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Affix the Common Seal: **Otago University Students’ Association**

Āpitihia te Hīra Ohu: **Te Rōpū Tauira o Te Whare Wānanga o Ōtakou**

Full name/***Ingoa***: Position/***Tūranga***:

Signature/***Waitohu***:

Date/***Rā****:*

# Part A/*WĀHANGA A* FOUNDATION/*TŪĀPAPA*

## Name/*Ingoa*

* 1. The full legal name of the society is “The Otago University Students’ Association (Incorporated)”. Unless the full name is required, the society may also be referred to as “OUSA” or “Te Rōpū Tauira o te Whare Wānanga o Ōtākou”.

*Ko te ingoa okawa ā-ture o te tōpū nei ko* “The Otago University Students’ Association (Incorporated)”*. Ki te kore e hiahia i te katoa o te ingoa, ka tuhia kētia e te tōpū nei, a “OUSA”, “Te Rōpū Tauira o te Whare Wānanga o Ōtākou”* rānei.

## Interpretation/*Whakamārama*

* 1. In these rules, unless the context otherwise requires:

Ki ēnei ture, hāunga i te hiahia rānei o te horopaki:

* + 1. **“Act”** means the Incorporated Societies Act 1908 and any subsequent amendments or statute passed in substitution therefore and/or regulations passed under such legislation.

*Ko te tikanga o te* ***“Te Ture”*** *- Ko te Ture Manatōpū 1908 mē ōna whakahoutanga, te ture rānei kua whakaōkawatia ki te whakakapi kē, ā, he ture ārahi hoki kua whakaae i raro i aua hanganga ture.*

* + 1. **“Association”** means this society, The Otago University Students’ Association (Incorporated).

*Ko te* ***“Rōpū”*** *ko tēnei tōpū nei, ā, ko Te Rōpū Tauira o te Whare Wānanga o Ōtākou (Manatōpū).*

* + 1. **“Casual Vacancy”** means the situation where any Executive position is currently unoccupied or where there is no person elected to fill an Executive position following any election.

*Ko te tikanga o* ***“Tūranga Wātea”****, kua wātea tētahi o ngā tūranga o te Ohu Whakahaere, kāore anō rānei kia pōtihia tētahi ki taua tūranga i te otinga o te pōtihanga.*

* + 1. **“Chief Executive Officer”** means the person appointed by the Executive as the chief executive of the Association.

*Ko te* ***“Tumu Whakarae”****, ko te tangata kua kopoua e te Ohu Whakahaere ki te tūranga whakahaere mō te Rōpū.*

* + 1. **“Deed”** means a legal document that is signed and delivered, especially one regarding the ownership of property or legal rights.

*Ko te* ***“Whakaaetanga Ōkawa”*** *he tuhinga ā-ture kua waitohuhia, kua tukuna hoki, e hāngai rawa ana ki te kokoraho whenua, ki ō tikanga ā-ture rānei.*

* + 1. **“Executive”** means the executive committee of the Association.

*Ko te* ***“Ohu Whakahaere”****, ko te kōmiti matua e whakahaere ana i te Rōpū.*

* + 1. **"Executive Officers"** means the members of the Executive.

*Ko ngā* ***“Āpiha Whakahaere”****, ko ngā tāngata kua pōtihia ki te Ohu Whakahere.*

* + 1. **“External policy”** means policy set by the student body regarding the position of the Association on matters external to the Association.

*Ko* ***“Kaupapa Here Ā-waho”****, ko ngā kaupapa here kua whakatauria ai e te kōpuni tauira mō te tū o te Rōpū ki ngā kaupapa ā-waho o te Rōpū.*

* + 1. **“General Ballot”** means secret ballot carried out in accordance with these Rules.

*Ko te* ***“Māpere Tukipū”****, ko te māpere muna e whakahaere tika ana me ngā tikanga o ēnei Ture.*

* + 1. **“General Member”** means a student at the University who has not opted out of membership by way of notice in writing.

*Ko te* ***“Kaiuru Tukipū”****, ko tētahi tauira o Te Whare Wānanga kāore anō ia kia huri tuarā ā-tuhituhi ki tona uruhanga.*

* + 1. **“Internal policy”** means policy regarding matters of business, activities, and all operations of the Association and any other matter internal to the Association.

*Ko te* ***“Kaupapa Here Ā-Roto”****, ko te kaupapa here e hāngai ana ki ngā kaupapa, ki ngā whakahaerenga o te tōpū, ki aua take katoa mō roto i te Rōpū.*

* + 1. **“Member”** means either a General Member or Special Member.

*Ko**te* ***“Kaiuru”****, ko te tētahi Kaiuru Tukipū, tētahi Kaiuru Motuhake rānei.*

* + 1. **“Notice”** means a notice placed on the Association’s notice board and supplied to Student Media.

*Ko te* ***“Pānui”****, ko te pānui kua tukuna ki te papa pānui o te Rōpū kua tukuna rānei ki te Pāpāho Tauira.*

* + 1. **"Objects"** means the objects of the Association set out in section 3.

*Ko ngā* ***“Whāinga”****, ko ngā whāinga o te Rōpū kua whakamāramahia ki te wāhanga 3.*

* + 1. **“Officer”** means the Executive Officers, the Secretary, and the Chairperson of the Student General Meeting.

*Ko te* ***“Āpiha”****, ko ngā Āpiha o te Ohu Whakahaere, te Urupū, me te Poutoko o te Hui Tauira.*

* + 1. **“Postgraduate”** means a student defined as such by the University.

*Ko te* ***“Tāura”****, ko te tauira kua tautohuhia e Te Whare Wānanga.*

* + 1. **“President**” means the President of the Association.

*Ko te* ***“Tumuaki”****, arā ko te Tumuaki o te Rōpū.*

* + 1. **"Referendum"** means a referendum carried out in accordance with Part E.

*Ko te* ***“Whakataunga-ā-Iwi”****, ko te whakataunga-ā-iwi kua whakahaere me ngā tikanga o te Wāhanga E.*

* + 1. **“Resolution”** means a motion requiring positive votes of at least half of the total number of members voting at any meeting of the Association.

*Ko te* ***“Whakataunga”****, ko te tono, kia kaua e iti iho ōna pōti whakaae i te haurua o te katoa o ngā tāngata kei te pōti i taua hui o te Rōpū.*

* + 1. **"Returning Officer"** means the returning officer in respect of an election appointed under section 23.

*Ko te* ***“Kaitirotiro”****, ko te kaitirotiro e hāngai ana ki te pōtitanga kua kopoua i raro i ngā tikanga o te wāhanga 23.*

* + 1. **"Rules”** means the rules of the Association herein contained or as subsequently amended.

*Ko ngā* ***“Ture”****, ko ngā ture o te Rōpū nei kei tēnei tuhinga, kei ōna whakahounga rānei.*

* + 1. **“Secretary”** means the Secretary of the Association.

*Ko te* ***“Te Urupū”****, ko te Urupū o te Rōpū.*

* + 1. **“Special Member”** means a person that has been appointed a Life Member of the Association, the Secretary of the Association, and/or has held the office of President in the given year.

*Ko te* ***“Kaiuru Motuhake”****, ko te tangata kua kopoua ki te taumata Kaiuru Mataora o te Rōpū, ko te Urupū o te te Rōpū, kua tū rānei ki te tūranga Tumuaki o te Rōpū i taua tau tonu.*

* + 1. **“Special Resolution”** means a motion requiring positive votes of at least two-thirds of the total number of members voting at any meeting of the Association or of the Executive as the case may be.

*Ko te* ***“Whakataunga Motuhake”****, kia kaua e iti iho ngā pōti whakaae o te tono i te rua-hau-toru (2/3rds) o te katoa o ngā tāngata kua tuku pōti i taua hui tonu o te Rōpū, o te Ohu Whakahaere rānei.*

* + 1. **“Specific Notice”** means notice delivered in writing to the person or persons named in the subject of the notice.

*Ko te* ***“Pānui Tauwhāiti”****, ko te pānui kua tukuna ā-tuhituhi ki te tangata, ki ngā ngā tangata rānei kua tautohuhia e te kaupapa matua o te pānui.*

* + 1. **"Standing Committee of the Executive"** means the committee provided for in section 18.

*Ko te* ***“Kōmiti Matua o te Ohu Whakahaere”****, ko te kōmiti kua whakaritea i te wāhanga 18.*

* + 1. **"Standing Orders"** means the standing orders set out in Part F of these Rules.

*Ko ngā* ***“Tohutohu”****, ko ngā tikanga kua whakamāramahia ki te Wāhanga F o ēnei Ture.*

* + 1. **“Student Body”** means the members of the Association.

*Ko te* ***“Kōpuni Tauira”****, ko ngā kaiuru o te Rōpū.*

* + 1. **“Student Media”** means any such media outlets as the Association or its subsidiaries may own including the Association’s website.

*Ko te* ***“Pāpāho Tauira”****, ko ngā momo tari pāpāho nō te Rōpū, nō tētahi rānei o ōna peka, tāpiri hoki nei ko te pae tukutuku o te Rōpū.*

* + 1. **“Te Roopu Māori”** means Te Roopu Māori o te Whare Wānanga o Otāgo Incorporated, also known as TRM, incorporated under the Incorporated Societies Act (registration no. 678994).

*Ko* ***“Te Rōpū Māori”****, ko Te Rōpū Māori o te Whare Wānanga o Ōtakou Manatōpū, arā ko TRM, kua manatōpū i te Ture Manatōpū (rēhitatanga 678994).*

* + 1. **“Total Budgeted Expenditure”** means the total of all operating and capital expenditure budgeted by the Association.

*Ko te* ***“Katoa o te Whakapaunga Tahua”****, ko te katoa o te pūtea kua whakaritea ki te Tahua Pūtea o te ki te Tahua Pūtea whakahaere, me te Tahua Pūtea Haupū Rawa.*

* + 1. **“University”** means the University of Otago.

*Ko te* ***“Whare Wānanga”****, arā ko Te Whare Wānanga o Ōtākou.*

* + 1. **“Working days”** means weekdays but excluding public holidays in Dunedin (which includes Otago Anniversary day).

*Ko ngā* ***“Rā Mahi”****, ko ngā rā mahi o te wiki, atu i ngā hararei tūmatawhānui ki Ōtepōti (ko te Rā Mahara o Ōtākou hoki tērā)*

## Objects of the Association/*Whāinga o te Rōpū*

* 1. Any income, benefit, or advantage must be used within New Zealand for the following charitable objects of the Association:

*Ko te whiwhinga pūtea, te huanga rānei kua whakawhiwhia me whakapau ki Aotearoa tonu nei ki ēnei whāinga ohaoha o te Rōpū o raro iho nei.*

* + 1. To foster culture and recreation within the University environment;

*Ki te maimoa i te ahurea, i te mahi-ā-Rēhua i roto i te Whare Wānanga;*

* + 1. To advocate for and protect its members;

*Ki te taunaki, ki te tāwharau i ōna kaiuru;*

* + 1. To support and represent members of the Association in attaining their educational and academic goals;

*Ki te tautoko i, ā, kia tū hei māngai mō, ngā kaiuru o te Rōpū i tā rātou whai i ā rātou whāinga mātauranga;*

* + 1. To promote the interests of the Association and its future members;

*Ki te whakatairanga i ngā aronga o te Rōpū me ōna kaiuru e haere ake nei;*

* + 1. To promote university education participation in New Zealand; and;

*Ki te whakatairanga i te whakaurunga mātauranga whare wānanga ki Aotearoa; a;*

* + 1. To work in accordance with the Treaty of Waitangi and the laws of New Zealand.

*Ki te mahi tonu me te Tīriti o Waitangi, me ngā ture o Aotearoa, hei kupu ārahi i ā tātou mahi.*

## Powers of the Association/*Mana o te Rōpū*

* 1. The Association has the widest powers possible to do all the things it deems necessary in pursuit of the Objects of the Association.

*Kei a te Rōpū te mana nui kia taea ai te tutuki i ngā mahi katoa āna, ā i tana whai i ngā Whāinga o te Rōpū.*

* 1. The Association is not formed for the pecuniary gain of its members, provided that the Association may make payment as reasonable remuneration to any servant or Officer of the Association or the payment of reasonable Expense to any authorised representative or delegate of the Association.

*Kāore i whakatūria te Rōpū nei kia hua ahumoni mai ōna kaiuru, engari ka whakaae kia whiwhi moni ngā kaimahi, ngā Āphia o te Rōpū rānei, tētahi māngai ōkawa rānei o te Rōpū hei utu tika, hei utu whaitake.*

* 1. The Association may join with any other person, association or body corporate for the pursuit of any of the Objects of the Association, by way of deed or other contractual agreement.

*Mā te whakaaetanga ōkawa, te kirimana ōkawa rānei e whakaae ana kia mahi ngātahi te Rōpū ki tētahi atu tangata, rōpū, pakihi rānei kia whai ai i ngā Whāinga o te Rōpū.*

## Te Rōpū Tauira o te Whare Wānanga o Ōtākou and Te Roopu Māori/*Te Rōpū Tauira o te Whare Wānanga o Ōtākou me Te Rōpū Māori*

* 1. The Association acknowledges the importance of biculturalism and the principles outlined in Te Tiriti o Waitangi, insofar as they can be applied to the business and affairs of the Association, and in particular must comply with section 5 (d).

*Kei te tūtohu te Rōpū ki te hiranga o te tikanga-rua me ngā mātāpono o Te Tiriti o Waitangi, whaiwhakaaro tonu ana ki te hāngai ki ngā mahi me ngā take o te Rōpū, ā, kia kaua hoki e tukituki ki te wāhanga 5 (d).*

* 1. The text of both the te reo Māori and English versions of the Te Tiriti o Waitangi as set out in the First Schedule to the Treaty of Waitangi Act 1975 are deemed to be incorporated by reference into these Rules and will be treated as the text for the purposes of these Rules.

*Ko ngā tuhinga e rua o Te Tiriti o Waitangi, te tuhinga reo Māori me te tuhinga reo Pākehā, ka noho mai hei kupu taunaki ki ēnei Ture, nā te tohutohu o te Kupu Āpiti Tuatahi o Te Ture Tiriti o Waitangi 1975, ā, ka noho hei tuhinga mō ngā whāinga o ēnei Ture.*

* 1. In the event of any inconsistencies or inaccuracies in translation as between the Te Reo Māori and English versions of Te Tiriti and The Treaty, the te reo Māori version will prevail.

*Ina ka tukituki, ka hē rānei te whakamāramatanga i waenga i te tuhinga reo Māori me te tuhinga reo Pākehā o Te Tiriti, ka whai mana kē ko te tuhinga reo Māori.*

* 1. In order to give effect to this, the Association must;

*Ki te whai mana tēnei, ka pēnei te Rōpū;*

* + 1. Maintain a Memorandum of Understanding (or similar document) with Te Roopu Māori. The Memorandum of Understanding may be replaced, repealed or amended by agreement between the Executive and the executive (or equivalent body) of Te Roopu Māori, provided that the replacement, repeal or amendment is approved by Resolution of the Executive, carried by a Supermajority, and any agreed replacement or amendment must be recorded in writing by the parties.

*Me whakaū ki tētahi Kawenata Huatau Tahi (tētahi atu whakaaetanga e rite ana rānei) ki Te Rōpū Māori. Ki te panoni, ki te whakakore, ki te whakahou rānei i te kawenata nei i waenga i te Ohu Whakahaere me te ohu whakahaere (te ohu orite ki tēnei rānei) o Te Rōpū Māori, me whakaae ā-Whakataunga Rarahi Ohu Whakahaere ki te panonihanga, te whakakorenga, te whakahoutanga rānei, ā, me tuhi ngā tōpū e rua i te rokihanga kōrero o te panonihanga, te whakakorenga, te whakahoutanga rānei.*

* + 1. Maintain a te reo Māori and English translation of Part A of these Rules.

*Me whakaū te tuhinga reo Māori me te tuhinga reo Pākehā o te Wāhanga A o ēnei Ture.*

## Membership/*Uruhanga*

* 1. There are two categories of members;

*E rua ngā momo kaiuru*

* + 1. General Members: and;

*Kaiuru Tukipū: me ngā;*

* + 1. Special Members.

*Kaiuru Motuhake*

* 1. A person becomes a General Member of the Association, and may exercise the privileges and rights of membership, upon enrolment to the University.

*Ka tū te tangata hei Kaiuru Tukipū o te Rōpū, ā, ka taea hoki e ia te ngaki i ōna tika, i tōna mana hei kaiuru, i tāna whakauru tika ki te Whare Wānanga.*

* 1. Any General Member withdrawing or graduating from University is no longer a member of the Association.

*Ko te Kaiuru Tukipū kua wehe, kua puta te ihu rānei i te Whare Wānanga, kua kore tonu e tū hei kaiuru o te Rōpū.*

* 1. There is no requirement for any student at the University to be a General Member.

*Ehara i te mea* ***me*** *tū te tauira o te Whare Wānanga hei Kaiuru Tukipū.*

* 1. A person becomes a Special Member of the Association, and may exercise the privileges and rights of membership;

*Ka tū te tangata hei Kaiuru Motuhake o te Rōpū, ā, ka taea hoki e ia te ngaki i ōna tika, i tōna mana hei kaiuru;*

* + 1. Upon appointment as a Life Member;

*I tana kopounga hei Kaiuru Mataora;*

* + 1. Upon appointment as Secretary; or;

*I tana kopounga hei Urupū;*

* + 1. In the year they hold office as President.

