



CONSTITUTION OF THE UC ARTS SOCIETY 2020/2021

1. INTERPRETATION

Executive (also known as the Committee) means, the President, Vice President, Secretary, Treasurer, Marketing Manager, Social Media Manager, and any and all General Executive Members.

Minutes means, an accurate recorded documentation of each meeting, taken by the Secretary or any other

Member of the Executive upon the Committee's motion.

Agenda (also known as Order Paper) means, the order of topics for discussion at a General, Special General or Annual General Meeting.

Reasonable means, the way in which a person of good mental health and ordinary sensibilities would behave, act, or respond to any given circumstance or task.

Bank means, the bank and/or bank account which holds the Club funds.

Club means, jointly and equally; the Members of the Executive and Financial Members, and any and all assets of the UC Arts Society.

Faculty means, any and all staff affiliated with the University of Canterbury College of Arts.

Committee documents means, any documents for Executive Members to read that are circulated by the Secretary before a General, Special General or Annual General Meeting.

Term of Office means, a 12 month period from when an Executive is elected or appointed, except under Exceptional Circumstances, s5.a.

Financial year means, a 12 month period elapsing from the day of an AGM to the day before the next AGM, or otherwise directed by the Committee on its motion in Exceptional Circumstances.

Membership means the collective of, financial, non-Executive Members of the Club.

Signatories means, the Executive Members who have the power to sign on banking documents. Duties of signing or conducting any business with the Bank by the Signatories will be exempt from the President's ability to instruct members of the Executive.

Financial Statements means, a statement of Financial Position, and/or any other report relating to the financial matters of the Club as requested by the Committee on its motion.

Fee means, the sum payable on an annual basis by those eligible to become members of the Club, as conditional to their membership of the Club.

Exceptional Circumstances means at least one of the following situations;

- -When the Club is declared bankrupt.
- -When there are less than 6 members of the Executive.
- -When any 3 of the 4 roles of: President, Vice President, Secretary, or Treasurer no longer hold office, or are unable to perform their duties for a reasonable length of time.
- -Extended unplanned closure of the University for more than a month, excluding official University holidays.
- -If the membership drops to under 20 people.
- -If a2.a is not executed within the given timeframe.

Expiry Date means the end of the date indicated in the title

AGM means Annual General Meeting.

SGM means Special General Meeting.

GM means General Meeting.

2. OBJECTIVES

a. The objectives of the Club will be:

To further the social and educational interests of the Membership, and to:

- Create a sense of Arts community.
 - Demonstrate the value of the Arts.
 - Represent the interests of Arts subjects.
 - Provide a strong voice for Arts students.
- b. The objectives of the Club will derive, and not be in conflict with, the aims, objectives, and policies of the University of Canterbury Students' Association Inc.

3. MEMBERSHIP

a. The following persons will be eligible for membership:

- Any student or alumni of the University of Canterbury.
- Any staff member of the University of Canterbury.
- Any associate member who will be any other member admitted to the Club at the discretion of the Committee.

b. Membership will be granted on payment of the Fee.

- c. At all times, at least 50% +1 of the Membership must consist of enrolled University of Canterbury Students.
- d. The Executive shall have the power, to decline or remove the membership of any person in the Membership, if at events hosted by the Club, they cause harm or distress, in the Committee's sole and absolute discretion upon its motion.

4. FEE

- a. The Fee will be fixed at an AGM or at an SGM/GM as the Committee deems appropriate upon its motion. This can be altered no more than twice annually, and will usually be done at an AGM.

5. OFFICERS AND COMMITTEE

- a. The Officers of the Club will be the President, Vice President, Secretary, Treasurer, Public Relations Manager, and Social Media Manager. These Officers will be elected at the Annual General Meeting and will hold office until the next Annual General meeting, unless:
 - They resign, or;
 - They lose a Vote of No Confidence at any Meeting during their term of office, or
 - There is an Exceptional Circumstance. in which case the Committee can upon its motion adjust the meaning of Term of Office, and appoint Executive Members upon its motion, s5.e.
- b. At the same meeting there will be elected up to 6 Executive Members, who, with the President, Vice President, Secretary, Treasurer, and Public Relations Manager will form the Committee of the Club. They will hold office until the next Annual General Meeting, unless:
 - They resign, or;
 - They lose a Vote of No Confidence at any Meeting during their Term of Office, or;
 - There is an Exceptional Circumstance, in which case the Committee can upon its motion adjust the meaning of Term of Office, and appoint Executive Members upon its motion, s5.e.
- c. No person will be eligible for election or appointment to any Executive position unless they have paid the Fee prior to their election/appointment, except in Exceptional Circumstances where the Fee will not be a requisite.
- d. All elections for Executive Members will be by a show of hands or secret ballot.
- e. Under Exceptional Circumstances, the Executive will be able to appoint, upon its motion, without election, any Executive Members per clauses 5.a. and 5.b.
- f. All sitting Executive Members are not required to pay the Fee.

