UNIVERSITY OF WELLINGTON***

**2014**

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**PART I: INTRODUCTION**

**S.1: NAME**

The name of the group shall be UniQ Victoria.

**S.2: INTERPRETATIONS**

In these rules, unless a contrary interpretation appears:

1. “UniQ” shall mean UniQ Victoria
2. “VUWSA” means “Victoria University of Wellington Students’ Association”
3. “Queer” includes, but is not exclusive to, gay, lesbian, bisexual, transgender, takataapui, intersex, fa’afafine, whakaleiti, questioning, asexual, pansexual, and all who identify as such.
4. “AGM” means “Annual General Meeting”
5. “IGM” shall mean “Inaugural General Meeting”
6. Gender-neutral pronouns shall be used.
7. “QSA” shall mean “Queer-Straight Alliance”.

**S.3: AIMS AND OBJECTIVES**

1. Preamble

UniQ is an association controlled by queer and queer-allied students, working in the interest of its members and representing their views.

1. Goals
2. To provide a social and supportive environment for queer students on campus, including the promotion of a Queer Lunch Space for weekly social meetings of the group on campus
3. To raise queer visibility on campus
4. To ensure that VUWSA and the University recognise, and take into account, queer issues
5. To act on, and discuss, queer issues that concern students and citizens
6. To communicate effectively and efficiently
7. To annually participate in the national conference where possible
8. To maintain an atmosphere that is accepting, social, political and enjoyable
9. To accommodate and include the interests, questions and involvement of the wider campus community in the interests of maintaining a Queer-Straight Alliance to the extent that it does not conflict with the goals of the group

**S.4: MEMBERSHIP**

1. UniQ membership shall be available to members of the wider community, however any official decisions regarding the UniQ executive, whether voting, candidacy, or running of the group shall only be open to VUWSA members.
2. Membership of UniQ shall cease in the following circumstances:
3. the death of a member
4. if gross misconduct is committed within the context of the group, the executive can expel a member. This can be appealed through VUWSA
5. the member advises the Executive in writing that they no longer wish to be a member of UniQ

**PART II: GENERAL MEETINGS**

**S.1: GENERAL MEETINGS**

1. The Executive may call a General Meeting
2. Resolutions of General Meetings shall be binding on the Executive unless unconstitutional
3. Quorum shall be fifteen members
4. The meeting shall lapse if quorum is not reached, or lapses
5. A motion will be passed by the majority of members present and voting. Constitutional amendments require two thirds’ majority
6. Meetings shall be held during an academic term between 8 am and 10 pm

**S.2: INITIAL AND ANNUAL GENERAL MEETINGS**

1. There shall be at least two General Meetings every year. An IGM shall be called within the first four weeks of the first term. An Annual General Meeting shall be conducted in the second half of the second term
2. All meetings must be advertised in *Salient*, on noticeboards around the university campuses, and online, stating the time, place, and date, at least fourteen (14) days prior to the meeting
3. At these meetings:
4. The current officers shall give a report regarding the group’s position at the Initial General Meeting (IGM). An annual report will be given at the AGM
5. There shall be a workshop determining the year’s direction
6. A new executive will be elected at an AGM in accordance with part V of the constitution

**S.3: MISCELLANEOUS**

1. There shall be no voting by proxy
2. Each eligible member shall exercise one (1) vote only, provided that the chair shall possess both a deliberative and a casting vote

**PART III: THE EXECUTIVE**

**THE EXECUTIVE**

*S.1:* The executive of UniQ Victoria shall comprise:

1. President or Co-Presidents
2. Secretary-Treasurer (in the case of Co-Presidents)
3. Secretary (if there is only one President)
4. Treasurer (if there is only one President)
5. Communications Officer
6. Trans\* Representative
7. QSA Representative
8. Women’s Representative
9. Any other office that a General Meeting declares appropriate for UniQ in that year

and the job descriptions of each member of the Executive shall be in accordance with Schedule 1 of this Constitution.

*S.2:* In addition to the above there shall be Campus Representatives from each non-Kelburn campus who are non-voting members of the Executive with roles in accordance with Schedule 1.

*S.3:* Former members of the Executive must assist the new Executive immediately following their election.

*S.4:* Members of the Executive shall take office upon election.

# POWERS OF THE EXECUTIVE

*S.5:* The Executive, subject to the provisions in this Constitution, may do all things it deems necessary or expedient for the fulfilment of the objectives and goals of the group.

*S.6:* The Executive shall have power, subject to this Constitution, to administer and control all funds of the group. However, the signatories to UniQ funds shall be the President or Co-Presidents, Secretary, Treasurer, or Secretary-Treasurer.

## MEETINGS OF THE EXECUTIVE

*S.7*: Meetings of the Executive shall have a quorum at any meeting of a majority of members of the Executive.

*S.8:* 1. A meeting of the Executive may be called by any member of the Executive. The Secretary shall give twenty-four (24) hours’ notice of the meeting to all other members of the Executive.