*Ina ka tū hei Tumuaki i taua tau tonu rānei.*

* 1. If a person is a Special Member while also a General Member, they will be considered a Special Member within these Rules.

*Mehemea ka tū te tangata hei Kaiuru Motuhake me he Kaiuru Tukipū i taua wā tonu,ko tā ēnei Ture ka tū kē ia hei Kaiuru Motuhake.*

* 1. All past Presidents will be appointed Life Members upon the end of their term, unless they are removed by a Motion of No Confidence.

*Ko ngā Tumuaki katoa i ngā tau kua hipa ka kopoua hei Kaiuru Mataora i te otinga o tō rātou tūmau hei Tumuaki, atu i a rātou kua panaia ki te Tono Takanga Mana.*

* 1. Two (2) people, in addition to the President, may be appointed Life Members by Special Resolution of the Executive in any one year.

*He tokorua tāngata anō, atu i te Tumuaki, ka whakaae kia kopoua hei Kaiuru Mataora ki te Whakataunga Motuhake o te Ohu Whakahaere i ia tau.*

* 1. A member may withdraw its membership at any time by giving written notice to the Association via the Secretary.

*Ka rere te tangata i tana urunga i tōna ake wā nā te tuku pānui tuhituhi ki te Rōpū mā te Urupū.*

* 1. The Association will not at any time exercise undue influence in encouraging students at the University to remain members.

*Ka kore rawa te Rōpū e uruhia ngā tauira o te Whare Wānanga ki te noho tonu hei kaiuru.*

* 1. The Student Body may expel a member from the Association by a Special Resolution at a Student General Meeting.

*Ka panaia e te Kōpuni Tauira tētahi kaiuru i te Rōpū ki te Whakataunga Motuhake i tētahi Hui Tauira.*

* 1. Specific notice must be given to any person facing expulsion at least ten (10) working days before the voting at a Student General Meeting on the issue, and that person must be given final right of reply before the Special Resolution is put.

*Me tuku Pānui Tauwāiti ki te tangata ka panaia kia kaua e iti iho i te tekau (10) rā mahi i mua i te pōti ki te Hui Tauira i tēnei take, ā, me tuku te rākau kōrero ki taua tangata hei reo mutunga i mua i te tukunga o te Whakataunga Motuhake.*

## Powers of the Student Body/*Mana o te Kōpuni Tauira*

* 1. The Student Body exercises its powers through Student General Meetings and Referenda.

*Ka ngakia te Kōpuni Tauira ō rātou mana mā ngā Hui Tauira me ngā Whakataunga-ā-Iwi.*

* + 1. All members of the Association may attend and vote at Student General Meetings.

*Ka whai wāhi ngā kaiuru katoa o te Rōpū ki te haere, ki te pōti i ngā Hui Tauira.*

* + 1. All members of the Association may vote in referenda.

*Ka whakaae kia pōti ngā kaiuru katoa o te Rōpū ki ngā whakataunga-ā-iwi*

* 1. The Student Body may call a Student General Meeting by presentation to the Secretary of a petition signed by no less than fifty (50) members.

*Mā te Kōpuni Tauira e karanga he Hui Tauira i te tuku i te petihana, kia kaua e iti iho i te rima tekau (50) kaiuru, kua waitohuhia, ki te Urupū.*

* 1. The Student Body may exercise the following powers at Student General Meetings;

*Ka ngaki te Kōpuni Tauira i ō rātou mana ki ngā Hui Tauira;*

* + 1. To amend these Rules;

*Ki te panoni i ēnei Ture:*

* + 1. To remove Executive members from their positions through a motion of ‘no confidence’;

*Ki te whakaheke i tētahi o ngā Ohu Whakahaere i tōna tūranga, i te Tono Takanga Mana;*

* + 1. To set External Policy;

*Ki te whakatau i te Kaupapa Here ā-Waho;*

* + 1. To expel a Life Member of the Association;

*Ki te pana i tētahi Kaiuru Mataora o te Rōpū.*

* + 1. To validate breaches of the Rules, in accordance with these Rules;

*Ki te whakaae i ngā takahīnga tikanga o ēnei Ture, ki tā ēnei Ture e kī ai;*

* + 1. To remedy breaches of the Rules, in accordance with these Rules; or;

*Ki te whakatika i ngā takahi tikanga o ēnei Ture, ki tā ēnei Ture e kī ai;*

* + 1. Expel a person from the Association by a Special Resolution, in accordance with these Rules.

*Ki te pana i tētahi i te Rōpū nā te Tono Motuhake, ki tā ēnei Ture e kī ai rānei.*

* 1. The Student Body may exercise the following powers through a Referendum:

*Mā te Whakataunga-ā-Iwi ka taea e te Kōpuni Tauira te ngaki i ō rātou mana pēnei nei:*

* + 1. To pass Resolutions on any matters, and to transmit recommendations to the Executive;

*Ki te whakatau i ngā Whakataunga, ahakoa te take, ā, ki te whakawhiti atu aua tūtohu ki te Ohu Whakahaere;*

* + 1. To amend these Rules;

*Ki te panoni i ēnei Ture;*

* + 1. To set External Policy;

*Ki te whakatau Kaupapa Here ā-Waho;*

* + 1. To set the Association's budget;

*Ki te whakatau i te tahua pūtea o te Rōpū;*

* + 1. To appoint the Secretary of the Association; and;

*Ki te kopou i te Urupū o Te Āparangi; ā;*

* + 1. To receive the annual report of the Association.

*Ki te whiwhi i te pūrongo ā-tau o te Rōpū.*

## Powers of the Executive/*Mana o te Ohu Whakahaere*

* 1. The Executive is the governing board of the Association and controls the business, activities and all operations of the Association in pursuit of its Objects except for those powers specifically reserved by these Rules to the Student Body**.**

*Ko te Ohu Whakahaere te rūnanga ka kawe i ngā whakahaerenga o te Rōpū, ā, ka whakahaere i ngā whakaritenga, i ngā kaupapa, i ngā mahi katoa o te Rōpū i tana whai i āna whāinga atu i te mana kua whakatapuhia ki te Kōpuni Tauira e ēnei Ture.*

* 1. The Executive oversees all bodies, committees and Executive Officers of the Association and may direct such bodies, committees or Executive Officers regarding performance of their duties and may choose to override such bodies, committees or Executive Officers and perform their duties or functions as it sees fit, except as referred to in section 8 (a) immediately above.

*Ka āta tirohia e te Ohu Whakahaere ōna kōpuni, ōna kōmiti me ōna Āpiha, ā, mā te Ohu Whakahaere hoki e tohu atu ai i ōna kōpuni, i ōna kōmiti, i ōna Āpiha rānei e hāngai ana ki te hua a ā rātou mahi, ā, ka kōwhiri hoki te Ohu Whakahaere ki te pupuri tonu ki te Ohu Whakahaere te mana whakatutuki o aua rā mahi o ngā kōpuni, o ngā kōmiti, o ngā Āpiha, atu i te whakapuakanga ki te wāhanga 8 (a) kua kōrerotia ki runga pū nei.*

* 1. The Executive may 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 and may withdraw these delegations when it sees fit, provided that:

*Mā te Ohu Whakahaere he kaimahi, he māngai, he kōmiti hoki e kopou, e pana rānei, ā, mā te Ohu Whakahaere hoki e tuku ā-whānui, ā-whāiti rānei, i te mana katoa, i ētahi mana hāngai rānei o te Ohu Whakahaere e hāngai ana ki tētahi take, ahakoa te take, ā, mā te Ohu Whakahaere hoki taua mana e unuhia i a ia e hiahiatia ana, mēnā:*

* + 1. All powers that the Executive chooses to delegate must be recorded in a motion in the minutes of the Executive; and;

*Ki te tuku mana te Ohu Whakahaere, ahakoa te āhua o taua mana, ki tētahi māngai, me tuhi te tono ki ngā tuhinga āmiki o te Ohu Whakahaere; ā;*

* + 1. The minutes must record all the details of such delegation, including to whom the power or powers are delegated, for what purpose and for how long.

*Me tuhi ngā pitopito kōrero katoa o taua tāpaetanga, arā ka tukuna te mana, ahakoa te āhua o taua mana ki a wai, he aha e tuku ai, i pēhea te roa o taua tukunga.*

* 1. The Executive performs the functions of a shareholder in respect of any company in which the Association holds shares.

*Ka tū te Ohu Whakahaere hei Kaiwhaipānga ki ngā pakihi katoa e whaipānga ai te Rōpū.*

* 1. The Executive controls the funds of the Association and authorises all expenditure and may borrow funds from such organisations as it sees fit.

*Ko te mana o te whakahaere pūtea kei te Rōpū, māna e whakaae ki te whakapaunga pūtea, ā, ki te tono pūtea taurewa hoki mai i ngā tōpū e tika ana ki tāna e hiahia ai.*

* 1. The Executive may set policies expanding upon these Rules provided that such policies are consistent with these Rules.

*Mā te Ohu Whakahaere e whakatau kaupapa here ki te whakamakoha i ēnei Ture, mēnā e hāngai tonu ana aua kaupapa here ki ēnei Ture.*

* 1. All Resolutions of the Executive and all acts done will be binding upon all the members of the Executive whether present at any such meeting or not and upon all the property and assets of the Association unless a Resolution is illegal or contrary to these Rules.

*Ko ngā whakataunga katoa o te Ohu Whakahaere, ā, ko āna mahi katoa kua herea ki ngā kaiuru o te Ohu Whakahaere ahakoa i tae rānei, kīhai rānei i tae ki te hui i reira whakatau ai, ā, kua here hoki ngā whenua me ngā rawa katoa o te Rōpū, me i kore te Whakataunga e whai i te ture ā-whenua, i ēnei Ture rānei.*

* 1. The Executive may appoint the Honorary Solicitor by Resolution of the Executive.

*Mā te Ohu Whakahaere e kopou i te Roia Whakahōnore mā te Whakataunga o te Ohu Whakahaere.*

## Construction and Amendment of these Rules/ *Hangaā me te Whakahoutanga o enei Ture*

* 1. Where any dispute arises as to the interpretation or construction of these Rules such dispute will be determined by the Executive.

*Ina puta mai he raru i te whakamāramatanga i te hanga rānei o ēnei Ture, mā te Ohu Whakahaere e whakatau ka aha.*

* 1. These Rules, excluding section 3 (as per the Charities Act 2005), may only be amended or rescinded by a Special Resolution at a Student General Meeting or through a Referendum.

*Ko ēnei Ture, atu i te wāhanga 3 (hāngai ana ki te Ture Ohaoha 2005), ka panoni, ko whakakore rānei mā te Whakataunga Motuhake ki tētahi Hui Tauira, ki te Whakataunga-ā-Iwi rānei.*

* 1. Ten (10) working days’ notice must be given to members of any amendment to these Rules.

*Me tuku te pānui kia tekau (10) rā mahi i mua i tētahi panonihanga ki ēnei Ture ki ngā kaiuru.*

* 1. Any amendment or rescission of section 5 must be following consultation with Te Roopu Māori.

*Mēnā he panonihanga, he whakakorenga rānei nō te wāhanga 5 me whakawhitiwhiti kōrero ki Te Rōpū Māori.*

* 1. Any amendment or rescission of these Rules must be registered with the Registrar of Incorporated Societies in accordance with the requirements of the Incorporated Societies Act 1908, and such amendment or rescission takes effect at the time of registration. Whilst the Association is a charity, a copy of the amended Rules must also be registered with the Charities Commission in accordance with the Charities Act 2005.

*Me tuku ngā whakahoutanga, ngā whakakorenga rānei o ēnei Ture ki te Pouroki o ngā Manatōpū kia whai ai i ngā tohutohu o te Ture Manatōpū 1908, ā, ka tū te mana o aua whakahoutanga, aua whakakorenga i te wā tonu o te rēhitatanga. I te mea he Manatōpū Ohaoha te Rōpū nei, me tuku hoki ngā Ture kua panonihia ki Ngā Ratonga Kaupapa Atawhai kia ū tonu ai ki te Ture Ohaoha 2005.*

* 1. No amendment or rescission of these Rules will be valid if it conflicts with section 7 or section 10, or is otherwise contrary to the laws of New Zealand.

*Kua kore he whakahoutanga, he whakakorenga o ēnei Ture e whai mana ana mehemea ka tukituki ki te wāhanga 7, ki te wāhanga 10 rānei, ki ngā ture ake rānei o Aotearoa.*

## Winding up of the Association/*Te Whakakapinga o te Rōpū*

* 1. In the event of the winding up or dissolution of the Association, all the real and personal property of the Association, after payment of all costs, debts and liabilities of the Association, will vest in the University upon trust until a charitable body similar to the Association is formed.

*Ki te puta mai te āhua ka whakakapi, ka whakamoe i te Rōpū nei, ko ngā rawa tūturu katoa o te Rōpū, mutu ake i te utu i ngā nama katoa o te Rōpū, ka tuku ā Tarahiti ki te Whare Wānanga kia whakatūria anō ai tētahi Rōpū anō pēnei nei.*

# Part B/Wahanga B

# EXECUTIVE/OHU WHAKAHAERE

## Term of an Executive Officer/*Tūmau o te Āpiha Whakahaere*

* 1. An Executive Term is a 12 month period starting on the first day of January and ending on the last day of December. It is named after the year of which the Executive Term presides in.

*Ko te Tūmau o te Ohu Whakahaere he 12 marama ka tīmata i te rā tuatahi o te Hanuere ka mutu i te rā mutunga o te Tīhema. Kua tapaina ki te tau e tū ai te Tūmau Ohu Whakahaere.*

* 1. Executive Officers will hold their office for the relevant Executive Term for which they were elected.

*Ka tū ngā Āpiha Ohu Whakahaere ki ō rātou tūranga ki taua Tūmau Ohu Whakahaere i taua tau tonu.*

## Prerequisites to being an Executive Officer/*Ritenga Tūturu kia tū ai hei Āpiha Whakahaere*

* 1. All Executive Officers must be members of the Association; that is they must be members in both the year they stand for election and the year they hold office;

*Me tū a ia Āphia Ohu Whakahaere hei kaiuru o te Rōpū tuatahi; arā me tū hei kaiuru i te tau i tū ai te pōtihanga me te tau e tū ai rātou ki tō rātou tūranga.*

* 1. Any member may hold more than one Executive Office but not concurrently;

*Ka taea e tētahi kaiuru te tū ki tētahi tūranga Āpiha Whakahaere rerekē koni atu i te kotahi tūranga, engari kīhai i taua tau tonu.*

* 1. All Executive Officers must qualify as an Officer under the Charities Act 2005 or have a waiver from the Charities Commission; and;

*Me māraurau a ia Āpiha Ohu Whakahaere ki te tū hei Āpiha i raro i te Ture Ohaoha 2005, me whai whakakape rānei i Ngā Ratonga Kaupapa Atawhai.*

## Composition of the Executive/*Hanganga o te Ohu Whakahaere*

* 1. The Executive will consist of the following elected Executive Officers;

*Ko te hanganga o te Ohu Whakahaere ko ēnei tūranga pōti Āpiha Ohu Whakahaere e whai nei.*

* + 1. President;

*Tumuaki;*

* + 1. Administrative Vice-President;

*Tumuaki Piki Whakarite;*

* + 1. Finance and Strategy Officer;

*Āpiha Ahumoni, Ahurautaki;*

* + 1. Academic Representative;

*Māngai mō te Mātauranga;*

* + 1. Welfare and Equity Representative;

*Māngai mō te Manaaki Tangata me te Tōkeke;*

* + 1. Postgraduate Students Representative;

*Māngai mō ngā Tāura;*

* + 1. International Students Representative;

*Māngai mō ngā Tauira nō Tāwāhi;*

* + 1. Clubs and Societies Representative;

*Māngai mō ngā Karapu me ngā Pāpori;*

* + 1. Political Representative;

*Māngai Tōrangapū;*

* + 1. Residential Representative;

*Māngai mō ngā Whare Puni;*

* + 1. The Te Roopu Māori President (Tumuaki) who will be a voting Ex Officio member of the Executive; and;

*Te Tumuaki o te Te Rōpū Māori ka pōti i tōna ake mana hei kaiuru o te Ohu Whakahaere; me;*

* + 1. The University of Otago’s Pacific Islands Students’ Association President who will be a voting Ex Officio member of the Executive.

*Te Tumuaki o Te Rōpū Tauira o Ngā Moutere o Moananui-ā-Kiwa, ka pōti i tōna ake mana hei kaiuru o te Ohu Whakahaere.*

## Responsibilities of Executive Officers/*Kawenga o ngā Āpiha Whakahaere*

* 1. **President**

***Tumuaki***

* + 1. The President is the primary elected representative of members of the Association. The President will lead the Association and Executive in fulfilling its core functions and achieving its goals of advancing the educational, welfare, social, cultural and sporting interests of the members of the Association.

*Ko te Tumuaki te māngai matua kua pōtihia e ngā kaiuru o te Rōpū. Ko ā te Tumuaki kawe ko te ārahi i te Rōpū me te Ohu Whakahaere ki te tutuki i āna mahi ake, ki te tutuki hoki i āna whāinga o te whakakōkiri i te mātauranga, te oranga, te pāpori, te ahurea, me whāinga hākinakina o ngā kaiuru o te Rōpū.*

* + 1. The President must not hold office for longer than two (2) years.