- g. In all cases where any Officer of the Executive is unable to perform their duties, the President will have the ability to nominate another Member of the Executive to perform the duties of the Officer in question on a temporary basis as an ‘acting’ Officer.

6. MANAGEMENT

- a. The Committee of the Club, as provided for in clauses 5.a. and 5.b., will manage the internal affairs of
- 7. the Club; will exercise supervision over properties and members, and will purchase all materials required by the Club and pass accounts for payment.
- b. The Committee will have the power to carry out and enforce the Constitution. The Committee will also have the ability to within the rules contemplated in s11.a. and s11.b., make, amend or rescind provisions/ clauses as it deems fit, upon its motion no more than twice annually, unless under Exceptional Circumstances, in which case the Committee may within the rules contemplated in s11.a. and s11.b., make, amend, rescind clauses more than twice annually.
- c. At all Committee meetings, standard quorum will be six members or half the sitting Executive, unless otherwise stated in this Constitution.
- d. The President will have the power, at all times, to reasonably instruct all Executive Members within the scope of duties associated with the Club.
- e. The Officers of the Club will discharge their duties during the Term of Office, under Appendix 1.

7. FUNDS

- a. The funds of the Club, from whatever source derived, will be applied only towards the promotion of the aims and objectives of the Club and no portion of any funds will be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of the Club, with the exception of reimbursement to Executive Members of legitimate and actual expenditure on behalf of the Club which the Committee authorises, by way of approval from either the President or Treasurer. The President and Treasurer will not approve reimbursements for their own individual expenditure. For the avoidance of doubt, the President must approve reimbursements to the Treasurer, and the Treasurer must approve reimbursements to the President.
- b. All monies belonging to the Club will be received by the Treasurer, who will deposit them into the Bank.
- c. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students’ Association Inc.

8. ANNUAL GENERAL MEETING, SPECIAL GENERAL MEETING, AND GENERAL MEETINGS

- a. Notice of Annual General Meeting will be posted on the UCSA Clubs Notice board, as well as on the Clubs own channels of communication with the Membership, not less than seven days prior to the meeting taking place. An Annual General Meeting of the Club will be held each year unless under Exceptional Circumstances, at a date determined by the Committee upon its motion.
 - a. i. This meeting will be Chaired by the President, or where the President and Vice President are unavailable, a Member of the Executive by the Committee on its motion.
 - a. ii. A quorum at this meeting will be: 5% of the Membership and half of the Executive.
 - a. iii. The regular business of the meeting will be:
 - To receive the Annual Report, given by the President.
 - To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year, given by the Treasurer.
 - To elect Officers and Committee members for the forthcoming year.
 - To transact any other general business of the Club.
 - b. A Special General meeting of the Club will be called by the Secretary on receiving a written request by the President, or by at least ten (10) financial members, or by the Committee on its motion.
 - b. i. This meeting will be Chaired by the President, or where the President and Vice President are unavailable, a Member of the Executive by the Committee on its motion.
 - b. ii. A quorum at this meeting will be: half the of Executive.
 - c. The mode of voting at all meetings will be by a show of hands or a secret ballot.
 - d. At all Meetings of the Club, all Executive Members will be entitled to vote, and for the purposes of electing Executive Members at an AGM; persons of the Membership will be entitled to vote.

9. SIGNATORIES AND AUTHORISATION

- a. For the purposes of authorising transactions or conducting other business associated with the Bank, the President, Treasurer, and Secretary will be Signatories.
- b. The number of Signatories required to authorise transactions with the Bank will be any two of the three Officers provided in s9

10. ACCESSING THE CONSTITUTION

- a. The Secretary and will keep a copy of this Constitution, which will be available to any person or organisation on application, or as required.

11. ALTERATION OF THE CONSTITUTION

- a. No part of this Constitution will be altered, rescinded or added to except at a Special General Meeting or Annual General Meeting of the Club called for that purpose and the general intention/meaning of every proposed alteration/addition/rescinding of a constitutional section must be submitted in writing to the Secretary at least three (3) clear days before the date of such a meeting, which will then be circulated to the whole Executive. No constitutional alteration/addition/rescinding will be passed without a two-thirds majority from the sitting Executive, and/or any of the Membership in attendance at that Special General Meeting or Annual General Meeting. Formal wording, spelling, grammar and syntax will be decided by the Committee in the SGM called for that purpose.
- b. No motion to alter or rescind, or add to this Constitution will be deemed to be carried if the University of Canterbury Students' Association Inc. Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.
- c. Alterations, additions and rescinding to this Constitution will also be subject to the provisions in s6.b and the Third Amendment.

