



Clubs & Societies constitutiondocument

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clubname

The name of the club/society shall be: _____
hereinafter referred to as the Club.

1. objectives

- 1.1. The objectives of the Club shall derive, and not be at conflict with, the aims and objectives of the Massey Wellington Students' Association: hereinafter referred to as mawsa.
- 1.2. The Club shall exist to enhance the university experience of club members.
- 1.3. The objectives of the Club shall be to:

2. membership

- 2.1. Membership must be open to all mawsa members but final membership is at the discretion of Club Committee.
- 2.2. Membership will be granted on payment of subscription fee where applicable.
- 2.3. The mawsa CDO can at any time request from the Secretary proof of Club membership

3. subscription

- 3.1. Membership fees are to be set by the Club Committee in agreement with club members.
- 3.2. Membership fees shall only be paid to the Club through the mawsa office unless an alternative system exists and is approved by the mawsa Financial Officer.

4. officersandcommittee

- 4.1. The Club Committee shall be elected at the Annual General Meeting, or, if necessary, at a Special General Meeting and shall hold office until the next Annual General Meeting, unless they:
 - (a) Resign, or
 - (b) Is called upon to do so by a simple majority of a General Meeting of the Club.
- 4.2. All club members shall be eligible for election to the Committee and candidates for election must be proposed and seconded by members of the Club at the General Meeting.
- 4.3. All elections for officers shall be by a show of hands or secret ballot.
- 4.4. The Committee shall at minimum consist of the minimum following officers; President; Vice President; Treasurer, Secretary and the Club may decide to elect other members to the Committee up to a maximum of 10 members' total.
- 4.5. All officers shall be required to be members of the Club and at least half of the Club Committee must be Massey University students.
- 4.6. The President, Treasurer and Secretary must be mawsa members.
- 4.7. The President and Secretary must be different people.

4.8. **President**

Shall have overall responsibility for the affairs of the Club and shall chair all committee and General Meetings of the Club.

4.9. **Vice President**

S/he shall assume the responsibilities of the President should the President be absent or unable to fulfil his/her duties.

4.10. **Treasurer**

The Treasurer will manage the financial affairs of the Club. S/he will maintain the financial records of the club with support from the mawsa Financial Officer. S/he will prepare and present the end of year accounts with support from the mawsa Financial Officer. S/he will maintain and inform the mawsa CDO of the record of any equipment or property purchased, cost, proof of purchase and storage location.

4.11. **Secretary**

The Secretary shall keep accurate non-financial records of the Club including; membership list, issue notice of General Meetings, take and distribute the minutes of all Committee and General Meetings, and manage the correspondence of the Club. S/he will see that affiliation to mawsa is completed annually.

5. committeemeetings

- 5.1. The Committee as provided for in clauses 5.1 and 5.2 shall conduct the business of the Club.
- 5.2. Meetings of the Committee shall be held as the Committee deems appropriate or if the President or any two members of the Committee instructs the Secretary to call a meeting of the Committee. At least two days notice of committee meetings shall be given.
- 5.3. All committee members shall be entitled to attend and vote at such meetings.
- 5.4. The quorum for a meeting of the Committee shall be three members.

6. financial

- 6.1. The Club bank account shall be held by mawsa unless otherwise approved by the mawsa Financial Officer.
- 6.2. The Committee shall appoint two Club signatories, one of which must be the Treasurer.
- 6.3. No club member shall receive personal pecuniary gain from any club activities or exchanges.
- 6.4. The expenditure of Club funds shall require a committee resolution signed the two club signatories and a mawsa signatory.
- 6.5. Reimbursements to any club member for club expenditure may only be authorised by the Club Committee upon proof of purchase.
- 6.6. Any sponsorship agreements made by the Club must not conflict with any existing or potential sponsorship or advertising agreements of mawsa.
- 6.7. mawsa shall not be liable for any debt incurred by the Club.

7. assetsandpurchases

- 7.1. All equipment granted to the Club by mawsa or bought with mawsa grants shall remain the property of mawsa.
- 7.2. All equipment and uniforms must be returned to the Club upon any member leaving the Club.
- 7.3. Equipment as set out in clause 8.1 may not be sold, bailed, encumbered, modified or disposed of without the permission of mawsa.
- 7.4. Clothing and uniforms purchased with mawsa grants must have the mawsa and the Massey logo on it.
- 7.5. Events supported by mawsa grants must display the mawsa and the Massey logo on any promotional material and signage on the day.

8. generalmeetings

- 8.1. The Club shall hold an Annual General Meeting in the first 6 weeks of second semester of every year.

- 8.2. The regular business of the Annual General Meeting shall be to;
 - (a) Receive an annual report presented by the President;
 - (b) Receive a budget for the forthcoming year and financials of the previous year presented by the Treasurer;
 - (c) To elect officers and Committee members elections.
- 8.3. Motions are passed by way of simple majority except for constitutional changes.
- 8.4. No less than seven days notice of General Meetings shall be given by way of public notice and a posting on the mawsa website.
- 8.5. Quorum of General Meetings shall be the smaller number of, one third or 20 members of the Club.

9. constitution

- 9.1. This constitution must be approved by the mawsa Executive at affiliation and then ratified at the inaugural General Meeting of the Club.
- 9.2. The Club Secretary and mawsa CDO shall keep copies of this constitution.
- 9.3. Amendments to this constitution shall be approved by the mawsa Executive and then shall be given 7 days notice before being ratified at a General Meeting of the Club.

10. affiliation to mawsa

- 10.1. The Club shall apply for affiliation to mawsa on an annual basis, and will abide by the decisions and rulings of its Executive. The affiliation period is for one year from the 1st January to 31 December
- 10.2. Affiliation of any group is at the discretion of the mawsa Executive.
- 10.3. Affiliation will lapse upon breach of the mawsa clubs policy.
- 10.4. The conduct of the affairs of the Club shall be in accordance with the mawsa constitution.
- 10.5. At least one club member must attend each mawsa General Meeting.

11. winding up

- 11.1. The Club shall be wound up if a motion to that effect is passed by a two-thirds majority at a Club General Meeting.
- 11.2. The Club shall be wound up after failing to re-affiliate within 12 months of affiliation lapsing as set out in clause 11.
- 11.3. Upon windup or de-affiliation, all assets of the Club become the property of mawsa as set out in clause 8.1.

Club **President** Signature: _____ Date: __/ __/ __
 Name: _____

Club **Vice President** Signature: _____ Date: __/ __/ __
 Name: _____

Club **Secretary** Signature: _____ Date: __/ __/ __
 Name: _____

Club **Treasurer** Signature: _____ Date: __/ __/ __
 Name: _____