*E kore e roa ake te tangata tū ai ki tēnei tūranga i te rua (2) tau.*

## Administrative Vice-President

## *Tumuaki Piki Whakarite*

* + 1. The Administrative Vice-President is the Vice-President of the Association and is acting President in the absence of the President, assuming all powers and duties.

*Ko te Tumuaki Piki Whakarite te Tumuaki Piki o te Rōpū, ā, ka tū ki te tūranga o te Tumuaki ki te ngaro kē te Tumuaki, ā, ka riro i a ia te mana me te mahi o taua tūranga.*

* + 1. The Vice-President is responsible for maintenance of the internal administrative functions including maintenance of internal policy, oversight of the legislative requirements of the Association and monitoring of the strategic goals of the Association.

­*Ka kawe hoki te Tumuaki Piki i te whakaūtanga o ngā whakaritenga ā-roto katoa, arā ko te kaupapa here ā-roto, ko te aro ki ngā tikanga o te ture, ā, ko te aro atu hoki ki ngā whāinga matua o te Rōpū.*

## Finance and Strategy Officer

## *Āpiha Ahumoni, Ahurautaki*

* + 1. The Finance and Strategy Officer is responsible for oversight of the financial performance, commercial interests, campaigns and development, implementation and monitoring of the commercial goals of the Association.

*Ko tā te Āpiha Ahumoni, Ahurautaki kawe ko te aro atu ki ngā whakaritenga tahua pūtea, ko ngā take pakihi, ko ngā whakahau, ā, ko te whakawhanaketanga, te whakatūtanga me te āta mātaitanga ki ngā whāinga pakihi o te Rōpū.*

## Academic Representative

## *Māngai mō te Mātauranga*

* + 1. The Academic Representative is responsible for co-ordination and oversight of the educational affairs of the Association and will ensure that the academic interests of members are represented, respected and enhanced.

*Ko tā te Māngai mō te Mātauranga kawe ko te tuitui me te āta mātai i ngā take mātauranga o te Rōpū, ā, ka mātua whakarite kia whai wāhi ai, kia kauanuanu ai, ā, kia whakapiki ai ngā aronga o ngā kaiuru mō te mātauranga.*

## Welfare and Equity Representative

***Māngai mō te Manaaki Tangata me te Tōkeke;***

* + 1. The Welfare and Equity Representative is responsible for co- ordination and oversight of welfare and equity affairs of the Association and will ensure that the welfare and equity needs of members are represented, respected and enhanced.

*Ko tā te Māngai mō te Manaaki Tangata me te Tōkeke kawe ko te tuitui me te āta mātai i ngā take oranga me ngā take tōkeke o te Rōpū, ā, ka mātua whakarite kia whai wāhi ai, kia kauanuanu ai, ā, kia whakapiki ai ngā hiahia oranga me te tōkeke o ngā kaiuru o te Rōpū.*

* 1. **Postgraduate Students Representative**

***Māngai mō ngā Tāura***

* + 1. The Postgraduate Students Representative is responsible for representing the interest of Postgraduate students. They must be a Postgraduate student when running for and while in Executive Office.

*Ko tā te Māngai mō ngā Tāura kawe ko te tū hei māngai mō ngā Tāura. Me mātua tū hei tāura i te wā e whai pōti ana, i te wā tonu e tū ai ia hei Āpiha ki te Ohu Whakahaere.*

## International Students Representative

## *Māngai mō ngā Tauira nō Tāwāhi*

* + 1. The International Representative is responsible for representing the interest of international students. They must be an international student when running for and while in Executive Office.

*Ko tā te Māngai mō ngā Tauira kawe ko te tū hei māngai mō ngā take o ngā tauira nō tāwāhi. Me mātua tū hei tauira nō tāwāhi i te wā e whai pōti ana, i te wā tonu e tū ai ia hei Āpiha ki te Ohu Whakahaere.*

## Clubs and Societies Representative

## *Māngai mō ngā Karapu me ngā Pāpori;*

* + 1. The Clubs and Societies Representative is responsible for representing the interest of all clubs and societies and their members.

*Ko tā te Māngai mō ngā Karapu me ngā Pāpori kawe ko te tū hei māngai mō ngā aronga o ngā karapu me ngā pāpori katoa, ā, ko ō rātou kaiuru hoki.*

* + 1. Where reasonable, this Officer will assist in fulfilling the roles of the Executive that are not covered by other Executive Officers and/or assist other Executive Officers with their roles.

*Whai take ana tēnei Āpiha ki te āwhina ki te tutukihanga o ngā mahi ā ngā tūranga o te Ohu Whakahaere kāore anō kia kapia e ērā atu Āpiha, ā, ka āwhina hoki ki ērā atu Āpiha ki ō rātou tūranga.*

## Residential Representative

## *Māngai mō ngā Whare Puni*

* + 1. The Residential Representative is responsible for representing the interest of recreation, social culture and colleges at The University of Otago.

*Ko tā te Māngai mō ngā Whare Puni kawe ko te tū hei māngai mō ngā aronga o te mahi-ā-rēhia, te ahurea pori me ngā whare puni ki te Whare Wānanga o Ōtākou.*

* + 1. Where reasonable, this Officer will assist in fulfilling the roles of the Executive that are not covered by other Executive Officers and/or assist other Executive Officers with their roles.

*Whai take ana tēnei Āpiha ki te āwhina ki te tutukihanga o ngā mahi ā ngā tūranga o te Ohu Whakahaere kāore anō kia kapia e ērā atu Āpiha, ā, ka āwhina hoki ki ērā atu Āpiha ki ō rātou tūranga.*

## Political Representative

## *Māngai Tōrangapū*

* + 1. The Political Representative is responsible for ensuring the Association submits on and engages with relevant documents and lobbies local, national and University bodies in the interest of students at the University of Otago.

*Ko tā te Māngai Tōrangapū kawe ko te mātua whai kia tāpae tika ai, kia uru tika ai te Rōpū ki ngā tuhinga whai take, kātahi ka whakakōkirihia ā-rohe, ā-motu, ā Whare Wānanga hoki me ngā aronga me ngā hiahia o ngā tauira o Te Whare Wānanga o Ōtākou.*

* + 1. Where reasonable, this Officer will assist in fulfilling the roles of the Executive that are not covered by other Executive Officers and/or assist other Executive Officers with their roles.

*Whai take ana tēnei Āpiha ki te āwhina ki te tutukihanga o ngā mahi ā ngā tūranga o te Ohu Whakahaere kāore anō kia kapia e ērā atu Āpiha, ā, ka āwhina hoki ki ērā atu Āpiha ki ō rātou tūranga.*

## No Confidence in an Executive Officer

## *Te Takanga o te Mana o tētahi o ngā Āpiha Whakahaere*

* 1. A motion of no confidence in an Executive Officer must only be held at a Student General Meeting and may be moved by Resolution of the Executive or any two (2) members.

*Ka tū anake te tono o te takanga o te mana o tētahi o ngā Āpiha Whakahaere ki tētahi Hui Tauira, ā, mā te Whakataunga o te Ohu Whakahaere e tono, mā tētahi tokorua (2) kaiuru rānei e tono.*

* + 1. The Student General Meeting must be called in accordance with these Rules.

*Ki te karanga te Hui Tauira me whai i ngā tikanga o ēnei Ture.*

* 1. Ten (10) working days’ notice is required for any motion of no confidence in an Executive Officer.

*Me tuku i te pānui o te hui kia tekau (10) rā mahi i mua i te tuku o te tono takanga mana o tētahi o ngā Āpiha Whakahaere.*

* 1. A motion of no confidence in an Executive Officer may not go against more than one person in any single motion and the notice of such motion must specify in detail grounds for such motion.

*Ka kore te tono takanga mana o tētahi o ngā Āpiha Whakahaere e tuku ki te nui atu i te kotahi tangata, ā, ko te pānui mō tēnei momo tono me kawe i ngā take rawa e tonoa ai tēnei momo tono.*

* 1. Notwithstanding anything in these Rules the person who is the subject of the motion of no confidence:

*Hāunga i ngā kōrero katoa o ēnei Ture ko te tangata kua whakapae nāna tōna mana i taka:*

* + 1. Must be given the right to answer all charges;

*Me whai wāhi ki te whakautu i ngā whakapae;*

* + 1. Must be provided with an opportunity for questions and answers; and;

*Me tuku wā ki te uiui i ngā kaiwhakapae, ki te rongo hoki i ngā whakautu; ā;*

* + 1. May speak last for a period of up to ten (10) minutes.

*Māna te kōrero mutunga i te take i mua i te pōtihanga, kia tekau (10) mineti te roa.*

* 1. Voting on the motion of no confidence will be by secret ballot according to the voting provisions contained in section 57 except for 57 (b). Any Secret Ballot must be accessible, anonymous and accountable.

*Ko te pōti ki te takanga mana ka mahi hei Māpere Muna e hāngai ana ki ngā tikanga pōti kei te wāhanga 57, atu i 57 (b). Me noho wātea, me noho tapu, me noho haepapa ngā Māpere Muna ahakoa te aha.*

## Absence of Executive

## *Ngarohanga o te Ohu Whakahaere*

* 1. If there are not sufficient Executive Officers in office to hold a quorate Executive meeting all the powers of the Executive devolve to a committee, (hereinafter called the “Governing Committee”), which will be comprised of:

*Ki te kore e eke te tokomaha o ngā Āpiha Whakahaere ki te tokamatua e tika ana, ka heke te mana o te Ohu Whakahaere ki tētahi kōmiti, (mai i konei kua kīia ko te “Kōmiti Mana Whakahaere”), ko rātou kei te kōmiti ko:*

* + 1. The honorary solicitor of the Association;

*Te Roia Whakahōnore o te Rōpū;*

* + 1. All the remaining Executive Officers;

*Te toenga o ngā Āpiha Whakahaere;*

* + 1. The Secretary; and;

*Te Urupū; ā;*

* + 1. The most recent Chair of the Student General Meeting.

*Ko te Poutoko o ina tata ake nei o te Hui Tauira.*

* 1. The Governing Committee will conduct and supervise the affairs of the Association as if it were the Executive, including the calling of Executive elections at the earliest possible time.

*Ko tā te kawe o te Kōmiti Mana Whakahaere ka arahina, ka whakahaere i ngā mahi o te Rōpū anō nei ko rātou te Ohu Whakahaere, ā, me tere rawa hoki te karanga ki te Pōtihanga Ohu Whakahaere.*

* 1. On the election of an Executive the powers of the Governing Committee automatically revert to the new Executive.

*Ka oti te pōtihanga o tētahi Ohu Whakahaere ka whakahokia anotia te mana o te Kōmiti Mana Whakahaere ki te Ohu Whakahaere hou.*

## Meetings of the Executive

## *Ngā Hui o te Ohu Whakahaere*

* 1. The Executive will meet regularly throughout the academic year and will meet during semester breaks if necessary.

*Rite tonu ngā hui o te Ohu Whakahaere i te tau mātauranga, ā, ka hui i waenga i ngā kaupeka hoki, mehemea he take.*

* 1. A meeting of the Executive may be called by:

*Ka karangahia te Ohu Whakahaere e:*

* + 1. The President;

*Te Tumuaki;*

* + 1. The Secretary; or;

*Te Urupū;*

* + 1. By any three (3) Executive Officers.

*Tētahi Tokotoru (3) o ngā Āpiha Whakahaere rānei.*

* 1. Notice for Executive meetings must state the date, time and place of meetings.

*Me kawe te pānui mō ngā hui Ohu Whakahaere i te rā, te wā me te wāhi tū ai ngā hui.*

* 1. Seventy-two (72) hours-notice will be required for an ordinary meeting.

*Me tuku te pānui kia whitu-tekau-mā-rua (72) hāora i mua i te hui noa.*

* 1. An emergency meeting will require at least four (4) hours-notice and all Executive Officers will be notified via their contact details.

*Mehemea he hui ohotata, me tuku te pānui kia kaua e iti iho i te whā (4) hāora i mua i te hui, ā, me tuku ki ngā Āpiha Whakahaere katoa ki ā rātou whakapānga.*

* 1. An emergency meeting called will have the full powers of an ordinary meeting provided that the next succeeding ordinary meeting must reconsider all Resolutions or appointments made by the emergency meeting and ratify or rescind such Resolutions or appointments as the Executive sees fit.

*He rite tonu te mana o te hui ohotata ki te hui noa mēnā e titiro anō ai ki ngā Whakataunga, ngā kopounga rānei i whakatau ai i te hui ohotata, ā, ka whakaae, ka whakahē rānei aua Whakataunga, aua kopounga i tā te Ohu Whakahaere e hiahia ai.*

* 1. The President will chair Executive meetings and in the absence of the President a member elected by the meeting will assume the chair.

*Mā te Tumuaki ngā hui Ohu Whakahaere e whakahaere, ā, ki te ngaro te Tumuaki me pōti tētahi atu o ngā Āpiha kē ki taua mahi.*

## Standing Committee of the Executive

## *Kōmiti Matua o te* *Ohu Whakahaere*

* 1. There will be a Standing Committee of the Executive which will meet as required throughout the year to consider matters important to the Association.

*Ka tū te Kōmiti Matua o te Ohu Whakahaere, ā, ka hui i te wā e hiahiatia ana i te tau ki te āta whakaaro i ngā take mātuatua o te Rōpū.*

* 1. During periods when there are not sufficient Executive Officers available for a quorum for Executive meetings, the Standing Committee of the Executive will exercise the powers of the Executive. Exercise of such power must be authorised by Resolution of the Executive.

*I ngā wā e kore e pērā te nui o ngā Āpiha Whakahaere kia eke ngā hui o te Ohu Whakahaere ki tōna tokamatua, ka riro i te Kōmiti Matua o te Ohu Whakahaere kē te mana o te Ohu Whakahaere. Mā te Whakataunga o te Ohu Whakahaere anake te whakaae i te ngakinga o taua mana.*

* 1. The Standing Committee of the Executive will comprise:

*Ko rātou kei te* *Kōmiti Matua o te Ohu Whakahaere ko:*

* + 1. The President;

*Te Tumuaki*

* + 1. The Administration Vice-President;

*Te Tumuaki Piki Whakarite*

* + 1. The Finance and Strategy Officer;

*Te Āpiha Ahumoni, Ahurautaki*

* + 1. The Academic Representative;

*Te Māngai mō te Mātauranga*

* + 1. The Welfare and Equity Representative; and;

*Te Māngai mō te Manaaki Tangata me te Tōkeke;*

* + 1. Any other Executive Officer(s) that the Standing Committee of the Executive may co-opt.

*Ko tētahi, ētahi rānei anō o ngā Āpiha Whakahaere ahakoa ko wai kua pōwhiritia e te Kōmiti Matua o te Ohu Whakahaere*

## Remuneration and Reporting by Executive Officers

## *Te Utu me ngā Pūrongo o te Ohu Whakahaere*

* 1. The Executive Officers will receive remuneration at the rates deemed appropriate and stipulated in the budget set by the Student Body, and such remuneration will be paid in instalments approved by the Executive.

*Ka utua ngā Āpiha Whakahaere i te pāpātanga e tika ana, e āta whakaritea ana e te tahua pūtea kua whakatauria ai e te Kōpuni Tauira, ā, ka utua ki te utu harangote i whakaaetia ai e te Ohu Whakahaere.*

* 1. Remuneration will only begin to be paid when Executive Officers arrive at the Association Main Office for the year of their Executive Term, starting on the first Association pay batch.

*Ka tīmata te utu i ngā Āpiha Whakahaere mai i tō rātou taenga atu ki te Tari Whakarite Matua i te tau o tō rātou tūmau Āpiha Whakahaere, ā, tīmatatia ai i te wā utu e tata whai ake i tō rātou taenga ki te tari kua kōrerohia ki runga.*

* 1. At the conclusion of each quarter, every Executive Officer must furnish a brief written report on that Executive officer’s work on the Executive during the term.

*I te otinga o ia koata tau, me tāpae e ia Āpiha Whakahaere he pūrongo mō āna mahi mō te Ohu Whakahaere i te taua wāhanga.*

* + 1. Such report will be considered by the Executive and made available to student media.

*Ka tirohia ngā pūrongo e te Ohu Whakahaere, ā, ka tukuna hoki ki te Pāpāho tauira.*

* + 1. Any Executive Officer who fails to complete such a report will not receive remuneration from the Association.

*Ki te kore te Āpiha Whakahaere e tuku pūrongo ka kore hoki ia e utua e te Rōpū.*

* 1. The Executive must withhold payment of all or part of any remuneration where it considers any Executive Officer has failed to carry out their duties or has failed to report adequately on their activities.

*Me kaiponu e te Ohu Whakahaere te utu, he wāhanga rānei o te utu, ina ka whakaarohia kīhai i eke te mahi a te Āpiha Whakahaere ki te taumata e tika ana, kīhai rānei i tuku tika, i tuhi tika i tana pūrongo.*

* 1. The Te Roopu Māori Tumuaki will present a report to the Executive each quarter.

*Ka tuku pūrongo hoki te Tumuaki o Te Rōpū Māori i ia koata tau ki te Ohu Whakahaere.*

* 1. The President of the Pacific Islands Student Association will present a report to the Executive each quarter.

*Ka tuku pūrongo hoki te Tumuaki o Te Rōpū Tauira o Ngā Moutere o Te Moananui-ā-Kiwa i ia koata tau ki te Ohu Whakahaere.*

# Part C/*Wāhanga C*

# EXECUTIVE ELECTIONS/ *PŌTIHANGA O TE OHU WHAKAHAERE*

## Executive Elections

## *Pōtihanga o te Ohu Whakahaere*

* 1. The Executive will set a period to hold elections preceding the year in which the next Executive is to hold office in the second semester of each year.