AMENDMENT 3: ADMENDMENT AND REVIEW

- a. A review of the Constitution shall take place at a General Meeting no more than 24 months or when the Constitution Expiry Date, in which an Officer shall do a full reading of the Constitution.
 - a. ii. In the General Meeting which the review takes place, the Executives must past a motion to propose to amend the date of the constitution to the next year and the flowing year.
 - a. iii. Amendment of the date change will be subjected to s11 and a2.b.
- b. Amendments to the Constitution shall be recorded in Appendix 4 labelled "Track of Amendments" alongside the year of amendment but shall exclude:
 - Date of Constitution
 - Formal wording, spelling, grammar and syntax or format changes
- c. Relevant amendments shall be placed beneath the text of related sections
- d. Exceptional Circumstances shall be declared if a3.a is not met within its deadline in which the Executive must pass a3.a as soon as possible but now without the prerequisite of s11 and a3.b.

12. STANDING ORDER

- a. The Standing Orders of the Club will be those of the University of Canterbury Students' Association Inc.

13. AFFILIATION

- a. The Club will apply for affiliation to the University of Canterbury Students' Association Inc. on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club will be in accordance with the Constitution of the University of Canterbury Students' Association Inc.
- b. Responsibility for affiliation to the University of Canterbury Students' Association Inc. will fall within the duties of the Vice President, unless otherwise delegated by the President or by the Committee on its motion.

14. VOTE OF NO CONFIDENCE

- a. A Vote of No Confidence is a motion moved by any Member of the Executive, which removes another Member of the Executive from Office. Follows standard process of a Motion (see Appendix 2.). Except, a Vote of No Confidence requires a two thirds majority and the adjournment power of the President does not apply, and neither will the Secretary or Vice President's 'interruption' powers apply. Any Member of the Executive may exercise a 'interruption' power on a Vote of No Confidence, on the basis of it being unconstitutional. The process for this interruption will be as follows:
 - a. The interrupting Member will explain why the Vote of No Confidence is unconstitutional.
 - b. Then the Committee will discuss the issue. Both the member calling the vote and the member having the vote called against them, have the right to a discussion to argue their respective points of view, after which they will both leave the meeting room for the remainder of the Committee to have an unbiased discussion of the vote. Once the remainder of the Committee has had their discussion in private, the vote caller and the member being voted against will be invited to return to the meeting room.
 - c. Once the vote caller and the member being voted against have returned then the Committee will proceed to cast a secret ballot vote on whether or not the Vote of No Confidence is unconstitutional.
 - a. i. If a Vote of No Confidence, by the above process is deemed to be unconstitutional by a two thirds majority, it will not proceed.

- a. ii. If a Vote of No Confidence, by the above process is not deemed to be unconstitutional, it will then be voted on with a secret ballot as to whether or not the Executive Member having the Vote of No Confidence called against them will be dismissed, this motion will require a two thirds majority to pass.
- b. It is not required, to satisfy the passing of a Vote of No Confidence, to have the Executive Member being voted against present at the meeting in which the vote arises. The Executive Member in question is however, entitled to receive written notice from the President on behalf of the Committee advising them of the outcome of the vote.

15. GROUNDS FOR DISCIPLINARY ACTION

- a. Preference, first and foremost will be given for informal resolution and mediation of any of the misconduct listed in this section or other miscellaneous disagreements/conflicts within the Executive. Before exercising the processes associated with the ‘Punishment’ clauses of the listed misconduct, the first attempt for resolution will be an informal (non-recorded) discussion between the party or parties in conflict, and mediators as/if required (The President, unless a Conflict of Interest (s16) VP, and at least one other Member of the Executive not a party to the conflict).
- b. The Three Strike Rule is a system whereby negative conduct of Executive Members is dealt with in incremental stages. These three strikes will be:
 - b. i. Formal written warning from the President (or Vice President in the event of a Conflict of Interest, s16) outlining the misconduct and suggestion for abating future misconduct. The Secretary will circulate a copy of the written warning given by the President to all other Members of the Executive for their general information.
 - b. ii. Second formal written warning from the President (or Vice President in event of Conflict of Interest, s16.) outlining the misconduct, suggestion for preventing future misconduct, and clearly outlining the consequences of the conduct continuing i.e. the process of Strike Three (s15.b.iii). The Secretary will circulate a copy of the written warning given by the President to all other Members of the Executive for their general information.
 - b. iii. Dismissal. The process for this third strike will be:
 - A General Meeting will be called by the Secretary on advice from the President (or Vice President if the President has a Conflict of Interest ,s16) for the purpose of holding a vote on whether or not to dismiss the Executive Member in question.
 - Voting will be by a secret ballot. In addition, the motion will be carried with a majority of 50% +1.

