



UniQ Victoria

Ngā Akonga Āniwaniwa ō Te Herenga Waka

The Rainbow Students' Association of Te Herenga Waka—Victoria
University of Wellington

Constitution and Schedules

Date of ratification: March 22, 2022

Table of Contents

Table of Contents	2
Part I: Introduction	4
S.1 Name	4
S.2 Interpretation	4
S.3 Aims and Objectives	4
S.4 Membership	5
Part II: General Meetings	7
S.5 General Meetings	7
S.6 Initial and Annual General Meetings:	7
S.7 Special General Meetings	8
S.8 Miscellaneous	8
S.9 Agenda	8
Part III: The Executive	10
S.10 The Executive	10
S.11 Executive Management	10
S.12 Powers of the Executive	10
S.13 Meetings of the Executive	11
S.14 Cessation of Membership of the Executive	11
S.15 Vacancies on the Executive	12
Part IV: Committees	13
S.16 External Committees	13
S.17: Membership of all Committees	13
Part V: Elections	14
S.18: Conduct of Elections	14
Part VI: Finance	15
S.19: Control of Funds	15
Part VII: Constitution	16
S.20: Constitution	16
S.21: Interpretation of the Constitution	16
S.22: Statutes and Policy	16
S.23: Declaration	17
S.24: Ratification	17
Appendix 1: Representative Groups (from VUWSA Constitution and Schedules)	18
S.1: Recognition	18
S.2: Representative Group Funding	18
S.3: Recognised Representative Groups	18

S.4: Administration 19

Appendix 2: VUWSA Representative Groups (from VUWSA Constitution and Schedules) 20

S.1: Preamble 20

S.2: Executive Funding Regulations 20

S.3: Liaison and Interaction 21

S.4: Policy Position and Autonomy 22

S.5: Organisational Structure 22

S.6: Meetings of Representative Group 22

Part I: Introduction

S.1 Name

1. The name of the Association will be *UniQ Victoria—Ngā Akonga Āniwaniwa o Te Herenga Waka*. The Association will be registered as a club under *Vic Clubs* and recognised as a Representative Group by *VUWSA*.

S.2 Interpretation

1. In these rules, unless a contrary interpretation appears:
 - **UniQ** or **Association** means UniQ Victoria—Ngā Akonga Āniwaniwa o Te Herenga Waka.
 - **VUWSA** means Victoria University of Wellington Students' Association—Te Rōpū Tauira o te Kura Wānanga o te Upoko o te Ika a Māui.
 - **VUW** or **University** means Te Herenga Waka—Victoria University of Wellington.
 - **University Clubs** or **Clubs** means University who are the team within University Recreation that take the lead with all club support matters.
 - **Constitution** means the Constitution of *UniQ* (unless otherwise stated).
 - **Rainbow** includes, but is not exclusive to, gay, lesbian, bisexual, transgender, takatāpui, whakawahine, tangata ira tāne, tāhine, intersex, fa'afafine, fakaleiti, mahu, vakasalewalewa, palopa, akava'ine, fiafifine, fakafifine, fa'afatama, aikāne, queer, questioning, genderqueer, genderfluid, asexual, aromantic, pansexual, all who identify as such and those who prefer no label at all.
 - **Member(s)** means any person(s) who is a member of the Association in accordance with the Constitution.
 - **AGM** means Annual General Meeting.
 - **IGM** means Initial General Meeting.
 - **SGM** means Special General Meeting.
 - **Executive** and **Executive Committee** means the Executive of the Association elected by a simple majority at a General Meeting.
 - **Representative Group** means, as stated in the *VUWSA* Constitution and Schedules, an organisation representing a defined constituency of students that has equitable representative functions devolved to it by resolution of the *VUWSA* Executive or by a General Meeting.
 - **Salient** means the current official magazine of *VUWSA*.

S.3 Aims and Objectives

1. *UniQ* is a student-led group, controlled by Rainbow and Rainbow-allied students, working in the interests of all Rainbow students.
2. The goals of the Association are:
 - a. To advocate and pursue policy and legislative change to the benefit of all Rainbow students.

