



THE RULES OF THE SELWYN COLLEGE STUDENTS' ASSOCIATION

1. Names:

- i. The name of the association shall be "The Selwyn College Students' Association" (hereinafter referred to as the "Association").
- ii. Selwyn College in all parts is hereinafter referred to as the "College".
- iii. The name of the Association's constitution shall be "The Constitution of The Selwyn College Students' Association" (hereinafter referred to as the "Constitution"). The Constitution shall be made up of the following documents: -
 - a) "The Rules of The Selwyn College Students' Association" (hereinafter referred to as the "Rules").
 - b) "The Regulations of The Selwyn College Students' Association" (hereinafter referred to as the "Regulations").
 - c) "The Election Rules of The Selwyn College Students' Association" (hereinafter referred to as the "Election Rules").

2. Objects:

- i. To promote the welfare of all students residing in the College.
- ii. To deal with and control, and to represent and to act for the members in all matters in which the members as a body are interested, and where financially possible to carry out capital improvements to the benefit of members.

3. Membership:

- i. All student residents in the College shall be eligible for membership and be required to become members, except at the discretion of the General Committee.
- ii. Such persons shall become members upon taking up residence in the College, provided that they pay the annual subscription according to Section 5.
- iii. Such persons shall have access to the Constitution.

4. Honorary Membership:

- i. Resident Assistants, Scholars in Residence, and other College staff who are currently enrolled in study at the University of Otago shall be eligible for honorary membership and be required to become honorary members, except at the discretion of the General Committee.
- ii. Such persons shall become honorary members upon taking up residence in the College, provided that they pay the annual subscription according to Section 5.
- iii. "Honorary membership" shall entitle the holder exclusively to: -
 - a) The option to participate in the Association's sporting and cultural competitions.
 - b) The Association's member prices at the discretion of the General Committee.

5. Subscriptions:

- i. Each full member of the Association shall pay as a subscription the sum set by the General Committee in the previous financial year of the Association.
- ii. Such sum shall not exceed two hundred and twenty dollars (\$220.00).
- iii. Such subscriptions of members shall be payable with the first term fees to the College, who will act as agents for payment to the Association.
- iv. The Association shall be paid into their account the total subscription amount in full by the College on request by the General Committee.
- v. Each honorary member of the Association shall pay as a subscription the sum set by the General Committee, and approved by the Warden, in the previous financial year of the Association.
- vi. Such sum shall not exceed one hundred dollars (\$100.00).
- vii. Such subscriptions of honorary members shall be payable at the start of the first term to the Treasurer of the Association.
- viii. All subscriptions, either in full or in part, shall not be refunded in the event of a member leaving or arriving during the Association year except at the discretion of the General Committee.
- ix. Any member whose subscription for the current financial year is unpaid shall be debarred from any of the privileges of membership until such subscription is paid except at the discretion of the General Committee.

6. General Meetings:

- i. Notice of any general meeting stating the date, time and place thereof shall be given by the Vice-President at least seven (7) days before the date fixed for any such meeting.
- ii. The President or in his absence a member of the General Committee appointed by the meeting on motion called for by the Vice-President or failing him or her any other member of the Association acting as temporary Chairperson for such purposes shall be Chairperson at any general meeting.
- iii. At a general meeting two-thirds (2/3) of the total membership of the Association entitled to vote (as per Section 18 (i)) shall form a quorum competent to transact the business of the Association.
- iv. The Chairperson at any general meeting may accept any motion in the form of a recommendation to the General Committee on any matter concerning the Association or its members.
- v. The Chairperson at any General Meeting shall have a casting vote only, but shall for the purposes of a quorum be deemed to be a member entitled to vote.
- vi. The procedure at all general meetings shall be governed by the rules contained in the first schedule of the Standing Orders of the Otago University Students' Association.
- vii. All members are entitled to vote on matters concerning changes of the Constitution except for those who have not been financial members for at least four (4) months.

7. Ordinary General Meetings:

- i. There shall be held annually two (2) ordinary general meetings: the Autumn general meeting held in the first (1st) term and the Spring general meeting held in the fourth (4th) term.

- ii. The Association year will commence at the termination of the fourth (4th) term except in the case of the financial year hereinafter defined (Section 11 (ii)).

8. Autumn General Meeting:

- i. The Autumn general meeting shall be held within one (1) month after the commencement of the first term.
- ii. At this meeting the following substantive business shall be transacted: -
 - a) The adoption, if thought fit, of the Asset Register and Financial Statement of the previous financial year.
 - b) The appointment of the auditor for the then current financial year.
 - c) The adoption, if thought fit, of the Treasurer's Budget for the current financial year.
 - d) Any business, which may be brought forward and for which special notice is not required.
 - e) A verbal report from each of the General Committee members.
 - f) The adoption, if thought fit, of the annual "Cloister" report of the President, Vice-President, Treasurer, Sports Representative, Social Representative, Internal Affairs Representative and Cultural Representative.
 - g) The appointment of the Association's officers for the then current year (as per Section 3 (i) of the Regulations).
 - h) Any other traditional business.