- In the event of the vote for dismissal not being carried, the Executive Member will remain on 2 Strikes. Subsequent misconduct will result in the process under s15.b.iii being enacted again.
- c. Misconduct and its respective punishments will consist of any of the following acts:
 - **Malicious Vote of No Confidence:**
 This means initiating a Vote of No Confidence against any Executive Member with the intention of causing harm and/or their dismissal, without reasonable justification.
 The punishment will be: The President (or Vice President, in the event of the President having a Conflict of Interest, s16) will initiate a Vote of No Confidence against the Executive Member in question.
 - **Improper use of Club funds:**
 This includes: the embezzlement or use/removal of Club funds for any non-Club related expenditure, or that which is unapproved by the President and/or Treasurer. Paying any monies by way of remuneration, dividend or other payment from the Club to an Executive Member, except in the case of reimbursement for legitimate Club expenses paid personally (s7.a.).
 The punishment will be: The President (or Vice President, in the event of a Conflict of Interest, s16) will initiate a Vote of No Confidence the Executive Member in question.
 - **Consistent failure to perform duties:**
 This means failure of an Executive Member to perform any of the duties related to their Office, per Appendix One. The punishment will be: Three Strike Rule will apply (s15.b.).
 - **Consistent absence:**
 This means failure of any Executive Member to attend three meetings in a row.
 The punishment will be: One formal warning in writing from the President (or Vice President in the event of a Conflict of Interest, s16) will given at the first instance.
 Following the first warning, subsequent absence from any meeting, except where a reasonable excuse can be given, will result in The President (or Vice President, in the event of the President having a Conflict of Interest, s16) initiating a Vote of No Confidence the Executive Member in question.
 - **Failure to act as instructed:**
 This means within the scope of the President's power to instruct (see Appendix 1), an Executive Member does not follow a formal instruction.
 The punishment will be: Three Strike Rule will apply (s15.b.).
 - **Defamatory action against the Club:**
 Means any action by a member of the Executive which actively attempts to cause reasonable harm to the Club and/or it's reputation.
 The punishment will be: One formal warning in writing from the President (or Vice

President in the event of Conflict of Interest, s16) will be given to the Executive Member in question at the first instance. Following the first warning, subsequent Defamatory action from any meeting, will result in The President (or Vice President, in the event of the President having a Conflict of Interest, s16) initiating a Vote of No Confidence the Executive Member in question.

- **Disclosure of sensitive information:**

This will include communicating any of the following information to any person outside of the Executive, or the Faculty, or UCSA where appropriate: Financial information, items discussed during Public Excluded sessions (Appendix 2.D.)

The punishment will be: Three Strike Rule will apply (s15.b.).

- **Disrespect and antagonism:**

This mean the unreasonable defamation, provocation, or harassment (sexual, physical, or mental) of any Member of the Executive.

The punishment will be: Three Strike Rule will apply (s15.b.).

- **Acting unconstitutionally:**

This means acting against or undermining any of the provisions of this Constitution.

The punishment will be: Three Strike Rule will apply (s15.b.).

- **Failure to abide by Committee Motions:**

This means failing to abide by motions passed by the Committee.

The punishment will be: Three Strike Rule will apply (s15.b.).

- d. For the purpose of issuing warnings, or any other purpose, through either the Three Strike Rule (s15.b.) or as otherwise provided in this section 15, the President (or Vice President in the event of the President having a Conflict of Interest, s16) will exercise in their sole and exclusive discretion in determining whether or not an Executive Member has committed misconduct, unless the Committee on its motion decides otherwise. In this case, the Committee's motion will prevail over the discretionary opinion of the President.

16. CONFLICT OF INTEREST

- a. A Conflict of Interest is where any Member of the Executive has a conflicting interest or stake in a vote, or any other item of Committee business, to the extent where they feel they cannot make an impartial decision.
- a. i. It will be the responsibility and right of all Executive Members to declare conflicts of interest where they, in their sole and exclusive discretion deem appropriate.
- a. ii. If a Conflict of Interest is declared, the Executive Member may be exempt from voting on a particular matter, if they wish.

- a. iii. All Conflicts of Interest, once declared, will be recorded by the Secretary in the Minutes.

17. WINDING UP

- a. The Club will be wound up if:
 - A motion to that effect is passed by a two-thirds majority at a General Meeting, or
 - If all Executive Members resign.
 - If the Membership drops below 10 members.
- b. In the event of the Club winding up, all property and assets (including any monies held in the Club bank account), will be held in trust by the University of Canterbury Students' Association Inc. for no less than four years, and be given to a University of Canterbury Students' Association Inc. Club with the same objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc. Club is formed, the University of Canterbury Students' Association Inc. will have the power to dispose of assets and properties as it sees fit. All profits from such disposal will go towards the University of Canterbury Students' Association Inc. Club Funds.