- b. To provide regular social opportunities for the benefit of the community.
 - c. To raise the profile of Rainbow issues and improve Rainbow visibility on all university campuses.
 - d. To support research conducted at *VUW* that is relevant to our community.
 - e. To ensure the safety and wellbeing of Rainbow students wherever possible.
 - f. To seek out community groups and organisations that have purposes aligned with our own, and build working relationships where possible.
 - g. To provide resources that meet the specific needs of our community.
 - i. When not able to, to be capable of referring community members to services better qualified to provide resources and support for mental health, sexual health, etc.
3. *UniQ* recognises *VUW Rainbow Law Students' Society* as official representatives of Rainbow students studying Law at *VUW*.
4. *UniQ* recognises Māori as Tangata Whenua of Aotearoa and shall take into account, uphold, and celebrate Te Tiriti o Waitangi.
- a. *UniQ* acknowledges *Ngāi Tauira o te Kura Wānanga o te Upoko o te Ika a Māui* as the official representatives of Māori students at *VUW*.
 - i. *Ngā Rangahautira* as official representatives of Māori law students at *VUW*.
 - ii. *Ngā Taura Umanga* as official representatives of Māori commerce students at *VUW*.
 - b. Where possible, references to 'the Crown' shall be read as including *UniQ*. This is currently understood to incorporate the following:
 - i. partnership, and a duty to act reasonably and in good faith,
 - ii. that the Crown has a duty to actively protect Māori interests,
 - iii. that the Crown has a duty to remedy past breaches,
 - iv. that Māori retain rangatiratanga over their resources and taonga and have all the rights and privileges of citizenship,
 - v. that the Crown has a duty to consult with Māori,
 - vi. that the needs of both Māori and our community must be met, which will require negotiation and compromise,
 - vii. that *UniQ* cannot avoid its obligations under the treaty by conferring authority on some other body, or by failing to engage with paras (ii), (iii), and (iv).
 - viii. that the treaty can be adapted to meet new circumstances,
 - ix. that tino rangatiratanga includes management of resources and other taonga according to Māori culture,
 - x. that taonga include all valued resources and intangible cultural assets, including Te Reo and Me Ona Tikanga (with specific relation to Article Four of Te Tiriti o Waitangi).

S.4 Membership

1. *UniQ* offers membership to anyone who is enrolled at *VUW* at the time of their registration.

- a. Students, upon election to the Executive Team of *UniQ* automatically become members.
2. Membership to *UniQ* requires the submission of:
 - a. Full name; and
 - b. Student ID.
3. All members are entitled to privacy and can expect their data to remain confidential as according to the Privacy Policy.
4. Any official decisions regarding the *UniQ* Executive, whether voting, candidacy, or running of the group shall only be open to people eligible for membership. They need not be members of *UniQ*.
5. All individuals with membership shall maintain membership indefinitely until any of the circumstances in clause six (6) of this section come into effect.
6. Membership to *UniQ* shall only cease in the following circumstances:
 - a. the death of a member.
 - b. if the member submits a written request to the Executive indicating a suspension of membership.
 - c. if they are no longer enrolled at *VUW*.
 - d. if gross misconduct is committed within the context of the group that compels the executive to expel the person. This can be appealed.

Part II: General Meetings

S.5 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 fourteen (14) members.
4. The meeting shall lapse if quorum is not reached, or lapses.
5. Any motion will be passed by a simple majority of members present and voting, except:
 - a. Constitutional amendments and motions of no confidence which require a two-thirds' majority of members present and voting.
6. Meetings shall be held during an academic term between 8 am and 10 pm.
7. General business must be transacted.