2. The Secretary shall give the same notice to non-Executive members of the group

3. In exceptional circumstances, a meeting may be called with less than twenty-four (24) hours’ notice, provided at least half the members of the Executive give consent

*S.9*: Any member of the group shall be entitled to attend meetings of the Executive, and these meetings must be adequately advertised to members.

*S.10:* Notwithstanding S.09 above, the Executive may move the meeting into committee to discuss matters of sensitivity, whereupon all non-Executive members shall be required to leave the room until the meeting is moved out of committee.

*S.11:* No matter discussed by the Executive while it is in committee shall be discussed outside the meeting. Failure to comply with this section may be considered an act of gross misconduct for the purposes of Part 1, S.4(3)(3) of this Constitution.

*S.12:* The Equity Officer of the VUWSA Executive is encouraged to attend UniQ meetings and may give reports as an independent party for the purposes of avoiding conflicts of interest. They may also make comments as an honorary member of UniQ at meetings of the executive. The VUWSA Equity Officer does not have a vote on the UniQ Executive.

*S.13:* The executive shall decide at its first meeting on a time when regular meetings can be held, and these shall take place not less than once per month.

## CESSATION OF MEMBERSHIP OF THE EXECUTIVE

*S.14:* If any Executive member is absent from three (3) consecutive Executive Meetings without giving apologies in advance, they shall be deemed to have resigned.

*S.15:* Notwithstanding anything in S.14 above, the Executive may grant continuation of membership if, at the Executive meeting immediately following the third absence, a two-thirds majority vote of the Executive resolves that the member’s absence was due to exceptional circumstances.

*S.16:* Members of the Executive shall resign when called upon to do so by a two-thirds majority of those members present and voting at a Special General Meeting called for that purpose.

*S.17:* Any member of the Executive may resign their membership by giving written notice of their resignation to the President.

**VACANCIES ON THE EXECUTIVE**

*S.18:* The office of any Executive member shall become vacant if the person holding such office:

1. ceases to be a member of the group
2. dies
3. is the subject of a successful “no confidence” motion at a Special General Meeting duly called for that purpose
4. resigns from office

*S.19:* In the event of any vacancy, including when a General Meeting fails to elect a member to a vacant position, the Executive shall appoint an acting member of the Executive who shall continue in office until the new member is elected at a General Meeting, which should be conducted as soon as is practical.

*S.20:* Every Executive Member is required to write a set of notes to hand over their role at the end of their time on the executive, for the continuity of the group. This includes passwords, physical assets, computer files, as well as general advice and guidance. A copy of handover notes must be kept in a folder in UniQ’s locker.

**PART IV: FINANCE**

**S.1: CONTROL OF FUNDS**

1. All monies received by the group shall belong to the group.
2. Proper accounting practices shall be kept. This includes, but is not limited to, the keeping of all receipts for the following purposes: Reimbursement, Presentation to the parties that have provided financial support to the group.
3. Signatories to the group’s funds shall be any of the group’s Officers.
4. The Executive shall determine the budget, in consultation with the group, and present funding applications to the University – or any other body responsible for administering funding applications – as and when necessary. Note that where the University is the benefactor, the University prefers one, all-inclusive, funding application per representative group per year
5. In considering any application involving underwriting or grants, the Executive shall consider the financial resources of the applicants
6. The financial year of the group ends on 31 December

##### PART V: CONDUCT OF ELECTIONS

*S.1:* Elections of the Officers and general members of the Executive may only take place at a General Meeting.

*S.2:* A member of the group may be nominated before or during the General Meeting. They may nominate themselves.

*S.3:* The winner of each position shall be the person who wins simple majority of those present and voting at the General Meeting.

*S.4:* If there is only one candidate, that person shall not be deemed to be elected. They must stand against a no-confidence vote. If the majority of those present and voting declare a vote of no confidence, the candidate is not elected and nominations must be reopened.

*S.5:* Each candidate for election is required to give a speech before they can be elected and must allow questions to be asked of them.

*S.6:* When each position is to be voted on the candidates must leave the room for members of the group to give testimonies for or against the candidates. These testimonies shall be confidential and must not be discussed outside of the general meeting.

*S.7:* Any member of the group who is also a member of VUWSA is eligible for election.

*S.8:* If a candidate is unsuccessful for a position they may stand for another one.

*S.9:* Elections shall take place at the AGM held in the second half of Trimester 2, with those elected taking office at the start of the next year.

##### PART VI: CONSTITUTION

###### **S.1: CONSTITUTION**

1. This Constitution shall consist of Parts I to VI inclusive.
2. Alterations shall be made to the Constitution only at a General Meeting by two thirds’ majority of those members present and voting

**S.2: INTERPRETATION OF THE CONSTITUTION**

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

**SCHEDULE 1: EXECUTIVE JOB DESCRIPTIONS**

All Members of the Executive

1. To uphold the constitution
2. To further the goals and objectives of the group
3. To act as full members of the Executive and group at all meetings of the group and of the Executive
4. This executive shall, for the entirety of their term and to the best of their ability, ensure UniQ remains active and visible.
5. This executive shall ensure that such activity supports the aims of the group (Part I S3 B)
6. All executive members are required to submit quarterly reports to the rest of the executive at meetings of the executive or general meetings.