APPENDIX ONE - EXECUTIVE ROLE DESCRIPTIONS

1. President

The President will:

- A i. Hold the position as Head of the Executive, and for the purposes of making official statements, shall be the Spokesperson of the Club.
- A ii. Delegate tasks to other Executive Members in his/her sole and exclusive and reasonable discretion in matters within the scope of duties to the Club
- A iii. Chair any meetings of the Executive (Special General Meetings, Annual General Meetings and General Meetings).
- A iv. Be responsible for liaising and communicating with, as well as maintaining an ongoing and positive relationship with the Faculty.
- A v. In addition to a Member Vote, the President will have the power to exercise, in his/her sole and exclusive discretion, the use of a Deliberative Vote, This is to be often but not necessarily used in the event of a tie in the case of voting.
- A vi. Have ability to direct and allocate the flow of meeting.
- A vii. Have the power to Adjourn, in his/her sole and exclusive discretion, items on Agenda to next meeting. Subject to the following limitations:
 - Items adjourned once, cannot be adjourned again and will appear as the top priority item during Matters
 - Arising in the agenda of the next meeting.
 - Votes of No Confidence (s14) cannot be adjourned.
 - Voting (for example, a motion at a meeting or one for the election of Executive Members) cannot be adjourned.
- A viii. Set and monitor the strategic goals for the Club.
- A ix. Have the ability to instruct, in his/her sole and exclusive discretion, all Executive Members in their duties within the scope of reasonable duties relating to the Club, subject to the following limitation.
 - Duties of signing or conducting any business with the Bank by the Signatories will be exempt from the President's ability to instruct members of the Executive. A.x. Be one of three Signatories to the bank
- A xi. In relation to the abilities of the Vice President and Secretary's respective powers of interruption, have the ability to decide whether an Interrupted motion is either; struck down, or proceeds to a vote.
- A xii. Have a 'President's Report' as a permanent section of the Agenda where he/she may, at his/her sole and exclusive discretion have the ability to report to the Committee on any matters of the Club.

- A xiii. Have the right to an Executive Vote.
- A xiv. Have the ability to call a Meeting of the Executive unless otherwise decided by the Committee at any meeting.

2. Vice President

The Vice President will:

- B i. Hold the position as Deputy Head of the Executive.
- B ii. Liaise with UCSA, including but not limited to: the Arts Representative, Equity and Wellbeing representative, and Clubs Coordinator, and maintains an ongoing and positive relationship with the UCSA.
- B iii. Have a comprehensive knowledge of the USCA guidelines (Constitution, Code of Conduct and any other binding documents)
- B iv. Ensure the Membership's wellbeing. This includes keeping in touch with the Membership and seeking feedback on the Executive and the general work of the Club.
- B v. Analyse Membership trends, and make recommendations to the Executive regarding the Membership.
- B vi. Have the ability to instruct Secretary, only for the purpose of asking for a summary of Membership count with seven (7) days notice.
- B vii. Take on any and all functions of the President as needed (see Appendix 1. A.) if the President is unable to fulfil their duties, as determined by the Committee upon its motion or by written request by the President. Preference will be given to receive written notice from the President where available.
- B viii. Have the ability to 'interrupt' a motion after it receives a seconder and before it goes to a vote. The Vice President can interrupt a motion if they deem it to be 'unconstitutional' under the UCSA's binding documents. Once the Vice President has given sound reason to the President for the interruption, the President then decides whether to strike the motion down, or put it to a vote.
- B ix. Be responsible for annual affiliation to the UCSA. B.x. Have the right to an Executive Vote.
- B x. Have the right to an Executive Vote.

3. Secretary

The Secretary will:

- C i. Ensure meetings are effectively organised and are accurately recorded in Minutes
- C ii. Maintain accurate records and administration involved with business of the Club. This may include Membership lists, mailing lists, and storage of Committee documents and records.

- C iii. Have a comprehensive knowledge of the Club Constitution.
- C iv. Have the ability to ‘interrupt’ a motion after it receives a seconder and before it goes to a vote. The Secretary can interrupt a motion if they deem it to be ‘unconstitutional’ under the Club’s Constitution. Once the Secretary has given sound reason to the President for the interruption, the President then decides whether to strike the motion down, or put it to a vote.
- C C.v. Prepare the Agenda for each Meeting of the Executive, and Ensure items are put into the Agenda as requested by any Member of the Executive not less than 48 hours prior to the meeting to which the Agenda relates. The Secretary also submits the draft Agenda to the President for final approval and edits no less than 24 hours prior to each meeting (Appendix 2F.).
- C vi. Receive reports to be Tabled at each meeting (Appendix 2.A.).
- C vii. Manage internal communication to, and on the behalf of the Executive as required, and be reasonably available for receiving or giving communication to or on behalf of the Executive
- C viii. Edit and distribute the minutes of each meeting following that meeting for the Executive to read before the next meeting where they will be approved and formally adopted. Where any Member of the Executive submits an edit to a meeting’s minutes to the Secretary, the Secretary must endeavour to apply the edit(s) if appropriate and then circulate the minutes again for approval by the Committee before the next meeting.
- C ix. Distribute after a meeting to all Executive Members the action points and adjournments arising in the Meeting to the Executive to which they relate.
- C x. Ensure that the affiliation to the University of Canterbury Students’ Association Inc. is completed annually.
- C xi. Be one of three Signatories to the Bank
- C xii. Organise the meeting time and place for any Meeting of the Executive prior to the meeting, unless decided in a previous meeting or as directed by the President
- C xiii. Participate in meeting discussions and fulfil their duties as a Member of the Executive.
- C xiv. Have the right to an Executive Vote.