S.6 Initial and Annual General Meetings:

1. There shall be at least two (2) General Meetings every year, an IGM and AGM.
2. The IGM shall be called within the first four (4) weeks of the first trimester and the AGM shall be conducted in the second half of the second trimester.
 - a. The exact dates of these meetings will be determined by the *UniQ* Executive Team at the time.
3. Both meetings must be advertised in *Salient*, on notice boards around the university campuses, and online, stating the time, place, and date, at least fourteen (14) days prior to the meeting.
4. At the IGM:
 - a. The following documents from the previous year will be submitted for adoption:
 - i. the Annual Report; and
 - ii. the audited statement of income and expenditure for the previous year; and
 - iii. any other documents pending adoption.
 - b. The current Officers shall give a report regarding the group's position.
 - c. A statement of forecasted income and expenditure will be presented.
 - d. There shall be a workshop determining the year's direction.
 - e. Election of delegates to relevant University boards and committees if this is appropriate.
 - f. Elections for any vacancies in the Executive will be held.
 - g. No motion of "no confidence" in Executive Officers shall be accepted.
5. At the AGM:
 - a. The following documents for the year shall be presented:
 - i. the Annual Report; and
 - ii. the statement of income and expenditure.

- iii. any documents pending adoption.
 - b. Determinations of the constitutional review will be motioned.
 - c. The existing Executive will dissolve and a new one will be elected in accordance with the Constitution.
 - d. Election of delegates to relevant University boards and committees if this is appropriate.
 - e. No motion of "no confidence" in Executive Officers shall be accepted.
6. General business must be transacted at all General Meetings

S.7 Special General Meetings

1. The Executive may by resolution convene a Special General Meeting.
2. The Executive shall, within five days of the receipt by the President(s) of a request in writing signed by at least ten (10) members of the Association, call an SGM.
 - a. The Executive shall set the date for the SGM.
 - i. It may not be earlier than five days after the request for the meeting has been received.
 - ii. It may not be later than fifteen days after the request for the meeting has been received.
3. Notice of a Special General Meeting must be advertised in *Salient*, on notice boards around the university campuses, and online, stating the time, place, and date, at the earliest instance.
4. If the Executive fails to call an SGM within the required period, the members making the request may themselves convene a meeting.
5. All resolutions and petitions calling for an SGM must state any motion to be moved at the meeting, or the business to be discussed.
6. At an SGM the order of business shall be as follows:
 - a. any motion which was the subject of clause 1 or 2 of this section; then
 - b. any motion directly arising from discussion of the meeting or sub-clause a.
 - c. general business may be transacted.

S.8 Miscellaneous

1. There shall be no voting by proxy.
2. Each eligible person shall exercise one (1) vote only, with the exception of the Chair who shall possess both a deliberative and a casting vote.
3. Minutes from all meetings shall be publicly posted for any member to comment or provide feedback on within fourteen (14) days of the meeting's closure.
4. Minutes are to be of the form that is acceptable to *University Clubs*.

S.9 Agenda

1. Position Papers are the expected mechanism for the Executive and ideal mechanism for members who wish the present motions to the members.
 - a. Position Papers should then be made publically available to members and members must be reminded of this mechanism

- b. Anyone who constitutes as a member may author a Position Paper.
- c. The Executive must announce all motions they are made aware of via Position Paper prior to the General Meeting, and at the earliest instance.
- 2. Any member, by presenting a Position Paper or motioning at a General Meeting, may request that the Executive put an issue to the members by way of a vote.
 - a. Any motion will be passed by a simple majority of members present and voting, except:
 - i. Constitutional amendments and motions of no confidence which require a two-thirds' majority of members present and voting
- 3. The Executive must produce Position Papers that sufficiently explain the motion they are presenting.
 - a. Members should be assisted in authoring Position Papers by the Executive to ensure they meet this standard

Part III: The Executive

S.10 The Executive

1. The Executive of *UniQ* shall comprise of:
 - a. President or Co-Presidents
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Welfare Officer
 - f. Communications Officer
 - g. Events Officer
 - h. Social Media Officer
 - i. General Executive Officer(s)
 - i. At least one General Executive Officer position must be reserved a first year student, to be filled at the IGM
2. Every member of the Executive must be a student at the university at the time of their election and during the majority of their term.