*I te kaupeka tuarua o ia tau ka whakatauria e te Ohu Whakahaere te wā ka tū ai ngā pōtihanga i te tau e heke mai, i te tau e tū ai he Ohu Whakahaere hou.*

* 1. If the Returning Officer rules that circumstances surrounding the proposed election period would have an extremely substantial impact on students’ ability to vote in that election, they can change the set period of the election. This change will not affect the date of the election in the subsequent year.

*Ki te whakatau te Kaitirotiro ka pērā te tūāhua o te wā pōti kua marohi, he uaua rawa ki ngā tauira ki te tuku pōti, ka taea e ia te panoni i te wā o te pōtihanga. Ehara i te mea mā tēnei ka panoni te wā o te pōtihanga i te tau o muri ake.*

* 1. Voting may take place using any media, physical or electronic, provided it is carried out in a manner consistent with these Rules.

*Kei te whakaae ngā momo āhuatanga katoa o te tuku pōti, ā, ā-tinana, ā-hiko rānei, mēnā e ū tonu ana ki ēnei Ture.*

## Nominations

## *Tautapanga*

* 1. All Members are eligible for nomination provided they hold the necessary prerequisites for the office.

*Kei te whakaae ki te tautapa i ngā kaiuru katoa mēnā kei a rātou ngā ritenga tūturu ki te tūranga kua tautapahia ai.*

* 1. Current Executive Officers are not eligible for nomination in a by-election, unless they resign five (5) working days before nominations must be delivered to the Secretary. Upon resigning, the position of the resigning Executive Officer will be added to the nomination and election dates previously set.

*Kāore e whakaae kia tautapahia rātou e tū kē hei Āpiha Whakahaere ki te pōti-pāero, me i kore rātou e heke i tō rātou tūranga kia rima (5) ngā rā mahi i mua i ngā tautapanga ka tae ki te Urupū. I tō rātou tukunga, ko te tūranga Āpiha Whakahaere i noho ai rātou ka tāpiri ki te tautapanga, ki ngā rā pōti hoki kua whakatauhia kētia.*

* 1. The Secretary will, once nominations for the Executive positions are opened by Executive motion, post notice calling for nominations for the Executive. This notice will also specify a date not earlier than five (5) working days on which all nominations must be delivered to the Secretary.

*Hei te wā kua tūwhera ngā tautapanga mō ngā tūranga o te Ohu Whakahaere ka tuku pānui te Urupū ki te karanga i ngā tautapanga ki te Ohu Whakahaere. Kei te pānui tonu ka whāki atu te rā, e kore e rima (5) rā mahi i mua i te rā me tae ngā tautapanga ki te Urupū.*

* 1. All nominations must be in writing, and are effective after they are:

*Me tuku ā-tuhi ngā tautapanga, ā, ka mana mēnā kua:*

* + 1. Made and signed by the nominee and two (2) other members; or;

*Whakaritea, ā, kua waitohuhia e te tangata kua tautapahia, me te tokorua (2) anō kaiuru;*

* + 1. Made and signed by three (3) members, and subsequently consented to by the nominee before the closing of the nomination period.

*Whakaritea, ā kua waitohuhia e te tokotoru (3) kaiuru, ā, kua whakaaetia e te tangata kua tautapahia o muri, i mua i te kapinga o te wā tautapa.*

* 1. After the closing of nominations the Secretary will prepare a list contained under the heading of the various positions to be filled, listing in alphabetical order the persons duly nominated for each position followed in each case by the name of both nominators and will give notice of this list and will allow all members to inspect such list upon request.

*Whai muri i te kapinga o ngā tautapanga, mā te Urupū e whakarite i te pūrārangi, ka whakarārangihia, i raro iho i ngā tūranga e pōtihia ana, ngā tāngata kua tautapahia ki ia tūranga, ā, ki te taha o ia ingoa ka noho ko ngā ingoa o rātou, nā rātou taua tangata i tautapa, ā, ka pānuihia te rārangi ki tētahi pānui, ka whakawātea hoki te pānui kia tirohia ai e ngā kaiuru katoa ina kua tonoa.*

* 1. No member will be nominated for more than two (2) Executive Offices.

*Kāore e whakaae kia tautapahia te tangata kotahi ki ngā tūranga Ohu Whakahaere e rua (2) nui ake.*

* 1. The Secretary may not refuse a nomination for any reason other than form or eligibility.

*Ka kore hoki te Urupū e whakahē i te tautapanga atu i te hē o te tono, te hē rānei o ngā ritenga tūturu.*

* 1. Where the Secretary has for any reason refused to accept a nomination an appeal against such refusal may be made to the Executive and must be delivered to the Secretary or President within twenty-four (24) hours after specific notice of such refusal.

*Mēnā kua whakahē te Urupū, ahakoa te take i whakahē ai, i tētahi o ngā tautapanga, kei te whakaae ki te tohe i te whakahēnga ki te Ohu Whakahaere, engari me tae te tohe ki te Urupū, ki te Tumuaki rānei i roto i te rua-tekau-mā-whā (24) hāora o te tukunga o te pānui whakahē.*

* 1. Where the Secretary has allowed any nomination an appeal against such allowance may be made to the Executive and must be delivered to the Secretary or President within twenty-four (24) hours after the time fixed for the closing of nominations.

*Mēnā kua whakaae te Urupū ki tētahi ki te tohe ki te whakahēnga o tētahi tautapanga, ka tukuna taua tohe ki te Ohu Whakahaere, ā, me tae te tohe ki te Urupū, ki te Tumuaki rānei i roto i te rua-tekau-mā-whā (24) hāora o muri atu i te wā kua whakatauria ai ka whakakapi i ngā tautapanga.*

* 1. All appeals must be in writing and must state the grounds of appeal.

*Me tuhi ngā tohe katoa, me whāki hoki te take e tohea ai.*

* 1. The Executive has full power to accept or reject any nomination under appeal or to determine the matter in any other manner.

*Kei a te Ohu Whakahaere te mana ki te whakaae, ki te whakahē rānei i ngā tautapanga katoa kua tohea, ki te whai i tētahi atu ara kē, ahakoa te āhua o taua ara, ki te whakatau i aua take.*

* 1. If the Executive does not uphold an appeal the nominations will remain as determined by the Secretary.

*Ki te kore te Ohu Whakahaere e whakaae ki te tohe ka noho tonu ngā tautapanga ki tā te Urupū e whakatau ai.*

* 1. Except as provided in these Rules, no objection may be made to any nomination and any nomination not appealed against will be valid for all purposes.

*Atu i ngā tohu i ēnei Ture, kāore e whakaae ki te whakahē i ngā tautapanga, ā, ko aua tautapanga kīhai i tohea ka whai mana ki ngā ture o te pōtihanga.*

* 1. Where no nomination has been received in respect of any position a casual vacancy will be deemed to be created immediately after the taking of office by the new Executive.

*Ki te kore e whai tautapanga tētahi o ngā tūranga ka kīia he tūranga wātea i taua wā tonu ka tū ōkawa te Ohu Whakahaere.*

* 1. Where a nominee wishes to withdraw from an election the nominee must deliver to the Secretary a written withdrawal signed by the nominee. Such withdrawal will be irrevocable.

*Ki te hiahia te tangata kua tautapahia ki te kounu i tōna ingoa i te pōtihanga, me tuku tana kounuhanga ā-tuhi, kua waitohuhia e ia hoki ki te Urupū. Ko te kounuhanga te otinga rawa o taua take, e kore a muri e hokia.*

## Voting

## *Te Mahi Pōti*

* 1. The voting period will be no sooner than ten (10) working days after notice is given of voting.

*Ka tū te wā pōti kia kaua i mua i ngā rā mahi tekau (10) whai muri i te tukunga o te pānui pōti.*

* 1. The voting period will not exceed seven (7) days.

*Ka kore e roa ake te wā pōti i te whitu (7) rā.*

* 1. Voting will be held at the places and times determined by the Returning Officer in consultation with the Secretary.

*Ka tū te mahi pōti ki ngā wāhi, ki ngā wā e whakatauria ai e te Kaitirotiro i āna whakawhitiwhiti kōrero ki te Urupū.*

* 1. Any student unable to vote on polling days may cast special votes up to five (5) working days before the election.

*Ko ngā tauira katoa e kore e taea te pōti i ngā rā pōti ka tuku i te pōti motuhake e rima (5) ngā rā i mua i te pōtihanga.*

* 1. Not less than three (3) working days will be allowed for normal voting, and not less than one (1) working day will be allowed for voting in by-elections.

*Kia kaua e poto iho i te toru (3) rā te roa e whakaae ana ki te pōti noa, ā, kia kaua e poto iho i te kotahi (1) rā e whakaae kia pōti i ngā pōti pāero.*

* 1. Every member will be entitled to exercise a vote for each Executive position by ranking any number of nominated persons, including a separate no confidence option, in order of preference, except as otherwise provided in these Rules and as follows:

*Kei te whakaae a ia kaiuru ki te tuku pōti ki ia tūranga o te Ohu Whakahaere mā te whakaraupapa i ngā tautapanga, arā hoki he whiringa takanga mana, i te raupapa e hiahiatia ana, atu i ngā tikanga kē kua tohua e ēnei Ture, ā, haere iho nei:*

* + 1. Only non-New Zealand citizen members may vote for the International Students Representative.

*Ko ngā tāngata nō tāwāhi anake ka pōti ki te Māngai mō ngā Tāngata nō Tāwāhi.*

* + 1. Only Postgraduate members and those in their final year of Undergraduate study may vote for the Postgraduate Students Representative in the case of a normal election.

*Ko ngā kaiuru Tāura, ko rātou hoki kei ō rātou tau mutunga o te whai i te tohu paerua anake ka whakaae ki te pōti ki te Māngai mō ngā Tāura, ina he pōtitanga māori noa.*

* + 1. Only Postgraduate members may vote for the Postgraduate Students Representative in the case of a by-election for the current term.

*Ko ngā kaiuru Tāura anake ka whakaae ki te pōti ki te Māngai mō ngā Tāura, ina he pōti pāero i taua tūmau tonu.*

## Returning Officer

## *Kaitirotiro*

* 1. The Secretary may appoint a Returning Officer for any election before nominations are closed.

*Mā te Urupū e kopou i tētahi Kaitirotiro mō te pōtihanga i mua i te kapinga o ngā tautapanga.*

* 1. In the event of no Returning Officer being appointed or in the absence or incapacity of any Returning Officer, the Secretary will be the Returning Officer.

*Ki te kore kua kopoua he Kaitirotiro, ki te ngaro, te ngoikore rānei te Kaitirotiro, ka tū ko te Urupū hei Kaitirotiro.*

* 1. The Returning Officer will be responsible for the whole conduct of the election.

*Ko ngā kawenga katoa o te pōtihanga ka kawea e te Kaitirotiro.*

* 1. At the closing of nominations, the Secretary will immediately provide the Returning Officer a list of names of the members duly nominated for each office.

*I te kapinga o ngā tautapanga, ka tukuna i taua wā tonu e te Urupu he rārangi ingoa o ngā kaiuru kua tautapahia ki ia tūranga ki te Kaitirotiro.*

* 1. The Returning Officer will have the power to, and will, have the following duties:

*Ko te mana, ko te mahi ka riro i te Kaitirotiro ko ēnei e whai nei:*

* + 1. Appoint such deputies, poll clerks, scrutineers and other assistants and with such powers and duties as the Returning Officer sees fit;

*Ka kopoua he kaitiriwā, he kaimahi, he kaiwhakatātare, he kaiāwhina anō rānei, me te tuku i ngā aheinga, i ngā kawenga ki a rātou ki tā te Kaitirotiro e hiahiatia ai;*

* + 1. Provide such material and facilities in such form as the Returning Officer deems requisite and suitable for the method of voting;

*Ka whakaratohia ngā taputapu me ngā rawa e whakatauria ai e te Kaitirotiro e tika ana kia tutuki ai te mahi pōti.*

* + 1. Ensure that only members vote;

*Ka āta tirohia te pōtihanga kia tuku ko te kaiuru anake te pōti;*

* + 1. Provide for the due secrecy and peaceful nature of the ballot;

*Whakaratohia kia taea ai te māpere te noho tapu, te noho muna, me te noho tau.*

* + 1. Give notice and inform such media as they see fit of the day or days on which the ballot is to be held specifying the hours during which voting may take place and such day or days and such hours will accordingly be the day or days and hours for polling;

*Ka whakamōhio, ka tuku pānui ki te hunga Pāpāho, ki te hiahia, mō te rā, ngā rā rānei tū ai te māpere, e āta kōrerohia ngā hāora e mahi ai ngā mahi pōti, ā, ko taua rā, āua rā rānei, ko āua hāora ka tū ōkawa ko te rā, ko ngā rā rānei, ko ngā hāora o te mahi pōti;*

* + 1. Direct and regulate the manner of voting and of recording votes;

*Ka ārahina, ka whakariterite te āhua o te mahi pōti, o te whakarokinga o ngā pōti;*

* + 1. Arrange for and supervise the counting and recounting of the votes and disallow votes not submitted in the specified manner or not sufficiently clear;

*Ka whakarite, ā, ka whakahaere i te tātaitanga tuatahi, me tātaitanga tuarua o ngā pōti, ā, ka whakahē i ngā pōti kīhai i tuku tika, kāore rānei e taea te āta mārama;*

* + 1. Retain all voting papers and voting records safely for twenty (20) working days after the elections after which they will destroy all voting papers and voting records unless a recount is demanded as provided by these Rules;

*Ka pupuri ki ngā pēpa pōti katoa, me ngā pūkete pōti mō te rua-tekau (20) rā a muri atu i te pōtihanga, a muri atu i tērā ka turakina ngā pēpa pōti, ngā pūkete pōti katoa, ki te kore e totohea kia kautehia anōtia pēnei i ēnei Ture e whakarato nei;*

* + 1. Generally do all things necessary, expedient or advisable in their opinion for the proper, fair and democratic conduct of the election; and;

*Ā whakaaro whānui nei, me tutuki ngā mahi e tika ana, e whai hua ana, e tonoa ana i ō rātou whakaaro kia tika ai, kia matatika ai kia manapori ai te whakahaerenga o te pōtihanga; ā;*

* + 1. Provide a report in writing in a timely manner to the Executive certifying that the elections have been conducted in accordance with these Rules and in a proper, fair and democratic manner, or as the case may be notifying any irregularities in the elections after the conclusion of the ballot.

*Me tuku arotau te pūrongo ā-tuhi ki te Ōhu Whakahaere e kī pono ana kua whakahaere tika, kua hāngai te pōtihanga ki ngā Ture, e tika ana, e matatika ana, e manapori ana. E whakamārama ana rānei i ētahi tāupehanga i te pōtihanga i te kapinga o te māpere.*

* 1. In the performance of these duties, the Returning Officer can require the assistance of the Association’s relevant communications, events and volunteer staff.

*I te kawenga o ēnei mahi ka taea e te Kaitirotiro te tono āwhina i ngā peka hāngai o te Rōpū, arā ko te pāpāho, ko te tīma whakahaere kaupapa, ko ngā kaimahi tūao hoki.*

* 1. The Returning Officer will comply with any regulations not inconsistent with these Rules duly made by the Executive amplifying or specifying more particularly the powers and duties of the Returning Officer.

*Ka whāia e te Kaitirotiro ngā ture katoa e kore e auwahatia ēnei Ture kua whakaritea e te Ohu Whakahaere e whakarahi atu, e tautuhingia atu he mana anō, he mahi anō ki te Kaitirotiro.*

* 1. All acts and things done by the Returning Officer for any such purpose will be deemed to be done under the authority of the Executive.

*Ko ngā mahi katoa kua tutuki i te Kaitirotiro i āna mahi katoa ka noho tonu ki raro tonu i te mana o te Rōpū*

## General Ballot

## *Māpere Tukipū*

* 1. All Executive Officers will be elected by general ballot using the Single Transferable Vote (STV) system. The highest polling candidate for each Executive position will be elected.

*Ka pōtihia ngā Āpiha Whakahaere ki te Māpere Tukipū, mā te Whakawhitinga Pōti Tapatahi. Ko te kaitono ki ia tūranga Ohu Whakahaere ka whiwhi i ngā pōti nui, ka tū ki taua tūranga.*

* 1. The STV system will be as outlined by the Department of Internal Affairs and Electoral Commission of Aotearoa New Zealand.

*Ka hāngai te Whakawhitinga Pōti Tapatahi ki tā te Tari Taiwhenua, ki tā te Komihana Pōti o Aotearoa hoki e tautuhingia.*

* 1. There will be provided on the ballot an option of “no confidence in these candidates”.

*Kei runga i te māpere ka noho te whiringa “takanga mana” ki ēnei kaitono.*

* 1. If there are more “no confidence in these candidates” votes than votes cast for the highest polling candidates then no-one will be declared elected and a casual vacancy will exist.

*Ki te nui ake ngā pōti “takanga mana ki ēnei kaitono” i ngā pōti tika ki te kaitono kua whiwhi i te nuinga o ngā pōti, ka kīia kua kore tētahi kua pōtihia ki taua tūranga, he tūranga wātea kē.*

* 1. The Secretary will forthwith post on the notice board and in such media as the Secretary sees fit, a notice stating the names of the successful candidates for each position and stating the number of valid votes cast for each candidate and no confidence votes cast against each candidate.

