



TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

CLUBS, SOCIETIES AND CULTURAL GROUPS AFFILIATED CLUB CONSTITUTION

1. Name

- 1.1. The name of the Club, Society or Cultural Group (hereinafter referred to as Club) shall be the “Massey University [name of campus, followed by name of Club]”.
- 1.2. The name of the Club should include one of the words, Club, Society, or Group.

Massey University

2. Objectives

- 2.1. The objectives of the Club shall derive, and not be at conflict with, the aims and objectives of Te Tira Ahu Pae.
- 2.2. The Club shall exist to enhance the university experience and student life of club members.
- 2.3. The objectives of the Club shall be clearly articulated in a Club’s application to affiliate to Te Tira Ahu Pae.

3. Membership

- 3.1. Membership shall be open to all currently enrolled Massey University students wishing to join and willing to pay any membership fee, although final membership is at the discretion of Club.
- 3.2. Membership should be a minimum of 6 currently enrolled Massey University student members.
- 3.3. Currently enrolled Massey University students should usually constitute no less than 60% of the total club membership.
- 3.4. The Club may restrict the committee members to belonging to a particular college or school and will have the final discretion regarding membership.
- 3.5. Te Tira Ahu Pae must be provided with a Club membership list including members names, student ID and contact information and email addresses at least annually, or if requested to confirm eligibility to services.
- 3.6. The Club must ask their members to renew their membership annually to ensure that member status and contact information are updated.
- 3.7. The Club must provide a membership list at least annually using the template supplied by the Association and the list must clearly identify whether each member is:
 - Currently enrolled at Massey University
 - Massey University alumni
 - A community member of the club
- 3.8. Community members must be 16 years or older.

4. Subscriptions

- 4.1. Membership fees are to be set by the Club Committee in agreement with Club members.

4.2. Membership fees shall be paid to the Club bank account.

5. Club Committee

5.1. The Committee shall be elected annually. This shall either be:

- At the Annual General Meeting (or SGM if required), or
- Via an election process organised by the Club

5.2. The Club Committee shall hold office until the next Annual General Meeting, unless they:

- Resign, or
- Are called upon to resign by a simple majority of a General Meeting of the Club.

5.3. All club members shall be eligible for election to the Committee, provided points 5.6 and 5.8 are met, and candidates for election must be proposed and seconded by members of the club.

5.4. Only student members of the club are eligible to vote in the club election.

5.5. All elections for Committee members shall be by a show of hands or secret ballot.

5.6. The Club committee shall consist of a minimum of 3 elected members, and who must be 3 individual people.

- President
- Treasurer
- Secretary

5.7. The Club may define additional Committee roles and establish Sub-Committees.

5.8. All Committee members must be members of the Club and at least half of the Club Committee must be a currently enrolled Massey University student.

5.9. **President:** The President shall have overall responsibility for the affairs of the Club and shall chair all committee and General Meetings of the Club and shall usually be a club bank account signatory.

5.10. **Treasurer:** The Treasurer will manage the financial affairs of the Club. They will maintain the financial records of the Club. They will prepare and present the Club budget and end of year accounts and will maintain the Club asset register. They will be a club bank account signatory.

5.11. **Secretary:** The Secretary shall keep accurate non-financial records of the Club. They shall insure that the membership list is updated, issue notices of General Meetings, take and distribute the minutes of all Committee and General Meetings, and manage the correspondence of the Club. They will also ensure that affiliation to the Student Association is completed on time each year and will usually be a club bank account signatory.

5.12. At least one committee member must represent the Club at any Te Tira Ahu Pae General Meeting.

6. Committee Meetings

6.1. The Club may hold Committee meetings at a frequency of its choosing.

6.2. The quorum for a Committee meeting shall be 3 members and must include either the President, Secretary or Treasurer.

- 6.3. All Committee members shall be entitled to attend and vote at Committee meetings.
- 6.4. The President or any 2 members of the Committee may instruct the Secretary to call a meeting of the Committee.
- 6.5. At least 2 days' notice of Committee meetings must be provided.
- 6.6. The Secretary should record the minutes of the meeting.