S.11 Executive Management

1. The Executive is the governance body of *UniQ* and shall consist of members holding the eight (8) Executive roles and as many members as necessary to ensure effective management, with a maximum of not more than twelve (12) members.
2. The job descriptions of each member of the Executive shall be in accordance with the Executive Membership Statute.
3. Members of the Executive shall take office upon election at a general meeting, whereby there will be a handover period.
 - a. During this period, both the outgoing and incoming members will share the role.
 - b. All members of the Executive are expected to sufficiently and comprehensively perform a handover of their role to their successor(s).
4. The outgoing member's official period will cease on the final day of Trimester Two.

S.12 Powers of the Executive

1. 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.
2. 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(s), Secretary, or Treasurer.
3. The Executive may make any resolutions affecting the activities of the Association and such resolutions will be valid unless overturned at a General Meeting.

4. The Executive Board must act in good faith and in the best interests of the Association.
5. The Executive shall exercise the disciplinary power of the Association in accordance with the UniQ Code of Conduct and any other relevant statutes or policy.

S.13 Meetings of the Executive

1. Meetings of the Executive shall have a quorum at any meeting of a majority of the members of the Executive.
2. 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.
3. The Secretary shall give the same notice to non-Executive members of the group.
4. 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.
5. Any member of the group shall be entitled to attend meetings of the Executive, and these meetings must be adequately advertised to members.
6. Notwithstanding clause 5 of this section, 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.
7. 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 I, S.4(2)(2) of this Constitution.
8. The Equity and Wellbeing 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 and Wellbeing Officer does not have a vote on the *UniQ* Executive.
9. 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.

S.14 Cessation of Membership of the Executive

1. If any Executive member is absent from three (3) consecutive Executive Meetings or General Meetings without having their apologies accepted by the Executive, they shall be deemed to have resigned.
2. Notwithstanding anything in clause one (1) of this section, the Executive may grant continuation of membership if, at the Executive meeting immediately following the third absence, a two-thirds majority vote of the Executive resolves that the member's absence was due to exceptional circumstances.
3. The Executive, or any member thereof, shall resign when called upon to do so by a two-thirds majority of those members present and voting at an SGM called for that purpose.
4. If the Executive deems that any member thereof has made or intends to make a statement to any person or organisation outside *UniQ*, including a statement to the media or the University or the Vice-Chancellor, and the Executive deems that such

statement is contrary to the best interests of *UniQ* the Executive may, with a two-thirds majority, pass a motion of restraint on the member.

5. A member of the Executive may resign their membership by giving written notice of their resignation to the President.
6. The President may resign by giving written notice of their resignation to the Executive.
7. The term of the Executive ends at the end of the academic year for which the Executive was elected.

S.15 Vacancies on the Executive

1. The office of any Executive member shall become vacant if the person holding such office:
 - a. ceases to be a member of the group;
 - b. dies;
 - c. is the subject of a successful “no confidence” motion at an SGM duly called for that purpose; or
 - d. resigns from office.
2. In the event of any vacancy, including when a General Meeting fails to elect a member to a vacant position, the Executive shall appoint 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.
3. 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. A copy of handover notes must be made accessible to future Executive Members.

Part IV: Committees

S.16 External Committees

1. *UniQ* should strive to obtain membership to committees, working groups and any and all groups of similar standing, to further the goals of *UniQ*.

S.17: Membership of all Committees

1. Notwithstanding anything contained in this Constitution, the President, Secretary and Treasurer, or their nominee shall have the right to attend any meetings of any committee.