President/Co-Presidents

1. Overall leadership and policy implementation
2. To Chair and convene Executive and General Meetings
3. To present budget to VUWSA Executive
4. Chief representative(s), responsible for all external relations
5. To handle sponsorship and finance in conjunction with the Treasurer

6. In case of Co-Presidents, the Co-Presidents will decide amongst themselves which Co-President performs which tasks

7. Liaise with the VUWSA Equity Officer at regular meetings.

Secretary-Treasurer (in the case of Co-Presidents)

1. Unless otherwise designated by the Executive, to act as the President in the President’s absence
2. To take the minutes of Executive and General Meetings and distribute them to anyone who wishes to read them
3. To keep in regular contact with all members of the Executive in regards to meetings of the Executive
4. To organise and coordinate volunteers
5. To draft and maintain a budget
6. To hold and maintain petty cash
7. To provide financial advice to the Executive
8. To price projects by obtaining quotes
9. To handle sponsorship and finance in conjunction with the President or Co-Presidents.

Secretary (in the case of a single President)

1. Unless otherwise designated by the Executive, to act as the President in the President’s absence
2. To take the minutes of Executive and General Meetings and distribute them to anyone who wishes to read them
3. To keep in regular contact with all members of the Executive in regards to meetings of the Executive
4. To organise and co-ordinate volunteers
5. To ensure the appropriate archival and retention of documents and media produced by UniQ

Treasurer (in the case of a single President)

1. To draft and maintain a budget
2. To hold and maintain petty cash
3. To provide financial advice to the Executive
4. To price projects by obtaining quotes
5. To handle sponsorship and finance in conjunction with the President or Co-Presidents
6. To co-ordinate funding applications in conjunction with the President or Co-Presidents

Communications Officer

1. To ensure the establishment of the queer column in Salient at the beginning of every year and to ensure that its content is of an exceptional and informative nature, reflects the purpose of UniQ and is preferably community-sourced; the Communications Officer does not necessarily need to edit or co-ordinate this column
2. To organise production and distribution of promotional material
3. To liaise with both student and non-student media regarding the group’s activities
4. To assist the president or co-president with communication of events and relevant issues through UniQ’s email and social media accounts
5. To administer the email account which includes checking it at least once every two days and forwarding emails to relevant parties
6. To maintain UniQ’s social media presence including, but not necessarily limited to, Twitter and Facebook
7. To be responsible for the designs of UniQ’s advertisements including posters, flyers, and general graphics, and ensuring the retention of a high resolution version of the UniQ logo and archiving promotional material
8. To ensure that pictures are taken at UniQ events
9. To coordinate a regular newsletter to communicate with UniQ’s members

Trans\* Representative

1. To co-ordinate and facilitate regular meetings and to ensure the continued existence of the Gender Club: a UniQ project which aims, primarily through discussions lectures and seminars, to address issues and subjects relevant to Trans\*, Intersex and Gender Queer students
2. To educate and advise on issues relating to/concerning the interests of trans\* people to all members of the group
3. To act as a point of contact for people with ideas or issues pertaining to trans\* people
4. This person is not required to be Trans\*, Intersex or Gender Queer themselves, but must possess an avid interest in trans\* issues

Women’s Representative

1. To be responsible for promoting queer women’s welfare
2. To liaise with the VUWSA Women’s Group
3. To co-ordinate and facilitate regular meetings for queer women
4. To educate and advise on issues relating to/concerning the interests of women
5. To act as a point of contact for people with ideas or issues pertaining to women

QSA Coordinator

1. To make UniQ more accessible to those who do not identify as queer
2. To educate, support and facilitate queer allies
3. To maintain a good relationship between the queer community, and especially UniQ, and the rest of the campus and the wider community
4. To educate the wider community about queer issues
5. To run a QSA group in a manner that best works towards the aims of the role

Campus Representatives

1. To coordinate, facilitate, and lead their respective UniQ subgroups; UniQ Pipitea, UniQ Karori and UniQ Te Aro
2. To extend the influence, visibility, and community spirit of UniQ to their respective campuses
3. To keep the Executive informed of queer issues on their respective campuses
4. To create (if applicable) and maintain a Facebook group and mailing list for their respective campuses
5. To advertise UniQ events to their campus population via. postering, social media, and the maintenance of a noticeboard on their campus solely designated for queer news and promotional material - if permission for such a space is acquired
6. To facilitate events for UniQ members on their campus, such as study groups, outings, coffee dates, casual drinks
7. To liaise with any pre-existing queer groups on their campuses, such as GLBT@VicLaw
8. Campus Representatives may hold a position on the Executive in addition to their Campus Representative role