4. Treasurer

The Treasurer will:

- D i. Collect and account for all subscriptions, and will dispose of them as directed by the Committee.
- D ii. Will keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. He or she will arrange insurance as necessary.
- D iii. Be responsible for financial planning, budgeting and reporting of the Club.

- D iv. Manage the business involved with the Bank, working with other Signatories as required, and will record transactions and maintaining accurate financial records.
- D v. Be one of three Signatories to the Bank
- D D.vi Have control of any Club Assets, and will manage these Assets, subject to instruction by the Committee on its motion.
- D vii Set and Monitor financial goals for the Club within the Financial Year. Produce Financial Statements, for each AGM, or as required, or on request of the President.
- D viii. Handle, record and ensure the receipt of all accounts receivable and the payment of all accounts payable.
- D ix. Have a ‘Treasurer’s Report’ as a permanent section of the Agenda where he/she may, at his/her sole and exclusive discretion have the ability to report to the Committee on any matters relating to the finances of the Club.
- D x. Have the right to an Executive Vote.

5. Public Relations Manager

The public relations officer will:

- E i. Proactively lead and carry out the Club communication with the Membership and wider community on behalf of the Club.
- E ii. Spot opportunities for the Club to develop and promote the Club’s brand to the wider community.
- E iii. Be responsible for the completion of any design work as required by the Committee on its motion, either by his/herself or by arranging and external party subject to approval, by way of the Committee on its motion.
- E iv. Maintain a positive and ongoing relationship with UC Marketing, CANTA or any other relevant UC Staff or organizations for the purposes of the marketing of the Club.
- E v. Maintain and ensure the Club’s visible presence within and outside the university community.
- E vi. Increase and maintain sense of arts community in UC and the wider community.
- E vii. Work collaboratively with Social Media Manager as needed in an equal capacity
- E viii. Have the right to an Executive Vote.

6. Social Media Manager

The Social Media Manager will:

- F i. Maintain and run all Committee approved social media accounts actively and regularly.

- F ii. Have freedom to create content on the aforementioned social media accounts, and post as they see fit within the scope of what is deemed appropriate, paying heed, at all times to the objectives of the club, or upon instruction of Committee.
- F iii. Work collaboratively with the Marketing Manager as needed in an equal capacity in order to coordinate marketing and social media strategies to raise the profile of the Club within the university and wider community.
- F iv. Have a section on the Agenda fortnightly dedicated to a social media planning session with the Committee.
- F v. Have the right to an Executive Vote.

7. General Executive

Each General Executive Member will:

- G i. Have read and understood the Club's Constitution.
- G ii. Be prepared and willing to take on delegated roles as instructed by the President.
- G iii. Make reasonable efforts to attend all meetings.
- G iv. Participate in meeting discussions.
- G v. Familiarise themselves with Committee Documents.
- G vi. Have the right to an Executive Vote.

APPENDIX 2 - COMMITTEE PROCESS

A. Definitions:

Title Abbreviations:

P = President

V P= Vice President

T = Treasurer

S = Secretary

SM = Social Media Manager

PR = Public Relations Officer

GE = General Executive

Executive and Committee: Both interchangeably mean the 12 elected/appointed officers of the Club.

Agenda: The meeting framework and structure circulated before the start of each meeting. Drafted by the Secretary, and controlled by the President. Shows all the items to be discussed at each meeting.

Anyone can submit an item to be on the Agenda each meeting by contacting the Secretary BEFORE 48 hours prior to a meeting.

Motion: A decision of policy or formal action that the Committee needs to vote on. Can be put forward by any member of the Executive. All motions put forward require a seconder and then go to a vote. Motions are binding decisions.

Seconder: A Member of the Executive who ‘endorses’ a motion indicating they agree with it. All motions need to be seconded before they go to a vote.

Executive Vote: The standard singular vote each member of the Executive is entitled to per motion.

Member Vote: The standard singular vote each financial and Executive member is entitled to, at an Annual General Meeting when the Executive is elected.

Action Point: A point which requires future action, by any member(s) of the Executive or by the Committee as a whole. Action Points are recorded in ‘boxes’ through the minutes of each meeting, and are followed up at the next meeting following the one where they were created. These are dealt with in Matters Arising in each meeting and will be sent out at the end of each meeting by the Secretary.

Correspondence: Any official communication received by or written by the Committee that needs discussion, usually submitted by either the President or Secretary. Inwards correspondence might be an email sent to the Secretary from the University advising the Committee of the changed date of

Clubs Day. Outwards correspondence might be a draft email written by the President to be sent to a prospective sponsor.