Part V: Elections

S.18: Conduct of Elections

1. Elections of the Officers and General Members of the Executive may only take place at a General Meeting.
2. A member of the group may be nominated before or during the General Meeting. They may nominate themselves.
3. No member may run or vote in absentia.
4. The winner of each position shall be the person who wins a simple majority of those present and voting at the General Meeting.
5. 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.
6. Each candidate for election is required to give a speech before they can be elected and must allow questions to be asked of them.
7. When each position is to be voted on, the candidates must leave the room for members of the group to give testimony for or against the candidates. These testimonies shall be confidential and must not be discussed outside of the general meeting.
8. Any member of the group who is also a member of *VUWSA* is eligible for election.
9. If a candidate is unsuccessful for a position they may stand for another one.
10. Elections shall take place at the AGM held in the second half of Trimester 2, with those elected taking office upon election, with a handover period whereby both the incoming and outgoing members hold the office concurrently. This period shall end on the last day of Trimester Two, whereby the incoming member will hold the office.
11. When electing members of the executive, voting must be carried out anonymously. These votes will be counted by the President or Secretary.

Part VI: Finance

S.19: 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 registered club 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 aligns with the date of the AGM where each Executive finishes their term.

Part VII: Constitution

S.20: Constitution

1. This Constitution shall consist of Parts I to VII inclusive and any attached schedules and appendices.
2. Alterations shall be made to the Constitution only at a General Meeting by a two-thirds' majority of those members present and voting.
 - a. Motions may be made up to the General Meeting
3. Where any time or date is prescribed by this constitution within which any act is to be done or performed, the Executive shall have the power to alter that time or date in special circumstances.
4. The Constitution, in its most current form, shall be made publically available at all times.
5. The Constitution must undergo review every year to verify its robustness and relevancy.
6. The Constitution must at all times be compliant with the expectations and requirements that *University Clubs* and *VUWSA* may have of a registered club and representative group respectively.

S.21: Interpretation of the Constitution

1. This constitution shall at all times be read in consideration of Te Tiriti o Waitangi. Where a conflict of interpretation arises, consultation will occur with *VUWSA*, Māori student associations (*Ngāi Tauira*, *Ngā Tāura Ūmanga*, *Ngā Rangahautira*, *MAI ki Pōneke*), appropriate Māori faculty, mana whenua (*Ngāti Toa*, *Ranga Te Atiawa*, *Taranaki Whānui ki te Upoko o te Ika a Maui*), or a combination thereof, as relevant
2. 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 with these rules. Nothing in this subsection shall apply to *UniQ's* obligations under Te Tiriti o Waitangi, or work to nullify those obligations.
3. Breaches of the Constitution must be reported to a General Meeting and may be validated by resolution of that meeting.

S.22: Statutes and Policy

1. UniQ is guided by:
 - a. The Constitution of UniQ Victoria;
 - b. Statutes; and
 - c. Policy
2. Statutes must be consistent with the Constitution and provide definition or guidance as to the governance of *UniQ*.
3. Policies must be consistent with the Statues and provide definition and guidance as to the day-to-day operations and management of *UniQ*.

4. Creation, amendments or repealing statutes must be done by a two-thirds majority at a General Meeting, however:
 - a. Statutes may be created, amended or repealed by a two-thirds majority at an Executive meeting and be considered best practice pending ratification.
5. Policy may be created, amended or repealed by a simple majority at an Executive meeting.
6. The Constitution may be only amended as per the rules stipulated in the Constitution.
7. All Statutes and Policy must be made publically available.

S.23: Declaration

UniQ Victoria hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

S.24: Ratification

Name:	<u>Rosie van Beusekom</u>	Position:	President
Signed:	<u>RvB</u>	Date:	22/03/22

Name:	_____	Position:	Secretary
Signed:	_____	Date:	dd/mm/yy

Appendix 1: Representative Groups (from VUWSA Constitution and Schedules)

S.1: Recognition

1. To become a Representative Group recognised by the Association:
 - a. a General Meeting must pass a resolution to that effect.
 - i. In which case recognition shall last until a resolution is passed that the organisation no longer be recognised; or
 - b. the Executive must pass a resolution to that effect,
 - i. In which case the recognition shall last for one calendar year from the date the resolution is passed.
2. The Association shall make available a list of all recognised Representative Organisations.
3. To be a recognised Representative Group, the group must
 - a. represent the interests of a defined portion of the student population at the University;
 - b. accept some devolved representative function otherwise performed by the Association; and;
 - c. have policies and undertake activities that are consistent with the goals of the Association.