*I taua wā tonu rā ka pānuihia e te Urupū ki te papa pānui, ki ngā wāhi pāpāho e hiahiatia ana, he pānui ka whāki atu i ngā ingoa o ngā kaitono kua angitu ki ia tūranga, ā, ka whāki atu te katoa o ngā pōti tika kua pōtihia ki ia kaitono, ā, ka whāki hoki i ngā pōti takanga mana kua pōti ki ia kaitono.*

* 1. The Secretary will appoint an independent arbitrator, who must not be a member of the Association, to hear appeals against decisions made by the Returning Officer. In resolving any issue, the independent arbitrator will have such powers as but not limited to:

*Mā te Urupū he kaiwhakatau motuhake e kopou, e kore e whakaae he kaiuru o te Rōpū ki tēnei tūranga, ki te whakarongo ki ngā totohe ki ngā whakataunga o te Kaitirotiro. Ki te whakatatū i tētahi o ngā take, ko ēnei te mana kei a te kaiwhakatau motuhake:*

* + 1. Call for a new election;

*Karangahia he pōtitanga anō;*

* + 1. Remove votes from candidates;

*Tangohia he pōti i ngā kaitono;*

* + 1. Add votes to candidates; and;

*Tāpirihia he pōti ki ngā kaitono; ā;*

* + 1. Disqualify a candidate.

*Whakatupea he kaitono.*

* 1. Where the existence of a tie prevents there being a highest polling candidate, the Returning Officer will, with the approval of the Executive, choose to extend a voting period for no less than six (6) hours on the next working day. Notice will be given through Student Media outlets.

*Ina e rite ana ngā pōti, kia kore e tū tētahi kaitono ki runga ake i tētahi atu, mā te Kaitirotiro, me te whakaaetanga o te Ohu Whakahaere, e whakatau kia roa kē ake te wā pōti kia kaua e poto iho i te ono (6) hāora i te rā mahi e whai ake. Ka tuku pānui ki ngā wāhi pāpāho tauira.*

* 1. In the event of a candidate being elected for multiple offices they will choose the office they will occupy within (2) days and the second-highest polling candidate for the other office will be considered to be elected to that office.

Mēnā e whai wāhi tētahi kaiuru ki ngā tūranga nui ake i te tahi, ka whiria e rātou tētahi tūranga e tū ai rātou i roto i te rua (2) rā, ā, ko te tuarua ki tērā atu tūranga ka eke ki taua tūranga, ka kīia kua pōtihia ki taua tūranga.

# Part D/*Wāhanga D*

# ADMINISTRATION/*WHAKARITENGA*

## Policy

## *Kaupapa Here*

* 1. The Student Body will set policy regarding the position of the Association on matters external to the Association.

*Ma te Kōpuni Tauira te kaupapa here e whakatau mō te tū o te Rōpū ki ngā take ā-waho o te Rōpū.*

* 1. The Executive will set policy regarding matters of business, activities and all operations of the Association and any other matters internal to the Association.

*Mā te Ohu Whakahaere te kaupapa here e whakatau mō te pakihi, ngā momo kaupapa, ngā mahi katoa o te Rōpū me ērā atu āhuatanga ā-roto o te Rōpū.*

* 1. Any policies set must be recorded in writing.

*Ko ngā kaupapa here kua whakatauhia ka rokia ā-tuhi.*

* 1. All active policies must be made publicly available on the Association website.

*Ko ngā kaupapa here e tū i tēnei wā me noho tūmatawhānui ki te paetukutuku o te Rōpū.*

* 1. Five (5) working days’ notice must be given for the setting, rescinding or amending of policy and that notice must include the proposed policy or change of policy.

*Me tuku te pānui mō te te whakatauhanga, te whakakorenga te whakahoutanga rānei o tētahi kaupapa here kia rima (5) ngā rā mahi i mua, ā, me kawe ngā kōrero o taua marohihanga kaupapa here, taua panonihanga kaupapa here rānei.*

* 1. Policy will be set, rescinded or amended by Resolution, except in the absence of notice where policy will be set, rescinded or amended by Special Resolution of the Association or Executive as the case may be.

*Mā te Whakataunga e whakatatū, e whakakore, e whakahou rānei i te Kaupapa Here, atu i te wā kua kore anō kia pānui i ngā whakatauhanga, ngā whakakorenga, ngā whakahoutanga rānei, i taua wā mā te Whakataunga Motuhake o te Rōpū, o te Ohu Whakahaere rānei e whakatau ai.*

* 1. No policy will be incompatible with, or contradict, these Rules.

*E kore tētahi o ngā kaupapa here e noho hotokore, e tukituki rānei ki ēnei Ture.*

* 1. If Internal Policy is breached it must be drawn to the attention of the next Executive meeting by any Officer who is aware of the breach.

*Ki te whati i te Kaupapa Here ā-Roto me whakamōhio atu ki te hui Ohu Whakahaere e whai tata atu rā. Ahakoa tēhea, e taea e ngā Apiha Whakahaere katoa e mōhio ki te whatinga ki te kōrero mō taua whatinga.*

* 1. If External Policy is breached it must be brought to the attention of the Executive by any Officer of the Association who is aware of the breach.

*Ki te whati i te Kaupapa Here ā-Waho me whakamōhio atu ki te Ohu Whakahaere, ahakoa tēhea, e taea e ngā Apiha Whakahaere katoa e mōhio ki te whatinga ki te kōrero mō taua whatinga.*

* + 1. Student Media must also be made aware of the breach.

*Me whakamōhio atu hoki ki te Pāpāho Tauira kua whati he Kaupapa Here ā-Waho.*

## Association Audit

## *Tātari Kaute o te Rōpū*

* 1. The financial statements of the Association must be audited at the end of each financial year.

*Me Tātari Kaute ngā tauākī pūtea o te Rōpū i te otinga o ia tau ahumoni.*

* 1. The auditors must be duly qualified Chartered Accountants and appointed by the Student Body for the next financial year.

*Ko ngā Ringa Kaute me whai i te tohu tika mō ngā Ringa Kaute, ā, mā te Kōpuni Tauira te Ringa Kaute e kopou mō te tau ahumoni e heke mai nei.*

## Powers and Duties of the Secretary

## *Te Mana me te Mahi o Te Urupū*

* 1. The Secretary is an Officer of the Association.

*Ko te Urupū he Āpihā o te Rōpū.*

* 1. The Secretary will be available to the members of the Association to explain these Rules and the operations of the Association.

*Ka noho wātea te Urupū ki ngā kaiuru o te Rōpū ki te whakamārama atu ki a rātou ngā Ture me ngā mahinga a te Rōpū.*

* 1. The Secretary will be nominated by the Executive and ratified by the Student Body.

*Mā te Ohu Whakahaere, kua whakaaehia e te Kōpuni Tauira e tautapa i te Urupū.*

* 1. The Student Body may only ratify the appointment of, or remove, the Secretary pursuant to a recommendation by the Executive.

*Ka taea e te Kōpuni Tauira te whakaae, te whakahē anake i te kopounga o te Urupū i runga tonu i ngā whakahau o te Ohu Whakahaere.*

* 1. Appointments will be for a fixed term of four (4) years with the possibility of renewal for further fixed terms.

*E whā (4) tau te roa o te tūmau e tū ai ngā kopounga, ā, ka whakahoutia anōtia pea he tūmau herea e haere ake nei.*

* 1. The Secretary may hold other employment either within or outside the Association provided that the requirements as Secretary are not affected.

*Kei te whakaae te Urupū ki te tū ki tūranga kē atu i roto tonu, ki waho rānei i te Rōpū, ko te mea nui me tutuki tika te Urupū ngā mahi katoa o te tūranga Urupū.*

* 1. The Secretary will report to the Association through the Executive.

*Ka tuku pūrongo te Urupū ki te Rōpū mā te Ohu Whakahaere.*

* 1. The Secretary may delegate power in accordance with these Rules but must keep a public record of such delegation.

*Kei te whakaae kia tuku mana te Urupū ki tētahi atu mēnā e hāngai ana ki ēnei Ture, ā, me tuhi tūmatawhānui ērā mōmō tukunga mana.*

* 1. The Secretary acts as secretary of the Student General Meeting and the Executive and of all committees of the Association to which no other person has been appointed as secretary.

*Ko tā te Urupū he urupū mō te Hui Tauira, te Ohu Whakahaere me ngā kōmiti katoa o te Rōpū ki te kore ano kia kopoua he urupū kē ki tētahi atu o ērā kōmiti.*

* 1. The Secretary must keep all necessary and usual minutes and such other records as may be required by these Rules or by the Executive.

*Me tiaki e te Urupū ngā momo tuhinga āmiki me ērā atu rokinga kōrero e hiahiatia ana e ēnei Ture, e te Ohu Whakahaere rānei.*

* 1. The Secretary must retain in a place of safety a current copy of these Rules.

*Me tiaki te Urupū, ki tētahi wāhi haumaru, he kape o-nāianei o ēnei Ture.*

* 1. The Secretary will put into effect and maintain the provisions contained in these Rules.

*Mā te Urupū e mahi i ngā mahi, e whakaū i ngā tikanga o roto i ēnei Ture.*

* 1. The Secretary may not vote or be entitled or permitted to vote at any meeting of the Association or committee of the Association and will not be counted in determining whether a quorum is present at any such meeting.

*E kore e whakaae kia pōti te Urupū, kia whai wāhi ki te pōti, kia taea rānei te pōti ki tētahi hui o te Rōpū, ki ngā kōmiti o te Rōpū rānei, ā, e kore hoki e kautehia ia ki te tokamatua o tētahi hui.*

## Minutes and Records

## *Tuhinga Āmiki me ngā Rokinga Kōrero.*

* 1. The Secretary, or their delegate, must keep minutes for the Executive, the Student General Meeting and all other committees of the Association contained within these Rules.

*Ko tā te Urupū, ko tā tana māngai rānei ko te tuhi i ngā tuhinga āmiki o te Ohu Whakahaere, ngā Hui Tauira me ērā atu hui o ngā kōmiti katoa o te Rōpū kua tohua ki roto i ēnei Ture.*

* 1. The minutes of each meeting must include:

*Me uru ēnei mea e whai nei ki ngā tuhinga āmiki o ia hui:*

* + 1. The name of the committee;

*Te ingoa o te kōmiti;*

* + 1. The date, time and place of the meeting;

*Te rā, te wā me te wāhi o te hui;*

* + 1. The number of members present and the name of the chair of the meeting;

*Te tokomaha o ngā kaiuru kua tae ki te hui me te ingoa o te poutoko o te hui;*

* + 1. Confirmation of any previous minutes;

*Te whakamana o ngā tuhinga āmiki o te hui i mua;*

* + 1. The text of every motion or amendment moved and seconded;

*Te tuhinga o te kōrero o ia tono, o ia whakahoutanga kua tonoa, ā, kua tautokona hoki;*

* + 1. An indication of whether such motions and amendments were carried, and the names of any members who requested that their dissent be recorded;

*He tūtohu hoki o te kawenga o ngā tono me ngā whakahoutanga, ā, me tuhi hoki ngā ingoa o ngā kaiuru kua tonoa kia tuhia hoki ō rātou whakahē*

* + 1. The facts and details of any adjournment;

*Ngā meka me ngā pitopito kōrero o ngā whakatārewatanga;*

* + 1. Any notice of motion given;

*Ko te pānuihanga o ngā tono;*

* + 1. Details of any business raised at the meeting, required to be raised by these Rules, or raised by a member at the meeting; and;

*Ko ngā pitopito kōrero o ngā take kua puta ki te hui, kua puta rawa i ngā āhuatanga o ēnei Ture, kua puta rānei i tētahi kaiuru i taua hui; ā;*

* + 1. Any other matters which facilitate the historical and legal record of the Association.

*Ērā atu take ka kawea te whakapapa me te rokinga kōrero ā-ture o te Rōpū.*

* 1. The minutes of any meeting must be confirmed by the following meeting and signed as a “true and correct record” by the chair of that following meeting.

*Me whakamana ngā tuhinga āmiki o ngā hui e te hui e whai tata ake nei, ā, me waitohu hei “rokinga tika, rokinga tūturu” e te poutoko o taua hui e whai tata ake nei.*

* 1. The Secretary, or their delegate, must keep a policy book which contains a record of all policy set by the Association.

*Me tiaki e te Urupū, e tōna māngai rānei tētahi pukapuka kaupapa here, ka kawea te rokinga kōrero o ngā kaupapa here katoa o te Rōpū.*

## Common Seal

## *Hīra Ohu*

* 1. The Common Seal must be affixed to any;

*Me āpiti te Hīra Ohu ki:*

* + 1. Deeds entered into by the Association;

*Ngā Whakaaetanga Ōkawa kua waitohuhia e te Rōpū;*

* + 1. Memorandum of Understandings held by the Association; and;

*Ngā Kawenata Huatau Tahi o te Rōpū; a;*

* + 1. Official copies of these Rules.

*Ngā kape ōkawa o ēnei Ture.*

* 1. The Common Seal must be kept by the Secretary.

*Me tiaki e te Urupū te Hīra Ohu.*

* 1. The affixing of the Common Seal to a document must first be authorised by Resolution of the Executive.

*Me whakaae, me whakahau e tētahi Whakataunga o te Ohu Whakahaere te āpitihanga o te Hīra Ohu ki tētahi tuhinga.*

* 1. Any document to which the Common Seal is affixed must be signed by the Secretary and, as attesting witnesses, either;

*Ki te āpiti te Hīra Ohu ki tētahi tuhinga, me waitohu rawa e te Urupū, e tētahi o ēnei hoki hei kaitaunaki.*

* + 1. The President; or;

*Te Tumuaki;*

* + 1. Administration Vice-President and Finance and Strategy Officer.

*Te Tumuaki Piki Whakaritenga me te Āpiha Ahumoni, Ahurautaki.*

## Remedies

## *Whakatikahanga*

* 1. Where these Rules have been breached, or when a breach is inevitable for any reason, it is the responsibility of the Executive to call a Student General Meeting and report the breach within (5) working days.

*Mēnā ka whati ēnei Ture, ka puta rawa rānei he whatinga ahakoa te take, kei runga i te Ohu Whakahaere te kawenga ki te karanga i te Hui Tauira ki te hura i te whatinga i mua i te rima (5) rā mahi.*

* 1. The Student Body may determine to remedy the breach by either:

*Mā te Kōpuni Tauira e whakatika i te whati mā te:*

* + 1. Substantial compliance in accordance with section 31; or;

*Tautukunga Whakahirahira e hāngai ana ki te wāhanga 31*

* + 1. Determining the appropriate course of action where such action must be consistent with these Rules.

*E whakarite i te ara e tika ana ki te whakatika, ka whai rawa taua whakatikahanga i ēnei Ture.*

* 1. Upon a Student Body motion validating a breach of these Rules, the Secretary must inform the Student Media immediately.

*Hei te whakaaetanga o te Kōpuni Tauira ki te whatinga o ēnei Ture, me whakamōhio atu e te Urupū te Pāpāho Tauira i taua wā tonu.*

## Substantial Compliance

## *Tautukunga Whakahirahira*

* 1. The Student Body may, by a Special Resolution at a Student General Meeting, validate a breach of these rules given that the Student General Meeting is satisfied that:

*Mā te Kōpuni Tauira e whakaae kua whati ēnei Ture i te Whakataunga Motuhake ki te Hui Tauira, ina e ngata ana rātou kua:*

* + 1. There has been substantial compliance with these Rules; and;

## *Kitea te Tautukunga Whakahirahira i ēnei Ture; ā;*

* + 1. The breach has not materially affected, and/or will not foreseeably materially affect, the rights or interests of any person or affiliated body; and;

*Kāore anō te whatinga kia āta whakararu, e kore rānei te whatinga e āta whakararu i ngā tika, i ngā take o tētahi tangata, o tētahi o ngā haumi rānei; ā;*

* + 1. The breach resulted in a positive benefit to the Association and its members and the Objects.

*Whai hua pai te Rōpū, ōna kaiuru, ōna whāinga hoki i te whatinga.*

## Affiliated Bodies

## *Haumi*

* 1. Any student club, society, union or other body may apply to the Executive for affiliation to the Association.

*Kei te whakaae kia tono mai ngā karapu tauira, ngā pāpori, ngā uniana, tētahi atu kōpuni rānei ki te Ohu Whakahaere kia noho rātou hei haumi o te Rōpū.*

* 1. The affiliation of any club, society, union or other body to the Association will continue indefinitely until such time as:

*Ko te haumitanga o tētahi karapu, tētahi pāpori, tētahi uniana, tētahi kōpuni rānei ki te Rōpū ka mau pūmau tae noa ki:*

* + 1. The Executive, by Resolution, ends the affiliation;

*Te poronga o taua haumitanga i te Whakataunga o te Ohuwhakahaere;*

* + 1. The club, society, union or other body ends the affiliation;

*Te poronga o te haumitanga i te whakatau o te karapu, te pāpori, te uniana, te kōpuni rānei.*

* + 1. The club, society, union or other body ceases to meet the requirements of affiliation to the Association, including complying with these Rules; or;

*Ka kore tonu te karapu, te pāpori, te uniana, te kōpuni rānei e ea i ngā tohutohu o te haumitanga ki te Rōpū, i tutuki hoki i ngā tikanga o ēnei Ture;*

* + 1. The club, society, union or other body ceases to exist.