General Business: The part of the Agenda where any Member of the Executive can raise an item for discussion. If an item of General Business includes a report to be presented to the Committee, this must be submitted to the Secretary before 48 hours prior the meeting so it can be circulated among other Members.

Tabled: Documents that are ‘put on the table’ for the whole Committee to read and discuss.

B. Powers in Meetings:

President:

- Presides over the meeting as the Chairman, and directs when the Committee will move on from one item on the Agenda to the next.
- Mediates discussion, and ensures the viewpoint of all Executive Members is contributed and heard.
- Responsible for timekeeping, and can move the meeting on from a particular item in the interests of staying on time.
- Secretary submits a draft Agenda to the President before each meeting for approval. The President has the final say on what goes on the Agenda, in what order, and with what time allocation etc. President cannot formally ‘strike off’ anything submitted to go on the Agenda, however he/she can adjourn that item. The Committee on its motion can decline from the Agenda an irrelevant or previously settled topic.
- The President has the ability to adjourn items on the Agenda until the following meeting in his/her sole and exclusive discretion, usually in the interests of timekeeping. Subject to the following limitations:
 - Any one specific item cannot be adjourned more than once, and adjourned matters are dealt with at the top
 - of the ‘Matters Arising’ section in the Agenda of each meeting.
 - Votes of No Confidence cannot be adjourned.
 - Voting (for example, a Motion or one for the election of Executive Members) cannot be adjourned.
 - In addition to a standard Executive Vote, the President has the ability to use a Deliberative Vote in his sole and exclusive discretion. This effectively gives the President use of two votes. This might usually be exercised in order to break a deadlock when the Committee is split 50/50 on a Motion.

- In cases where a motion has been ‘interrupted’ by either the Secretary or Vice President, the President has the ability to then either strike down the motion, or let it go to a vote.

Secretary:

- Responsible for circulating Committee documents (e.g. minutes from previous meetings, Agenda for current meeting, any reports to be tabled).
- Drafts the Agenda for each meeting, and puts anything outside of the ‘regulars’ in a particular order. Also allocates a time slot for each item as a suggestion to the President.
- Has the Ability to ‘interrupt’ a motion after it has received a seconder and before it goes to a vote. The Secretary can interrupt a motion if they deem it to be ‘unconstitutional’ under the Club’s Constitution. The President then decides whether to strike the motion down, or put it to a vote.

Vice President

- Has the ability to ‘interrupt’ a motion after it has received a seconder and before it goes to a vote. The Vice President can interrupt a motion if they deem it to be ‘unconstitutional’ under the UCSA’s binding documents. The President then decides whether to strike the motion down, or put it to a vote.

C. Motions:

Many important decisions, administrative functions, or controversial subjects require a motion to be passed to confirm the Committees policy on a matter. This is the Committee’s official way of deciding courses of action. Any member of the Executive can ‘move’ a motion (the President may help with proper wording), but the motion must then attract a seconder, then win a vote by a simple majority (50% +1). If a motion doesn’t receive 50% +1 of the votes, it will fail. If more than 50% +1 of the Committee abstains from voting, it will also fail.

Administrative functions like approving minutes from past meetings, or adopting official reports (e.g. a Treasurer’s Budget) require motions.

Steps for making a Motion:

Moved	(by any Executive member)
Seconded	(by any Executive member except the 'mover')
Voted	(called by the President. All Executive Members may vote. Wins by a 50% +1 majority)
Carried/ Not Carried	(declared by the President after weighing up 'Ayes' vs. 'Nays'.)

D. Public Excluded:

At any time during the meeting, the President may initiate a motion that the Committee enters into 'Public Excluded' (also referred to as 'in Committee'). If the Motion is carried, this means that anything discussed within the Public Excluded session from when it begins by the Committee on its motion, to when it is ended by the Committee on its motion, is not to be discussed with members of the public. For the avoidance of doubt; this means any person outside of the Executive of the Club, unless required by Law or as requested by the University of Canterbury Students' Association Inc.

E. Voting:

When a motion is raised and acquires a seconder, it must then go to a vote. Every Executive member of the

Committee is entitled to vote ONE of THREE ways:

“Aye” - Yes

“Nay” - No

“Abstain” - Chooses not to vote for either a conflict of interest, or doesn't wish to vote.

The President will call for each of these votes during voting, the method of voting will be by a show of hands and saying the above words, unless otherwise stated in this Constitution.

F. Submitting items to the Agenda

To have something added to the Agenda for a meeting, any member can advise the Secretary of the item they wish to be added no less than 48 hours prior to the meeting. This is because 48 hours before the meeting, the Secretary must submit the draft Agenda to the President for approval. After 48 hours prior to a meeting, it is too late to add something specifically to the Agenda, unless the President decides otherwise. But any items can be raised during the meeting when the President asks if there are any items for ‘General Business’, however reports must be submitted before 48 hours prior.