S.2: Representative Group Funding

1. The Executive shall grant funds according to:
 - a. the number of students whose interests are represented by the Representative Organisation;
 - b. the extent of the representative functions that the Representative Organisation has had devolved to it;
 - c. the type and number of activities to be undertaken; and
 - d. the number of Association goals furthered by the Representative Groups.

S.3: Recognised Representative Groups

1. The Victoria University Post-Graduate Students' Association (representing all post-graduate students)
2. The Victoria University of Wellington Law Students' Society Incorporated (representing all law students)
3. STUDI0 (representing all students in the Faculty of Architecture and Design)
4. The Mature Students' Network (MSN) (representing all mature students)
5. UniQ (representing all LGBTQIA+ students)
6. International Students' Council (representing all international students)
7. VicCom (representing all commerce and administration students)
8. Pasifika Students' Council (representing all Pacific Island students)

9. CanDo (representing all students with disabilities)
10. Crèche Parents' Committee (representing all student users of the university crèche)
11. Victoria University Feminists Organisation (VicUFO) (Representing all students who identify as women and gender minorities on campus)
12. The New Zealand School of Music Group (representing all music students on campus)
13. Victoria Student Media (representing all students studying media and arts, or who participate within student media on campus)
14. The Victoria University of Wellington Science Society (representing all of the students studying within the Faculty of Science)

S.4: Administration

1. The Representative Groups shall appoint one person from its membership who shall have the principal function of liaison and communication with the VUWSA Executive.
2. In other matters the Representative Groups shall set its own procedures and rules, provided they are in accord with this Constitution.
 - a. Such rules and procedures must be in a written and accessible form.

Appendix 2: VUWSA Representative Groups (from VUWSA Constitution and Schedules)

S.1: Preamble

1. VUWSA believes that the student population at the University is diverse and that VUWSA needs to have a representative structure that reflects and celebrates that diversity.
2. VUWSA believes that decisions about students' collective interests are best made as close as possible to the students concerned and that VUWSA needs to have a representative structure that enables such decisions to be made.
3. VUWSA believes that so long as students collectively control the representative organisation that represents them that accountability of that organisation should be back to those students and that the VUWSA Executive should respect its autonomy and independence.
4. VUWSA believes that all money collected from students by student organisations needs to be spent efficiently and wisely and that appropriate reporting and monitoring should be in place to ensure this.

S.2: Executive Funding Regulations

1. Funds will be made available by the Association by way of an annual grant to Representative Organisations.
2. To be eligible for a grant the Representative Group must present The Executive the following information, which, in addition to and fully consistent with the constitutional obligations, will also be taken into account when determining the grant to be made:
3. a budget submitted by the Representative Group,
 - a. the previous year's Annual Report, prepared by the Representative Group for its members,
 - b. the activities, and the number of students benefiting from those activities, proposed by the Representative Group,
 - c. a list of key performance and strategic objectives for the organisation for the year in question.
 - d. previous grants, undertakings and accordingly the reasonable expectation of the Representative Group for funding, and
 - e. the overall financial situation of the Association.
4. Each Representative Group shall operate an account with the Association into which the total grant shall be placed.
5. This amount may be drawn upon providing it is done by approved representatives of the Representative Group; and
6. such spending is consistent with the budget approved by the committee of the Representative Group and submitted to the VUWSA Executive.

7. The Representative Group shall report quarterly, in written form, on its finances to the students whose interests it represents.
8. A copy of the report must be sent to the VUWSA Treasurer-Secretary.