7. Financial

- 7.1. No Club member shall receive personal pecuniary gain from any group activities or exchanges.
- 7.2. The Club bank account shall operate a Club bank account under the umbrella account of Te Tira Ahu Pae. Any exceptions to this point, must be agreed by Te Tira Ahu Pae and will usually only apply to clubs with a long-term history on the Manawatū campus.
- 7.3. The Club bank account signatories shall usually be the President, Treasurer, and Secretary.
- 7.4. The expenditure of Club funds shall require a committee resolution signed by two of the Club bank signatories.
- 7.5. Reimbursements to any Club member for club expenditure may only be authorised by the Club Committee upon proof of purchase including receipt or evidence of financial transaction.
- 7.6. Any sponsorship agreements made by the Club must not conflict with any sponsorship or advertising agreements of Te Tira Ahu Pae.
- 7.7. Te Tira Ahu Pae shall not be liable for any debt incurred by the Club.

8. Assets and Purchases

- 8.1. The Club will keep an asset register detailing all significant assets purchased by the club which identifies those that have been purchased with the assistance of club grants.
- 8.2. Any equipment purchased with the support of a Club Grant may not be sold or disposed of without the permission of Te Tira Ahu Pae.
- 8.3. The asset register is to be supplied each year to Te Tira Ahu Pae when the club affiliation is renewed and should include any new assets purchased in the previous year and an explanation where any asset has been removed from the list.
- 8.4. Club assets are the property of the Club and not of individual members.
- 8.5. All equipment must be held in storage facilities provided by the University.
- 8.6. All equipment and uniforms must be returned to the Club upon any member leaving the Club.
- 8.7. If the Club is to disaffiliate, all assets purchased using Club Grants shall be made property of Massey University.

9. General Meetings

- 9.1. The Club shall hold an Annual General Meeting in the second semester to elect the following year's committee. If this cannot happen, the Annual General Meeting shall be held at the start of semester one so that the Club can meet the 30 April re-affiliation deadline.

- 9.2. The Club shall provide no less than 7 days' notice of their intention to hold a General Meeting and this must be communicated to all members of the Club either by individual notice or public notice.
- 9.3. The quorum of the meeting shall be the smaller number of one third or 10 members of the Club.
- 9.4. All General meetings must be open to all members of the club.
- 9.5. General meetings may be held by in any form as decided by the Club, e.g., in person meeting, online meeting, at a regular club event.
- 9.6. Motions (decisions) made at the General Meeting shall be passed by way of a simple majority vote.
- 9.7. Written minutes must be kept of General Meetings, and these must be hand signed by at least 2 committee members.
- 9.8. The regular business of the Annual General Meeting shall be to;
 - Receive an annual report presented by the President
 - Receive a budget for the forthcoming year and financials of the previous year presented by the Treasurer
 - Election of the Committee, or confirmation of the Committee if a separate election is held
 - Appointment of the Club bank signatories
 - Setting of membership fee
 - Future plans for the Club
 - Any other business

10. Constitution

- 10.1. This constitution has been agreed between Te Tira Ahu Pae and the University.
- 10.2. The Club Secretary and Te Tira Ahu Pae shall hold copies of this Constitution.

11. Affiliation to Te Tira Ahu Pae

- 11.1. The Club shall apply for affiliation to the Te Tira Ahu Pae on an annual basis and will abide by its decisions and rulings.
- 11.2. The affiliation period is for one year from 1 May to 30 April.
- 11.3. Affiliation of any Club is at the discretion of Te Tira Ahu Pae, however, there must be a valid reason for non-affiliation.
- 11.4. The conduct of the affairs of the Club shall be in accordance with this constitution and the Te Tira Ahu Pae Clubs Policy.
- 11.5. At least one club committee member must attend each Te Tira Ahu Pae General Meeting.
- 11.6. Club members must agree to abide by the Massey University Code of Student Conduct Policy.

12. Winding Up

- 12.1. The Club shall be wound up if a motion to that effect is passed by a majority at a Club General Meeting where quorum is met.

- 12.2. The Club shall be wound up after failing to re-affiliate within 6 months of affiliation lapsing.
- 12.3. Upon windup or de-affiliation, all assets of the Club become the property of Massey University and will be managed by the Association.

13. Signatures

- 13.1. By signing below, we have read and agreed to the terms and conditions outlined in the Te Tira Ahu Pae Clubs Policy.

Role	Name	Signature	Date
President			
Vice-President (optional)			
Secretary			
Treasurer			