G. Vote of No Confidence:

Any member can call for a Vote of No Confidence against another member of the Executive, which if successful causes that member to be expelled from the Committee. However, the member who calls the vote is expected to have reasonable grounds for doing so (a malicious Vote of No Confidence can attract disciplinary action, s15). A Vote of No Confidence must acquire a super majority (two thirds of the Committee) of votes, otherwise it will fail. More details can be found in s14. The President’s power of adjournment does not apply to votes of no confident.

APPENDIX 3 - SOCIAL MEDIA POLICY

1. Introduction

Social media is about sharing and interaction. It gives everyone a chance to produce their own content, reply to others (such as followers or fans), share exciting moments, reflections and experiences. UC Arts believes that social media has a valuable role to play in sharing the knowledge of education with like and diversely minded people. In addition to engaging with members of the student community, social media can help the organisation reach members of the broader public and traditional media.

Whilst social media provides great opportunity to raise the society's profile and reach new audiences, it also has the potential to harm the reputation of the organisation, its members and stakeholders. It is crucial therefore that individuals representing UC Arts are aware of the implications of using social media. The purpose of this document is to provide representatives of UC Arts with guiding principles for using social media.

This policy applies to all club members, executive members and other people associated with UC Arts and UC Arts events. Any Executive Member has the ability to enforce the Social Media Policy, but the onus of enforcement will generally fall upon the Social Media Manager, overseen by the President.

Social Media is any kind of tool that you can use for sharing what you know, including, but not limited to:

- Blogs
- Photo-sharing
- Video-sharing (such as You Tube)
- Social Networks (such as Twitter and Facebook)
- Mobile phone applications
- Texting and web-casting.

2. Guiding Principle

A. social media post, remember the following general principles:

- Information shared on social media appears in public so careful consideration should be given to content before it is posted.
- Information shared within online communities could have implications for the society and those associated with it.

- Information shared online can be difficult to retract. A comment may be able to be removed but the very nature of social media encourages a person to share information which makes it difficult to know where the information may finish up.
 - You should assume that all posts and information shared via social media can be traced back to you.
 - People will make assumptions about what you're like based on what you write and say.
 - When sharing information online, remember that you may be considered as holding yourself out as a spokesperson for UC Arts.
- B. Do not make defamatory, disrespectful and hateful comments about individuals or organisations. Do not insult or say anything that could be reasonably construed as offensive. Do not like or react to comments that could be reasonably construed as offensive, insulting or abusive.
- C. You should not bring UC Arts or the College of Arts into disrepute. The use of obscene language and threatening comments targeted at an individual or organisation will not be tolerated. Comments which are contrary to the spirit and integrity, specifically Section 2 'Objectives' of the society will not be tolerated.
- D. Any comments made on social media should:
- Respect the rights, dignity and worth of others
 - Treat all personal information as confidential
 - Refrain from any form of harassment
- E. Do not share personal, confidential or sensitive information about anyone else or about UC Arts.
- F. Personal sites, blogs and accounts that have a UC Arts Society 'look and feel' and could be perceived as being UC Arts Society is strictly prohibited. Do not use the UC Arts Society logo or any other trademarked marks or images on personal social media sites except with the permission of the President or Social Media Manager.
- G. If you have any doubts about what you are posting, talk to a member of the UC Arts Society Society Executive, or do not post it.

3. Consequences of failing to adhere to this policy

If you fail to follow these guidelines, UC Arts Society has the right to issue you with a take-down notice. Members, Exec, or other representatives who are found to not comply with a take-down notice will face disciplinary action.

Repeated breaches of this policy could lead to disciplinary action. UC Arts Society also has the right to administer sanctions.

In addition, as with any form of public communication, online communication can also be subject to legal proceedings. You should be mindful that unsubstantiated claims, false statements, defamatory, offensive and threatening comments could lead to prosecution.

APPENDIX 4 – TRACK OF AMENDMENTS

1. AMENDMENTS 1 – 2019

- i. Swaps s2.a and s2.b around

2. AMENDMENTS 2 – 2019

- i. Modifies s8.a2

3. ADNMENDMT 3 - 2019

- i. Adds ADMENDMENT AND REVIEW, a2.a-a2.d
- ii. Adds TRACK OF AMENDMENTS, apx4
- iii. Modifies s1 and s11.c

4. AMENDMENT 4 - 2019

- i. Removes Marketing Manager apx1.E-apx1.Eiv
- ii. Adds Public Relations Manager apx1.E-apx1.Eviii
- iii. Modifies s5.a-s5.b and apx2

The undersigned Officers of the University of Canterbury Arts Society Executive, on the behalf of the Executive hereby agree to abide by the terms laid out in this Constitution and its Appendixes.

President

Date: / /

Signature:

Vice President

Date: / /

Signature:

Treasurer:

Date: / /

Signature:

Secretary:

Date: / /

Signature: _____