S.3: Liaison and Interaction

1. The Representative Group shall appoint one person from its membership who shall have the principal function of liaison and communication with the Executive.
2. The Executive shall appoint an Executive member who shall have the principal function of liaison and communication with the Representative Organisation.
3. VUWSA will seek the opinion of, and will be guided on appropriate matters, by the appropriate Representative Group.
 - a. VUWSA will seek, wherever possible, to avoid making decisions or pursuing policies which affect the interests of a group of students whose interests are represented by a Representative Group, without fully consulting with that organisation.
4. Representative Groups shall not make decisions or pursue policies that will have an impact on other students without entering into discussions with VUWSA representatives so as to ensure consistency across the university and to ensure other students' interests are not harmed.
5. The Representative Group shall establish its own rules for electing delegates internally and to university committees in consultation with the Executive.
6. VUWSA acknowledges that representatives appointed by Representative Groups will have issues unique to them, however maintains the importance of student representation being well coordinated.
 - a. Therefore all student representatives on University boards and committees are required to attend pre-meetings before major meetings to discuss papers and issues that may arise in discussion.
7. Office holders and other students involved in Representative Groups may be involved in any peer advocacy system established by VUWSA, and may be allocated students under such a system who are from the group they represent.
 - a. The VUWSA Education Team will be solely responsible for coordinating this system and has overall sole responsibility for dealing with academic grievances.
8. Representative Groups must acknowledge the support of VUWSA in their publications, and promotional materials, which includes signs, posters, advertisements, t-shirts, stickers, and any other material that advertises or promotes the Representative Group or their activities.
 - a. Acknowledgement should be done in the most appropriate manner, taking into consideration the form of the publication or promotional material. Principally, using the VUWSA logo should do this. If the VUWSA logo is inappropriate, the words "supported by VUWSA – Your Students' Association" must be used. The size and position of the acknowledgement should be what is reasonable in the circumstances. The requirements of private sponsorship will be a consideration for what is reasonable in the circumstances.

9. VUWSA will have responsibility to provide Representative Group with the VUWSA logo, letterheads, a link from the VUWSA website to the Representative Group site, and an email address in the form of [repgroup]@vuwsa.org.nz.

S.4: Policy Position and Autonomy

1. The Representative Group will conform with and support VUWSA policy that has been decided by students in a General Meeting.
2. So long as it is consistent with the broad policy framework provided by such VUWSA General Meeting decisions, Representative Groups shall be free to determine their own policy.
3. In taking policy positions, Representative Groups will represent the interests of their members collectively and will be accountable to their members using as wide a variety of democratic forms as possible.
4. In other matters the Representative Group shall set its own procedures and rules, provided they are in accord with this Constitution. Such rules and procedures must be in a written and accessible form

S.5: Organisational Structure

1. Representative Groups are run by an Executive Committee.
2. This committee consists of:
 - a. President. This person is the head of the Group. They direct the organisation, plan events, act as spokesperson, and chair meetings.
 - b. Secretary. They are responsible for all communications, keeping accurate membership lists, and recording the minutes of organisation's meetings.
 - c. Treasurer. They control the organisation's finances, liaise with the VUWSA, keep accurate financial records, and ensure the organisation stays out of debt.
 - d. Committee members. Committee members can take responsibility for any number of things. For example some organisations have Publicity Officers, Events Organisers etc

S.6: Meetings of Representative Group

1. The Executive Committee must be elected at the Annual General Meeting (AGM) of the representative group.
2. AGMs normally happen towards the end of the year, so that the Representative Group can start the next year with a clear direction and established leadership.
3. It is mandatory that an AGM be held.
4. The following things must take place in an AGM:
 - a. Presentation of a financial report (by the Treasurer) and a more general report by the President. Copies of these two reports must be given to VUWSA after the meeting.
 - b. Presentation of;

- c. Election of next year's Executive committee (including the President, Secretary & Treasurer).
 - d. Election of delegates to relevant University boards and committees if this is appropriate.
5. An Inaugural General Meeting (IGM) is held at the beginning of the year (or soon after the representative group starts up). This is an opportunity for new members to get onto the committee and have a say about the year's activities. IGMs are not compulsory but they are a good idea, as first year students should always be given a chance to get experience in Representative Organisation management.