*Ka kapi rānei te karapu, te pāpori, te uniana, tētahi kōpuni rānei.*

* 1. When considering an affiliation application the Executive must be satisfied that:

*I te whakaarotanga o tētahi ki te tuku i te tono hei haumi me ngata ēnei hiahia o te Ohu Whakahaere:*

* + 1. The Association’s investment in affiliating any club, society, union or other body, whether financial or otherwise, benefits primarily the Association's members;

*Mā te whakangaotanga o te Rōpū ki te haumitanga o tētahi karapu, tētahi pāpori, tētahi uniana, tētahi kōpuni rānei, ahakoa ā-ahumoni, ahakoa te aha, ka mātua puta mai he hua ki ngā kaiuru o te Rōpū.*

* + 1. Any club, society, union or other body does not pose a risk, whether financial or otherwise, to the Association; and;

*Ka kore e mōrearea, ā-ahumohi, ā-aha rānei, te haumitanga o tētahi karapu, tētahi pāpori, tētahi uniana, tētahi kōpuni rānei ki te Rōpū.*

* + 1. The activities of any club, society, union or other body are consistent with the Objects.

*Ka ū tonu ngā mahi o te karapu, te pāpori, te uniana, tētahi kōpuni rānei ki ngā Whāinga.*

* 1. The affiliation of any club, society, union or other body is subject to the overall discretion of the Executive and the Executive may resolve to assume the affairs of any affiliated club, society, union or other body.

*Ko te whakaaetanga ki te haumitanga o tētahi karapu, o tētahi pāpori, o tētahi uniana, o tētahi kōpuni rānei ka noho tonu ki te Ohu Whakahaere, ā, mā te Whakataunga o te Ohu Whakahaere hoki ngā mahi o tētahi karapu, o tētahi pāpori, o tētahi uniana, o tētahi kōpuni haumi rānei e whakahaere.*

## Budget

## *Tahua Pūtea*

* 1. There will be a budget set for the Association which will cover operational and capital expenditure and to which income (if any) will be linked.

*Ka whakatauria he tahua pūtea mō te Rōpū, ka kapia ngā whakapaunga o te pūtea whakahaere, me te pūtea haupū rawa, ā, ka hono (mēnā he take) ki te whiwhinga pūtea e tika ana.*

* 1. The Executive will present a proposed budget for the forthcoming year to the Student Body in the second semester of each year.

*Ka whakaatu te Ohu Whakahaere i te tahua pūtea marohi mō te tau e heke mai ki te Kōpuni Tauira i te kaupeka tuarua o ia tau.*

* 1. The Student Body will consider the proposed budget and either resolve to accept or reject it in its entirety.

*Ka āta whakaarohia e te Kōpuni Tauira te tahua pūtea marohi, ā, ka whakatauhia ki te whakaae, ki te whakahē rānei ki te katoa o te tahua.*

* 1. If no budget has been set by the end of the Executive Term, then the most recent budget set by the Student Body will be deemed to be the budget for the following year, adjusted up or down on a pro rata basis according to any change in income.

*Ki te kore anō kia tau te tahua pūtea i mua i te otinga o te Tūmau Ohu Whakahaere, ā, ka whakatauhia ko te tahua pūtea o mua tata ake nei kua whakatauhia e te Kōpuni Tauira ko te tahua pūtea mō te tau e heke mai nei, mā te tūāpapa owehe ka whakatikaina whakarunga, whakararo rānei te tahua pūtea ki tā te whiwhinga pūtea e tohu ai.*

* 1. At least five (5) working days’ notice is required before the proposed budget is presented to the Student Body.

*Kia kaua e iti iho i te rima (5) rā mahi te tuku pānui ki te whakaatu i te tahua pūtea marohi ki te Kōpuni Tauira.*

* 1. The Executive will supply copies of the budget for the forthcoming year to the Student Media following its setting by the Student Body.

*Mā te Ohu Whakahaere e tuku i ngā kape o te tahua pūtea mō te tau e heke mai ki te Pāpāho Tauira i muri iho i te whakataunga o te Kōpuni Tauira.*

* 1. At the commencement of each year, but before any Student General Meetings or Referenda are held, the Executive may alter the budget set by the Student Body the preceding year, provided that:

*I te tīmatatanga o ia tau, engari i mua i tētahi Hui Tauira, i tētahi Whakataunga-ā-Iwi rānei, kei te whakaae kia panonihia te tahua pūtea, i whakatauhia ai e te Kōpuni Tauira i te tau i mua, e te Ohu Whakahaere mēnā:*

* + 1. The sum of the absolute values of all alterations made to individual budget lines does not exceed five (5) percent of Total Budgeted Expenditure; and;

*Ka kore e eke te tōpūtanga katoa o ngā panonihanga ki ia rārangi o te tahua i te rima (5) ōrau o te Katoa o te Whakapaunga Pūtea kua whakatahuahia; ā;*

* + 1. The remuneration of Executive Officers is not altered from the budget set by the Student Body the previous year; and;

*Ko te utu ki ngā Āpiha Whakahaere e kore e panoni i te tahua pūtea kua whakatauhia e te Kōpuni Tauira i te tau i mua; ā;*

* + 1. The sum of the absolute values of all alterations made to individual budget lines does not exceed the total amount of the last set budget.

*Ko te tōpūtanga katoa o ngā panonihanga ki ngā rārangi pūtea rārangi e kore e eke atu i te tōpūtanga katoa o te tahua pūtea o mua tata ake i whakatauhia ai.*

* 1. Any proposed budgetary alterations in excess of the sum in section 23.7 must be referred to the Student Body, which may accept or reject the proposed altered budget.

*Ko ngā panonitanga tahua pūtea whakamarohi nui ake i te tāpeke kua tohua e te wāhanga 23.7, me whakahoki ki te Kōpuni Tauira, mā rātou e whakaae, e whakahē rānei i taua panonitanga tahua pūtea whakamarohi.*

## Expenditure Authorisation

## *Whakaaetanga Utu*

* 1. Any Association expenditure must be approved and signed by any two of the following, provided that at least one of the approvers and signatories is an Executive Officer:

*Me whakaae, me waitohu he whakapaunga pūtea o te Rōpū e tētahi ō enei tokorua, mēnā ka tū rawa ko tētahi o ngā kaiwhakaae, o ngā kaiwaitohu hei Āpiha Whakahaere:*

* + 1. The President;

*Te Tumuak;i*

* + 1. The Vice-President;

*Te Tumuaki Piki;*

* + 1. The Finance and Strategy Officer;

*Te Āpiha Ahumoni, Ahurautaki;*

* + 1. The Chief Executive Officer;

*Te Tumu Whakarae;*

* + 1. The Secretary; or;

*Te Urupū;*

* + 1. Up to one other Officer or employee of the Association appointed by Resolution of the Executive.

*Tētahi atu Āpiha, kaimahi rānei o te Rōpū mēnā kua kopoua e tētahi Whakataunga o te Ohu Whakahaere.*

## Committees

## *Ngā Kōmiti*

* 1. The Executive has the power to establish committees as it sees fit to develop further the policy and Objects of the Association.

*Kei a te Ohu Whakahaere te mana ki te whakatū kōmiti ki tāna e hiahia ai, ki te whakawhanake kaupapa here me ngā Whāinga o te Rōpū.*

* 1. Any committee formed should have representation from both the Executive and, unless there are issues of confidentiality, the wider membership.

*Me whai māngai ngā kōmiti katoa mai i te Ohu Whakahaere, mai i te uruhanga whānui rānei, ki te kore he take matatapu.*

* 1. Where a committee has constitutional powers it must be incorporated into these Rules.

*Mēnā he mana kawanatanga ō te kōmiti me āpiti mai ki ēnei Ture.*

## Vacation of Office

## *Te Wehenga o te Tūranga*

* 1. The holder of any office in the Association must vacate office if such Officer:

*Ko te tangata kei te tūranga, ahakoa te momo tūranga o te Rōpū, me wehe e ia tōna tūranga mēnā:*

* + 1. Ceases to be a member of the Association;

*Ka mutu tana uruhanga ki te Rōpū;*

* + 1. Dies;

*Ka mate:*

* + 1. Tenders written notice of resignation to the Secretary; or;

*Ka tukuna tana tukunga ā-tuhi ki te Urupū;*

* + 1. Is the subject of a vote of no confidence passed by the Student Body.

*Kua whakatauhia he pōti takanga mana mōna e te Kōpuni Tauira.*

* 1. An Executive Officer will be deemed to have vacated office if they are:

*Kua wehe te Āpiha Whakahaere i tōna tūranga mēnā:*

* + 1. Absent without leave from any three (3) consecutive ordinary meetings of the Executive; or;

*Ki te kore e tae tētahi Āpiha Whakahaere, whakaaetanga kore, ki ngā hui māori karapipiti o te Ohu Whakahaere;*

* + 1. Found by the Secretary not to meet the prerequisites for holding that particular office.

*Kua huraina e te Urupū te korenga o ōna ritenga tūturu ki te tū ki taua tūranga.*

# Part E/*WĀHANGA E*

# GENERAL MEETINGS AND REFERENDA/*NGĀ HUI ME NGĀ WHAKATAUNGA-Ā-IWI*

## Conduct of Referenda

## *Te Whakahaere o te Whakataunga-ā-Iwi*

* 1. Except as provided in this section 37, the Executive or any member may request that the Executive put an issue, in the form of a question to the Student Body by way of a Referendum by giving notice to the Secretary.

*Atu i ngā tikanga i tēnei wāhanga 37, ka taea e te Ohu Whakahaere, e tētahi kaiuru rānei te whakatokoto i tētahi take, hei pātai ki te Kōpuni Tauira mā te Whakataunga-ā-Iwi mai i te tuku pānui ki te Urupū.*

* 1. Any referendum involving finance or administrative matters, other than any or all matters listed in section 37 (k. i) or 37 (k. ii) will be indicative only and not binding on the Association.

*Ko ngā whakataunga-ā-iwi e hāngai ana ki te ahumoni, ki ngā take whakahaere rānei atu i ngā take kua whakarārangihi ki ngā wāhanga 37 (k.i), 37 (k. ii) ka noho hei tohutohu noa, ehara i te mea kua herea te Rōpū ki taua whakatau.*

* 1. A Referendum must be called by the Secretary:

*Me karanga te Whakataunga-ā-Iwi e te Urupū rawa:*

* + 1. Upon Resolution of the Executive, and if the Referendum is to be binding on the Association, the Resolution must so state.

*I te Whakataunga o te Ohu Whakahaere me te mea nei kua herea te Rōpū ki taua Whakataunga-ā-Iwi, me mātua whāki taua rā Whakataunga.*

* + 1. On receipt by the Secretary of a petition, signed by no less than fifty

(50) members, which calls for a Referendum to be held, and if the Referendum is to be binding on the Association, the petition must so state.

*I te rirohanga o te Urupū i te petihana, kua waitohuhia kia kaua e iti iho i te rima-tekau (50) kaiuru, ka karangahia he Whakataunga-ā-Iwi, ā, mehemea kua herea te Rōpū ki taua Whakataunga-ā-Iwi, me mātua whāki taua rā petihana.*

* 1. For any Referendum, the Executive will report the matter to the Student Media and promote discussion and debate regarding the matter.

*Ahakoa te momo Whakataunga-ā-Iwi mā te Ohu Whakahaere te take e pūrongo ki te Pāpāho Tauira, e whakatairanga kia matapakihia, kia whakatautohetohehia te take kua puta i te Whakataunga-ā-Iwi*

* + 1. The Association will provide an explanatory document for each question which discusses the arguments for and against passing the motion or question.

*Mā te Rōpū e tuku i te tuhinga ka whakapūrangiaho i ia pātai e matapakihia ana ngā tohe tautoko me ngā tohe whakahē i te whakataunga o te tono o ia pātai.*

* + 1. This explanatory document will be made available to Student Media.

*Ko taua tuhinga whakapūrangiaho ka tukuna ki te Pāpāho Tauira.*

* + 1. This explanatory document will also be made available to members of the Association during the voting period.

*Ko taua tuhinga whakapūrangiaho ka noho whakawātea hoki ki ngā kaiuru o te Rōpū i katoa o te wā pōti.*

* 1. Any Referendum put to the Student Body will require ten (10) working days’ notice of the wording.

*Ko ngā momo Whakatunga-ā-Iwi katoa me pānui ki te Kōpuni Tauira kia tekau (10) rā mahi i mua, kia kitea ai te whakatakotoranga o ngā kupu.*

* 1. The Secretary may appoint a Returning Officer to supervise the conduct of the Referendum. If no Returning Officer is appointed or in the absence or incapacity of any Returning Officer the Secretary will be the Returning Officer.

*Ka kopoua e te Urupū, i a ia e hiahia ana, he Kaitirotiro ki te whakahaere i te Whakataunga-ā-Iwi. Ki te kore e kopoua he Kaitirotiro, i te ngarohanga, i te ngoikoretanga rānei o te Kaitirotiro, ka tū kē ko te Urupū hei Kaitirotiro.*

* 1. The Returning Officer must conduct the Referendum by secret ballot according to the voting provisions contained in section 22 as if the Referendum were an election, with all necessary changes.

*Mā te Kaitirotiro te Whakataunga-ā-Iwi e whakahaere ki ngā tikanga Māpere Tukipū me tōna hāngai tonu ki te tikanga pōti i te wāhanga 22, anō nei he pōtihanga te Whakataunga-ā-Iwi, ā, me ngā panonihanga e tika ana.*

* 1. All questions in the Referendum must have the option to abstain, aside from questions discussing the annual report, audited annual financial statements, or questions deemed of high importance by resolution of the Executive.

*Me kawe ngā pātai katoa ki ngā Whakataunga-ā-Iwi te whiringa ki te pare, atu i ngā pātai mō te pūrongo-ā-tau, ngā tauākī pūtea, ngā pātai rānei kua whakatauria e te whakatau o te Ohu Whakahaere he whakahirahira.*

* 1. Any matter with regard to the conduct of the Referendum is subject to the overriding supervision of any independent arbitrator appointed by the Executive for that purpose.

*Ko ngā take katoa e hāngai ana ki ngā whakahaerenga o te Whakataunga-ā-Iwi ka noho tonu ki raro i te karu kainukere o te kaiwhakatau motuhake kua kopoua e te Ohu Whakahaere mō taua take tonu.*

* 1. Any Referendum at which fewer than five (5) percent of the total number of members cast their vote will be considered indicative only, except where the issue is about any or all matters listed in sections or 37 (l) where the threshold will be one percent (1%) of the total members, a figure which the Secretary will ascertain at the commencement of each semester and report to the Executive and the Student Media.

*Ki te kore ngā pōti katoa kua tukuna ki te Whakataunga-ā-Iwi e eke atu i te rima (5) ōrau o ngā kaiuru katoa, ka noho taua whakataunga hei tohu anake, atu i te mea he pānga, ahakoa tana iti, ki ngā take kei ngā wāhanga o 37 (l), i taua wā ko te paepae ko te tahi (1) ōrau o ngā kaiuru katoa. Ko taua tokomaha ka wetewetea e te Urupū i te tīmatanga o ia kaupeka, kātahi ka tuku atu ki te Ohu Whakahaere.*

* 1. There will be at least one Referendum called in the first semester which, without limiting its business, will:

*Kia kaua e iti iho i te kotahi te Whakataunga-ā-Iwi i te kaupeka tuatahi, ā, ehara i te mea ka whakawhāiti iho, ka kawe ko ēnei:*

* + 1. Receive and accept the annual report of the Association for the previous year; and;

*Ka whakawhiwhia, ka whakaaetia te pūrongo-ā-tau o te Rōpū mō te tau kua hipa; a;*

* + 1. Receive and accept the audited annual financial statements for the previous year.

*Ka whakawhiwhia, ka whakaaetia ngā tauākī pūtea kua tātari kaute o te tau kua hipa.*

* 1. Where Referendum voting on a Resolution is tied the Resolution will fail.

*Inā ka rite tonu te pōti Whakatuanga-ā-Iwi ki tētahi Whakataunga, ka hinga te Whakataunga.*

* 1. The Secretary must inform all Student Media of the results of the Referendum as soon as practicable once known.

*Me whakamōhio e te Urupū ngā Pāpāho Tauira katoa o ngā hua kua puta i te Whakataunga-ā-Iwi i te wā tata nei e taea.*

* 1. Voting in a Referendum must take place online in a manner that enables all members to cast their ballot.

*Me tū ki te ipurangi te mahi pōti o te Whakataunga-ā-Iwi kia taea ai e ngā kaiuru katoa te tuku i tō rātou māpere.*

* 1. Upon receipt of a question from members to be put to Referendum under section 37 (c. ii) the Executive must send the question to a mediator to determine whether it should be ruled out of order based on the criteria in section 38 (c).

*I te rirohanga o tētahi pātai mai i ngā kaiuru kia tū hei Whakataunga-ā-Iwi i raro i te wāhanga 37 (c. ii) me tuku te pātai e te Ohu Whakahaere ki tētahi takawaenga, māna e whakatau mēnā ka whakahē te pātai nō runga i ngā paearu i te wāhanga 38 (c).*

## Mediator of Referenda

## *Takawaenga o te Whakataunga-ā-Iwi*

* 1. The honorary solicitor will be the mediator for all Referenda.

*Ko te roia whakahōnore ka tū ki te tūnga takawaenga o ngā Whakataunga-ā-Iwi.*

* 1. The mediator will:

*Ka tā te takawaenga kawe ko te:*

* + 1. Set the wording of the question to be put to the Referendum;

*Whakatauhia te whakatakoto tika o te kupu ki te Whakataunga-ā-Iwi.*

* + 1. Ensure that the matters put to the Referendum are put fairly and that they are put in such a way to ensure that the result is a free expression of the members' opinions rather than being dictated by the form of the question; and;

*Me mātua whakarite ngā āhuatanga katoa kia puta matatika te Whakataunga-ā-Iwi, ā, ka pērā te whakatakoto o te kupu ko te hua ka puta he hua herekore i ngā whakaaro o ngā kaiuru, ehara i te mea kua whakahauhaua e te āhua o te pātai; ā;*

* + 1. Consider any submissions made by any member as to how the question should be phrased.

*Me āta whakaaro ngā tono i ngā kaiuru, ahakoa ko wai, ki te whakatakoto tika ngā kupu o te pātai.*

* 1. The mediator may only decline to put a question to a Referendum if:

*Ka whakahē te takawaenga ki te tuku pātai ki te Whakataunga-ā-Iwi mēnā:*

* + 1. The question is frivolous;

*He ui hangahanga;*

* + 1. The question is contrary to these Rules;

*He pātai e kore e hāngai ki ēnei Ture;*

* + 1. The question unfairly affects any individual, including students, OUSA employees and University employees;

*He hua matatika kore e puta atu ki tētahi tangata, ahakoa he tauira, he kaimahi o te OUSA, he kaimahi rānei o te Whare Wānanga;*

* + 1. The question is biased or leading; or;

*He ui rītaha, he ui mākoi*

* + 1. There is already a question of a similar nature being put to the Student Body, in which case the Mediator may recommend that only one question be asked on the one topic.

*He pātai e rite kē ana tōna wairua kua puta kē ki te Kōpuni Tauira, ki te pēnei ka tūtohutia peā e te Takawaenga kia kotahi anake te pātai ka puta ki ia take.*

* 1. In seeking to determine the opinion of the Student Body on an issue, the Mediator may choose to put to the Referendum a series of different Resolutions about the same issue in order to ensure that a clear result is obtained.

*I tana rapu i te huatau o te Kōpuni Tauira mō tētahi kaupapa, ka whiria pea e te Takawaenga ki te tuku ki te Whakataunga-ā-Iwi he raupapa Whakataunga rerekē mō aua take tonu kia mātua puta mai he hua māramarama.*

* 1. The Executive will give five (5) working days’ notice before setting the proposed questions to allow time for submissions to be made by members.

*Ka tukuna e te Ohu Whakahaere kia rima (5) ngā rā mahi i mua i te whakataunga o ngā pātai marohi kia whai wā ngā kaiuru ki te tuku tāpaetanga.*

## Conduct of Student General Meetings

## *Whakahaerenga o ngā Hui Tauira*

* 1. The quorum for a Student General Meeting is 0.5% of the membership of the Association.

*Ko te tokamuta o te Hui Tauira ko 0.5 ōrau o te uruhanga o te Rōpū.*

* 1. Student General Meetings may only be held on days when the Dunedin campus of the University is holding formal classes and at a time and a place that is not inconvenient to students.

*Ka tū ngā Hui Tauira ki tētahi o ngā rā anake e tū ai ngā akoranga ki te paenga o Ōtepōti o te Whare Wānanga, i tētahi wā, i tētahi wāhi e pai ai ki ngā tauira.*

* 1. Except as otherwise provided by these Rules, the procedure of a Student General Meeting will be governed by the Standing Orders set forth in these Rules.

*Atu i ngā tikanga kei ēnei Ture, ko te tukanga o te Hui Tauira ka ārahina e ngā Tohutohu kua whakatokotohia ki ēnei Ture.*

* 1. A Student General Meeting will be called by the Secretary:

*Ka karangahia he Hui Tauira e te Urupū:*

* + 1. On receipt of a motion of no confidence in an Executive Officer or to expel a member of the Association;

*I te rirohanga o tētahi tono takanga mana o te Tumuaki, ki te pana rānei i tētahi kaiuru i te Rōpū;*

* + 1. By receipt of a petition signed by no less than fifty (50) members; or;

*I te rirohanga o tētahi petihana kia kaua e iti iho i te rima tekau (50) kaiuru, kua waitohuhia, ki te Urupū;*

* + 1. By Resolution of the Executive.

*I te Whakataunga o te Ohu Whakahaere rānei.*

* 1. Subject to section 9 (c), such a meeting must be called between five (5) and fifteen (15) working days after receipt of such a motion or Resolution of the Executive. If the meeting is not called, any member may call the meeting.

*I raro anō i te wāhanga 9 (c), ko aua momo hui ka karangahia ki waenga i te rima (5) me te tekau-mā-rima (15) rā mahi i te rirohanga o tētahi tono, tētahi Whakataunga rānei o te Ohu Whakahaere. Ki te kore te hui kua karangatia, ka taea e te kaiuru noa, ahakoa ko wai, te hui e karanga.*

* 1. Subject to section 9 (c), at least five (5) working days’ notice must be given by the Secretary for a Student General Meeting detailing the time, place, agenda items and all motions put before the meeting.

*I raro anō i te wāhanga 9 (c), kia kaua e iti iho i te rima (5) rā mahi te tuku pānui te Urupū ki te tū tētahi Hui Tauira, ā, me kawe te pānui te wā, te wāhi, te rārangi mahi me ngā tono katoa ka puta i mua i te hui.*

1. **Chair of the Student General Meeting**

***Poutoko o te Hui Tauira***

* 1. The chair of the Student General Meeting is appointed by the Secretary and cannot be a current Executive Officer.

*Ka kopoua te Poutoko o te Hui Tauira e te Urupū,e kore e whakaae ki tētahi Āpiha Whakahaere o taua wā tonu.*

* 1. The duties of the chair of the Student General Meeting are:

*Ko ngā kawenga o te Poutoko o te Hui Tauira ko:*

* + 1. To conduct Student General Meetings of the Association according to these Rules;

*Te whakahaere tika i ngā Hui Tauira o te Rōpū hāngai pū ana ki ēnei Ture;*

* + 1. To convey all Resolutions and recommendations made at a Student General Meeting to the appropriate persons as directed;

*Te kawe i ngā Whakataunga me ngā whakahau kua whakatauria e te Hui Tauira ki ngā tāngata e tika ana i tā te hui e whakahau ai;*

* + 1. To report to and advise the Executive on issues arising at Student General Meetings; and;

*Te pūrongo atu, te ārahi atu i te Ohu Whakahaere mō ngā take e puta ana i ngā Hui Tauira; ā;*

* + 1. To have an understanding of these Rules.

*Te mārama pū i ēnei ture.*

* 1. In the event of the absence of the chair at a Student General Meeting a member of the Association may chair the meeting in accordance with the provisions set forth in the Standing Orders relating to the absence of the Chair.

*Inā ngaro ai te Poutoko i tētahi Hui Tauira ka whakaae kia tū ko tētahi atu kaiuru kē o te Rōpū hei Poutoko ki taua hui whāia rawa ai ngā tikanga kua whakatakotoria e ngā Tohutohu e hāngai ana ki te ngarohanga o te Poutoko.*

# Part F/Wāhanga F

# STANDING ORDERS/TOHUTOHU

## Introduction

## *Kupu Whakataki*

* 1. Any meeting may not commit any act, pass any Resolution or make any appointment in contravention of these Rules. Any such action, Resolution or appointment will be invalid and will not bind the Association.

*Kua kore e whakaae i tētahi hui kia mahi i tētahi mahi, kia whakatau i tētahi Whakataunga, kia kopoua tētahi rānei e takahi ai ēnei Ture. Ko aua momo mahi, Whakataunga, kopounga rānei ka noho mana kore, ka noho herekore ki te Rōpū.*

* 1. Except as provided in these Rules, these Standing Orders apply to all meetings of the Association, including Student General Meetings, meetings of the Executive and meetings of any other committee of the Association.

*Atu i ngā tikanga kei ēnei Ture, ko ēnei Tohutohu ka whakamahia ki ngā hui katoa o te Rōpū, arā, ko ngā Hui Tauira, ko ngā hui o te Ohu Whakahaere, ā, ko ērā atu kōmiti katoa o te Rōpū.*

## Conduct of Business

## *Whakahaerenga o ngā Mahi*

* 1. The business of every meeting must be conducted in accordance with the Rules and Standing Orders.

*Ko ngā mahi o ngā hui katoa me whakahaere ki tā ēnei Ture, ēnei Tohutohu e tohua ai.*

* 1. All business (unless otherwise provided for by the Rules or Standing Orders) must be brought forward, discussed and dealt with in the form of a motion. No other business may be considered.

*Ko ngā mahi katoa (atu i ērā tikanga kē kua tohua kē e ēnei Ture, e ēnei Tohutohu rānei) ka puta ki te hui, ka matapakihia, ā, ka whakatauhia hei tono. Kāore he mahi anō e tirohia kētia.*

## Order of Business

## *Raupapa Mahi*

* 1. At ordinary meetings the order of business will be:

*Kei ngā hui māori noa, ka pēnei te raupapa mahi:*

* + 1. Election of a chairperson if necessary;

*Me pōtihia he poutoko, mēnā he take;*

* + 1. In the case of a special meeting, the business for which such meeting has been called and, in the order set out in the notice calling such meeting;

*Mehemea he hui motuhake, ko te mahi kua whakatokotoria kētia, ā, ka whai i te raupapa kua whakatokoto i te pānui mō taua hui;*

* + 1. The confirmation of the minutes of the last meeting;

*Te whakamana i ngā tuhinga āmiki o te hui i mua;*

* + 1. The business to be conducted;

*Ngā mahi kei mua i te aroaro hei tirohanga mā te hui;*

* + 1. General business.

*Ko ngā kaupapa tukipū kē ka puta noa.*

## Quorum

## *Tokamatua*

* 1. Unless otherwise specified in these Rules the quorum of every meeting is half the maximum number of voting members of the committee or body.

*Atu i te tūāhua kua whakatakotoria kētia e ēnei Ture, ko te tokamatua o ngā hui katoa ko te hau-rua o te katoa o ngā kaiuru pōti o taua kōmiti, o taua kōpuni rānei.*

* 1. No meeting may commence until the required quorum is present. If such quorum is not present within fifteen minutes of the time for which the meeting is called the meeting must be abandoned.

*E kore e tīmata te hui ki te kore anō kia eke ngā kaiuru ki te tokamatua e tika ana. Ki te kore anō kia tae te tokamatua i te tekau-mā-rima (15) mineti mai i te wā tīmata ai te hui, me whakarere te hui.*

* 1. All members of the committee must be physically present to participate in the meeting except Executive meetings, where Executive Officers may attend the meeting through a live telecommunications link provided that they can:

*Me tae ā-tinana ngā kaiuru o te kōmiti kia kīia ai kua whai wāhi ia ki taua hui, atu i ngā hui Ohu Whakahaere, i reira mēnā kei te whakaae kia tae ā-waea, kia tae ā-kiriata rānei ngā Āpiha kia taea e rātou te:*

* + 1. Hear the entire debate and motions;

*Rongo i ngā tohe, me ngā tono katoa;*

* + 1. Contribute to the meeting by speaking, putting motions and voting; and;

*Tuku i ō rātou whakaaro mā te kōrero, mā te tuku tono me te pōti; ā;*

* + 1. Have full access to any materials placed before the meeting.

*Pā atu, te kite atu i ngā taputapu katoa kua tukuna ki mua i te hui.*

* 1. If at any time any meeting loses its quorum the chair must adjourn the meeting.

*Ahakoa te aha, ki te kore e eke ki te tokamatua i tētahi wā, i tētahi wāhi o te hui, me hiki te hui.*

* 1. Any member of the committee may call for a quorum count at any time, unless the meeting is in the process of voting.

*Ahakoa ko wai o te kōmiti, ahakoa te wā o te hui, kei te whakaae kia karangahia he tātaritanga tokamatua, atu i te wā e pōti kē ana te hui.*

## Strangers

## *Tauhou*

* 1. All members are entitled to be at all meetings of the Association.

*Kei te whakaae kia tae atu, kia whai wāhi atu ngā kaiuru katoa ki ngā hui katoa o te Rōpū.*

* 1. Members of the student media are entitled to be at all meetings of the Association.

*Kei te whakaae hoki kia tae atu te pāpāho tauira ki ngā hui katoa o te Rōpū.*

* 1. Those people present at a meeting who are not members of that meeting may only speak with leave of the meeting.

*Ko rātou kua tae ki tētahi hui, ā, ehara tonu rātou i te kaiuru o taua hui ake, me whakaae te hui kia kōrero ai taua tangata.*

## Chairperson

## *Poutoko*

* 1. The chairperson will conduct and maintain order in the meeting.

*Mā te poutoko e whakahaere, e whakaū te hui ki āna tikanga.*

* 1. Any member of the committee called to order by the chairperson must immediately cease to speak and must resume their seat unless permitted by the chair to explain.

*Ko rātou ngā kaiuru o te kōmiti kua whakatikaina e te poutoko me mutu i taua wā te kōrero, me tou ki raro me i kore te whakaae o te poutoko mā taua tangata āna mahi, āna kōrero e whakamahuki.*

* 1. The chairperson may not permit to be discussed and will rule out of order all matters that do not pertain to the question before the meeting.

*Mā te poutoko e whakahē te matapakinga, ka kīia rānei he takahi tikanga ngā kaupapa katoa e kore e hāngai pū ki te pātai kei mua i te aroaro o te hui.*

* 1. The chairperson will by ruling determine any matter, dispute or question as to order and procedure.

*Mā te poutoko e whakatau ngā take, ngā tohenga, ngā pātai katoa mō te hāngai ki te tikanga, ki te tukanga rānei.*

* 1. The chairperson may by ruling grant leave, provided that no member of the committee objects to this.

*Mā te poutoko e whakatau kia tuku whakamatuatanga, ki te kore tēnei e tohea e tētahi o te kōmiti.*

## Absence of Chairperson

## *Ngarohanga o te Poutoko*

* 1. In the event of the chair of a meeting not being present or being removed from the chair due to a motion of no confidence, a new chairperson must be elected immediately.

*I te ngarohanga o te poutoko, kua tangohia rānei e te tono takanga mana, me pōti anō tētahi poutoko anō i taua wā tonu.*

* 1. The election of a chairperson will take precedence over all other motions and business.

*Ko te pōtihanga o te poutoko ka tū hei kaupapa matua i runga ake i ērā atu tono, i ērā atu mahi.*

* 1. No person will move a motion of no confidence in the chair more than once in any meeting unless it is in relation to a new chair.

*E kore e whakaae kia tono i te tono takanga mana o te poutoko kia nui ake i te kōtahi te wā ki tētahi hui atu i te mea ka hāngai ki tētahi poutoko hou.*

* 1. If the chairperson is stepping down to speak to a motion, or to avoid a conflict of interest, they may, if no member objects, appoint a chairperson from the meeting to replace them. In all other instances an election must be held. The procedure is as follows:

*Ki te heke ki raro kē te poutoko ki te kōrero ki tētahi tono, ki te kaupare rānei i te pānga rongorua, ka taea, ki te kore e tohe tētahi, te kopou i tētahi poutoko kē hei kairīwhi. Atu i tēnei nei āhuatanga me pōti kē. Anei te tukanga.*

* + 1. The Secretary of the meeting will call for nominations by members of the meeting;

*Ka karangahia e te Urupū he tautapanga i ngā kaiuru o te hui;*

* + 1. All persons nominated and seconded are permitted to address the meeting for no longer than two minutes;

*Ko ngā tāngata katoa kua tautapahia, ā, kua tautokona kei te whakaae kia kōrero ki te hui kia kaua e roa ake i te rua (2) mineti.*

* + 1. The Secretary will then call for votes from all members present for all candidates; and;

*Ka karangahia e te Urupū he pōti i ia kaiuru kei te hui ki ngā kaitono; a;*

* + 1. The candidate with the greatest number of votes will assume the chair, and the meeting will resume.

*Ko te kaitono kua whakawhiwhia ki te nui o ngā pōti ka tū hei poutoko, ā, ka haere tonu te hui.*

* 1. A new chairperson will be considered to be so for that meeting or motion only, and the chair will return to the usual chairperson of the meeting for subsequent meetings or motions as the case may be.

*Ko taua poutoko hou ka tū hei poutoko mō taua hui anake, mō taua tono anake rānei, ā, ka hoki atu te poutoko matua o te hui ki te tūnga poutoko mō ngā hui, mō ngā tono e haere ake nei.*

## Motions

## *Tono*

* 1. Only one motion may be placed before the meeting at a time, except as otherwise provided by the Standing Orders.

*Ka tū ko tētahi tono anake ki mua i te hui i te wā kotahi, atu i ērā tikanga kei ngā Tohutohu.*

* 1. When a substantive motion has been lost, a motion the same in substance may not be moved at the same meeting without leave.

*Ki te paheke tētahi tono whaitake, ā, e kore e whakaae he tono anō e rite ana te wairua te tono i taua hui tonu ki te kore e whakaae te poutoko.*

## Substantive Motions

## *Tono Whaitake*

* 1. A substantive motion is any motion that is not a procedural motion.

*Ko te tono whaitake ko ngā tono katoa ehara i te tono tukanga.*

## Procedural Motions

## *Tono Tukanga*

* 1. A procedural motion is any motion that affects the process of the meeting.

*Ko te tukanga tono ko ngā tono katoa ka pā atu ki te tukanga o te hui.*

* 1. A procedural motion may be put to the meeting while there is a substantive motion on the floor, and the procedural motion must be resolved before the meeting can return to the substantive motion.

*Kei te whakaae kia tukua ki te hui he tono tukanga ahakoa kei mua kē i te aroaro o te hui he tono whaitake, me whakatau te tono tukanga i mua i tā te hui hokinga atu ki te tono whaitake.*

* 1. A procedural motion may not be put to the meeting while a person is speaking.

*E kore e whakaae kia tukua he tono tukanga ki te hui i te wā e kōrero ana te tangata.*

* 1. Except with the permission of the Chair, no procedural motion may be moved or seconded by the mover or seconder of a substantive motion currently before the meeting.

*Atu i te whakaaetanga o te Poutoko, e kore e whakaae te tuku i te tono tukanga, e tautokona rānei te tono tukanga e te kaitono o te tono whaitake, e te kaitautoko rānei o te tono whaitake kei mua tonu kē i te aroaro o te hui.*

* 1. The chairperson has the discretion to accept or reject a procedural motion, unless it challenges a ruling of the chair, or is a motion of no confidence in the chair.

*Kei a te poutoko te mana ki te whakaae, ki te whakahē rānei i te tono tukanga, atu i ērā e tumatuma ana i te whakatau o te poutoko, i te tono takanga mana rānei ki te mana o te poutoko.*

* 1. Only the mover of a procedural motion and the chairperson may speak to the motion.

*Ko te kaitono o te tono tukanga me te poutoko anake te tokorua kei te whakaae ki te kōrero mō te tono.*

* 1. A motion to move to the next business if passed will cause the substantive motion to lapse.

*He tono tukanga ki te koke ki te kaupapa e whai ake mēnā kua whakatauria, ka whakataka i te tono whaitake.*

* 1. A motion that “the motion now be put” if passed will cause the substantive motion to be immediately put to the meeting.

*Ko tētahi tono ka kī, “ka tuku ināianei te tono”, mēnā kua whakatauria, ka tuku rawa te tono whaitake i taua wā tonu ki te hui.*

* 1. A motion challenging the ruling of the chair if passed will cause the chair to accept the ruling of the meeting.

*Ko te tono e tumatuma ana i tētahi o ngā whakataunga o te poutoko, mēnā kua whakatauria ka uruhia te poutoko ki te whakaae ki taua whakataunga o te hui.*

* 1. A motion of no confidence in the chair if passed will cause the chairperson to vacate the chair, and a new chair elected.

*Ko te tono takanga mana i te mana o te poutoko, mēnā kua whakatauria, ka panaia te poutoko i tōna tūranga, ka pōtihia he poutoko hou.*

* 1. A motion altering the order of business if passed will cause the new order of business to be as outlined in the motion.

*Ko te tono ka panoni i te raupapa mahi, mēnā ka whakatauria, ka panoni i te raupapa mahi ki tā te tono e whakarite ai.*

* 1. A motion to table a substantive motion will, if passed, cause debate on the substantive motion to be adjourned until a motion is passed to take the substantive motion from the table, or until the next meeting.

*Ko te tono ki te hiki i tētahi tono whaitake, mēnā kua whakatauria, ka hiki hoki i te taupatuptu i taua tono whaitake kia whakatauria ai tētahi tono whakatū anō ai te tono whaitake i taua wā tonu, ka tatari rānei ki te hui e whai nei.*

* 1. A motion to take a substantive motion from the table will, if passed, cause the tabled substantive motion to be removed from the table and become the next item of business.

*Ko te tono kia whakatūria ai te tono whaitake kua hikina kētia, mēnā kua whakatauria, ka whakatūria anō ai taua tono whaitake, ā, ka noho ko taua tono whaitake te kaupapa kōrero e whai nei o taua hui tonu.*

## Special Committees

## *Kōmiti Motuhake*

* 1. There are two types of special committees;

*E rua ngā momo kōmiti motuhake;*

* + 1. Confidential Committee; and;

*Ko te Kōmiti Matatapu; ā;*

* + 1. Strict Committee.

*Ko te Kōmiti Pākaha.*

* 1. A motion to move into a special committee is a procedural motion.

*Ko te tono kia nuku ai ki te kōmiti motuhake, ko te tono tukanga.*

* 1. A meeting may only move into a special committee for reasons of confidentiality or commercial sensitivity of the likely content of discussion.

*Ko te take e nuku ai te hui ki te kōmiti motuhake ko ngā take matatapu, ko ngā take aronui ā-pākihi, ngā take mātuatua o te matapakinga.*

* 1. A motion to move into special committee must state the reasons for moving into this committee.

*Ko te tono ka nuku ki te kōmiti motuhake me whāki ngā take kia nuku ai ki aua momo kōmiti.*

* 1. No motions may be moved or voted upon while in a special committee, except a motion to move out of the special committee.

*E kore e whakaae kia tonoa, kia pōtihia rānei he tono i roto i te kōmiti, atu i te tono kia hiki i ngā tikanga o taua kōmiti motuhake.*

* 1. While in a special committee, discussion must be held in strict confidence and must not be discussed outside of committee.

*I te wā e noho te hui ki te komiti motuhake, ko ngā kaupapa kua matapakihia, ko ngā kōrero me noho matatapu rawa, ā, kia kaua e kōrerohia i waho atu o taua kōmiti.*

* 1. While in Confidential Committee, all persons who are not members of the committee may remain in the room as long as they agree to these Rules.

*I te wā e noho ana ki te Kōmiti Matatapu, ko rātou katoa ehara rātou i te kaiuru o taua kōmiti, kei te whakaae te noho tonu ki te rūma, ki te whakaae aua tāngata ki ēnei Ture.*

* 1. While in Strict Committee, all persons who are not members of the committee must leave the room. Exceptions to this may be granted in the original motion.

*I te wā e noho ana ki te Kōmiti Pākaha ko rātou katoa ehara rātou i te kaiuru o taua kōmiti, me wehe i te rūma, hāunga i ngā aweretanga kua whākīia e te tono matua.*

## Notice of Motion

## *Pānui o te Tono*

* 1. Except where otherwise provided by the Rules any motion may be moved without notice.

*Atu i te mea kua whai tikanga kē i ēnei Ture, ehara i te mea me pānui te tono, i mua i te tuku i te tono.*

* 1. Any notice of motion lapses if the mover and seconder when called for at the meeting by the Chairperson do not present the motion.

*Ka hinga te pānui o te tono ki te kore te kaitono rāua ko te kaitautoko te tono e whakaatu i te wā karanga ai rāua.*

## Withdrawal of Motion

## *Unuhanga o te Tono*

* 1. When any motion has been moved and seconded it may not be withdrawn except with leave of the meeting and with the consent of the mover and seconder.

*Mēnā kua tukuna he tono, ā, kua tautokohia ē tētahi e kore e unuhia, atu i te whakaaetanga o te hui me te whakaaetanga o te kaitono rāua ko te kaitautoko.*

* 1. When a motion has been withdrawn, it may be again moved at the same or any subsequent meeting.

*I te unuhanga o tētahi tono, kei te whakaae kia tonoa anōtia ki taua hui tonu, ki te hui e whai ake nei rānei.*

* 1. Any motion requiring notice that is withdrawn will require notice to be moved again.

*Ko ngā tono me whai pānui kua unuhia, me pānui anō kia tonoa anō ai.*

## Amendments to motions

## *Whakahoutanga ki ngā tono*

* 1. The chairperson may rule that a complicated motion be put to the meeting in parts and then may do so

*Ka whakatauria e te poutoko ki te wāwāhi i tētahi tono matatini, ka tukua i ia wāhi ki te hui, ā, ka kokea kia pērā.*

* 1. At any time during the debate or discussion on a motion, an amendment to that motion may be moved, providing:

*Ahakoa te koke o te taupatupatu, o te matapakinga rānei ki tētahi tono, kei te whakaae ki tētahi whakahoutanga o taua tono mēnā:*

* + 1. That the chairperson does not rule the amendment unreasonable;

*Ka kore te poutoko e whakatau he mea e kore e hāngai tika te whakahoutanga;*

* + 1. That the amendment does not constitute a direct negative of the motion;

*Ka kore e te whakahoutanga e whakahē rawa i te tono;*

* + 1. That only one amendment may be before the meeting at any one time;

*Kia kotahi anake te whakahoutanga ka tū ki mua i te aroaro o te hui i te wā kotahi;*

* + 1. That no amendment may be moved to a procedural motion, except with leave; and;

*E kore tētahi whakahoutanga ka tonoa ki te tono tukanga, atu i te mea kua whai whakaaetanga; ā;*

* + 1. That following the moving and seconding of an amendment, that amendment will be discussed and then voted upon.

*Ka mutu te tononga me tautokohanga o te whakahoutanga, ka matapakihia te whakahoutanga, ā, ka pōtihia.*

* 1. If an amendment is passed, the amendment becomes the new motion, and this new motion will be dealt with as if it were the original motion.

*Ki te whakaae ki te whakahoutanga, ko te whakahoutanga kē ka tū ko te tono hou, ā, ko tēnei tono hou ka mea atu anō nei ko tēnei kē te tono tuatahi.*

* 1. If an amendment fails to pass, the original motion continues.

*Ki te kore te whakahoutanga e eke, ka hoki ki te tono tuatahi.*

## Debate

## *Tautohetohe*

* 1. Any member of the committee may speak to a motion.

*Kei te wātea ngā kaiuru katoa ki te kōrero ki tētahi tono.*

* 1. No member may speak to a motion for longer than five (5) minutes except with leave.

*Kia kaua tētahi kaiuru e kōrero roa ake i te rima (5) mineti atu i te whakaaetanga o te poutoko.*

* 1. No member may speak to a motion more than once, except for:

*Kia kotahi anake te wā ki ia kaiuru ki te kōrero ki tētahi tono, atu i:*

* + 1. The mover of a substantive motion who may speak to a motion when moving it, and then have a right of reply at the conclusion of the debate, except when there is no further debate, in which case the mover will be entitled to speak only once;

*Te kaitono o tētahi tono whaitake, kei te whakaae kia kōrero ia ki te tono i te wā e tonoa ai, ā, he wā anō ki a rātou ki te urupare i te otinga o te tautohetohe, atu i te wā kua tau kē te tautohenga, ina i pēnei, kia kotahi anake te wā e whakaae kia kōrero ai te kaitono.*

* + 1. The seconding of a motion which is not to be considered as speaking to it; and;

*Ko te tautoko ki tētahi tono, ehara i te mea mā tēnei kua kōrero ki te tono; ā;*

* + 1. The chairperson who may permit any members who have spoken to explain themselves in regard to any part of their speech, or to answer questions from other members.

*Ko te poutoko ka tukuna tētahi o ngā kaiuru ki te whakamahuki ērā wāhanga o ā rātou kōrero e kore e mārama pai ana, ki te urupare rānei i ngā urupounamu o ērā atu kaiuru.*

* 1. No member may speak to a procedural motion, except as provided by these Standing Orders.

*E kore e whakaae te kaiuru ki te kōrero noa ki tētahi tono tukanga atu i ērā e whakaae ana i ngā tikanga o ēnei Tohutohu.*

* 1. The Chairperson may speak to a motion only in order to make a personal explanation or an explanation as to the matter under debate.

*Kei te whakaae te poutoko ki te kōrero ki tētahi tono ki te whakamārama i ōna ake whakaaro, ki te whakamārama rānei i te take e tautohetohe ana.*

* 1. A Chairperson wishing to take part in any debate must first leave the Chair and cease to be the Chairperson until the motion currently before the meeting has been resolved. In the interim another Chairperson must be elected or appointed under section 47.

*Ki te hiahia te Poutoko ki te tohe ki tētahi tautohetohe me heke i tōna tūranga tuatahi, kia kaua ia e tū hei Poutoko kia tau anō ai te tono e noho ana ki mua i te aroaro o te hui. I tēnei wā nei me pōti tētahi atu hei Poutoko, me kopou rānei mā te whāi i ngā tohutohu o te wāhanga 47.*

## Breaches of Order

## *Takahi Tikanga*

* 1. The Chairperson may at any time during a meeting rule that any named member of the committee is or has been guilty of a breach of order.

*Ahakoa te wā, te āhua o te hui kei a te Poutoko te mana ki te kī atu kua hē rānei, kua takahi tikanga rānei tētahi o ngā kaiuru pū o te kōmiti.*

* 1. If the Chairperson rules that any named member is or has been guilty of a breach of order, they must then move a motion immediately over any other motion except a motion of no confidence in the Chair, asking that:

*Ki te kī atu kua takahi tikanga tētahi o ngā kaiuru pū, me tuku tono i taua wā tonu i runga ake i ngā tono katoa kei mua i te aroaro atu i te tono takanga mana o te Poutoko, me ui pēnei nei:*

* + 1. No further notice be taken of the breach;

*Ka kore tonu e aro atu ki taua takahitanga;*

* + 1. The member named be asked to apologise; or

*Ka uia te kaiuru pū nānā te tikanga i takahi ki te tuku i tana whakapāha;*

* + 1. The member named be expelled from the meeting for a specified time, or until an apology is offered to the meeting.

*Ka panaia te kaiuru pū i te hui mō tētahi wā hāmene, kia tuku mai rānei a ia tana whakapāha ki te hui.*

## Voting

## *Pōtihanga*

* 1. When any discussion on a motion is concluded, or when a motion “that the motion now be put” passes, the Chairperson must put the motion to the meeting.

*I te otinga o ngā matapakinga mō tētahi tono, tae ki te wā rānei ka kīia “ka tuku ināianei te tono” ka eke, me tuku te tono e te Poutoko ki te hui.*

* 1. The Chairperson must call upon all members present to vote for or against a motion by declaring “aye” or “nay” or otherwise indicating abstention. If the vote is close, or if any member requests it, then the Chairperson must call for a hand count of votes for or against.

*Ka karangahia e te Poutoko ngā kaiuru ki te tuku i ā rātou pōti whakaae, pōti whakahē rānei ki tētahi tono i tana kī, “āe” rānei, “kāo” rānei, ka tohua rānei i tana kauparehanga. Mēnā he tata rawa te pōti, e tonoa rānei e tētahi kaiuru, ka karangahia te Poutoko he whakatūnga ringa kia kaute i ngā whakaae, i ngā whakahē rānei.*

* 1. All members have, and are entitled to exercise, one vote per motion or Referendum question.

*Kei ia kaiuru kei te whakaae kia kotahi te pōti ki ia tono, ki ia pātai Whakataunga-ā-Iwi rānei.*

* 1. In voting, members must not cajole, threaten, bribe, vote in place of other members, or otherwise interfere with the democratic process.

*I te wā pōti, kia kaua rawa ngā kaiuru e whakapati, e whakatumatuma, e utu whakapati, e tuku pōti mō kaiuru kē, e whakararuraru rānei i te tukanga manapori.*

* 1. Those members who abstain from voting are not to be considered part of the meeting for the purpose of determining the total number of votes cast but can be considered part the meeting for the purposes of quorum.

*Ko rātou e kaupare ana i te mahi pōti ka kore e kautehia i ngā tātaritanga o ngā pōti katoa kua tukuna, engari ka kautehia tonutia ki te tokamatua.*

* 1. The chairperson will declare a motion carried or lost, depending upon the required number of votes according to the Voting Schedule set out in section 58.

*Mā te poutoko e whakatau ai mēnā kua eke te tono, kua hinga rānei, nā te nama tika o ngā pōti e ai ki te Rārangi Pōti kei te wāhanga 58.*

* 1. A motion carried takes effect immediately, unless otherwise stated in the motion.

*Ko te tono kua eke, ka tū hei taua wā tonu, atu i ērā kua kīia kētia ki te tono.*

* 1. The chairperson has no vote, unless the vote on a motion is evenly tied, in which case the chairperson must exercise a casting vote.

*Kāore e whakaae te poutoko ki te tuku pōti, atu i te wā kua rite ngā nama o ngā pōti whakaae, me ngā pōti whakahē, hei taua wā me tuku pōti whakatau e te poutoko.*

* 1. Where an error or confusion arises in connection with any vote, the chairperson must rule that another vote be taken and this later vote overrides any earlier votes called for.

*Ki te puta mai he hē, he pōauautanga rānei ki tētahi pōtihanga, me whakatau e te poutoko kia pōtihia anōtia, ā, ko te pōtihanga hou ka muku i ngā pōti i mua.*

* 1. The Secretary of the meeting will not record the names of those voting for or against or abstaining on any motion unless any member requests their name to be recorded.

*Ka kore te Urupū e tuhi i ngā ingoa o ngā kaipōti, ahakoa whakaae, ahakoa whakahē, ahakoa kua whakakaupare rānei i ngā tono atu i ngā kaiuru ka tonoa me tuhi tō rātou ingoa.*

## Voting Schedule

## *Te Rārangi Pōti*

* 1. Except where noted, all motions require positive votes of at least half of the total number of members voting.

*Atu i te wā kua tohua, ko ngā tono katoa me whiwhi kia kaua e iti iho i te haurua pōti whakaae o te katoa o ngā kaiuru e pōti ana.*

* 1. Motions seeking leave, of no confidence and amending or rescinding these Rules require a Special Resolution.

*Ko ngā tono ka rapu whakaaetanga, o te takanga mana, o te whakahoutanga, o te whakakorenga rānei o ēnei Ture me whai i ngā tikanga o te Whakataunga Motuhake.*