9. Spring General Meeting:

- i. The Spring general meeting shall be held within one (1) month after the commencement of the fourth (4th) term.
- ii. At this meeting the following substantive business shall be transacted: -
 - a) The election of the General Committee for the following Association year.
 - b) The President shall present a report dealing briefly with the activities of the Association during the current Association year.
 - c) Any business, which may be brought forward and for which special notice is not required.

10. Special General Meetings:

- i. A special general meeting may be called at any time by the General Committee.
- ii. A special general meeting shall be called by the General Committee on the giving to the Vice-President of a notice signed by twenty-five (25) percent of the Association requiring the General Committee or Vice-President to call such a meeting and setting forth the words or effect of all motions proposed to be moved thereat.
- iii. On receipt of such notice the Vice-President shall forthwith make and post on the notice board a copy thereof and shall also forthwith summon a meeting of the General Committee to discuss such notice.
- iv. The notice convening any special general meeting shall specify the nature of the business intended to be transacted thereat.

11. Financial Statement, Asset Register, and Budget:

- i. The Treasurer shall prepare an Asset Register showing the assets of the Association as at the last day of such financial year that he or she held office for and a Financial Statement of income and expenditure and any other usual or necessary accounts showing the financial transactions (e.g. liabilities) of the Association during such year, in accordance with Section 8 (ii) (a) herein and Section 9 of the Regulations.
- ii. Such a financial year shall end on the 1st of February.
- iii. Such Asset Register and Financial Statement shall then be submitted for audit; it shall be then placed before the General Committee for its approval before being presented to the following Autumn general meeting for adoption.
- iv. The Treasurer in consultation with the General Committee shall produce a Budget of the proposed expenditure for adoption at the Autumn general meeting.
- v. The Budget shall serve at the discretion of the General Committee as a guide of expenditure to be incurred during the then current financial year.

12. The General Committee:

- i. The conduct and control of the business and affairs of the Association shall be rested in the General Committee.
- ii. The General Committee shall uphold the Constitution to the best of its abilities.
- iii. The General Committee shall consist of a President, a Vice-President, a Treasurer, a Sports Representative, a Social Representative, an Internal Affairs Representative, and a Cultural Representative.
- iv. The General Committee and its members shall hold office from the conclusion of the fourth (4th) term of the University of Otago until the conclusion of the fourth (4th) term in the next succeeding University of Otago year.

13. General Committee Meetings:

- i. The General Committee shall meet as soon as possible after the commencement of the Association year.
- ii. The General Committee shall if possible meet at least fortnightly during term time.
- iii. An ordinary or emergency meeting of the General Committee may be called at any time by the President or Vice-President or by any three (3) members of the General Committee.
- iv. At any General Committee meeting an attendance of not less than four (4) members entitled to vote shall form a quorum competent to transact the business of the meeting.
- v. The Chairperson at any meeting of the General Committee shall have a casting vote only, but for the purposes of a quorum be deemed a member entitled to vote.

14. Powers of the General Committee:

- i. The General Committee shall have and is hereby given full and complete power and control of all the business and activities of the Association as well as the powers expressly conferred upon it by the Constitution.
- ii. The General Committee shall have the power to and may do all things deemed by it to be necessary or expedient for the fulfilment of any of the objects of the Association.

- iii. The General Committee shall have power to and may from time to time appoint and remove agents, delegates and committees (whether members of the General Committee or of the Association or not).
- iv. The General Committee shall constitute an official sub-committee should they or the Warden desire such for any general College business.
- v. The General Committee shall act as a judiciary committee with power to suspend any member not forwarding the interests of the College.
- vi. The General Committee shall have the power to acquire and dispose of property, to engage and employ servants, to expend and invest money, to open a banking account, to enter into contracts and generally have control of the financial affairs of the Association.
- vii. The General Committee shall maintain as far as possible the assets of the Association.
- viii. The General Committee shall have power to refuse credit to any members of the Association where it deems that his or her debt to the Association is excessive.

15. Election and Tenure of Office of Members of the General Committee:

- i. The General Committee shall be elected annually at the Spring general meeting (as per Section 9 (ii) (a)) in accordance with the Election Rules contained in the Constitution hereto.
- ii. The General Committee shall hold tenure in accordance with Section 12 (iv).

16. Creation of a Vacancy on the General Committee:

- i. The position held by any member on the General Committee shall become vacant: -
 - a) If such a member ceases to be a member of the Association;
 - b) If such a member gives the President or Vice-President notice tendering his or her resignation;
 - c) If at any special general meeting duly called for the purpose a resolution is passed to the effect that such a member does not possess the confidence of the Association;
 - d) If such a member is elected or appointed to any other position on the General Committee during his or her term of office in the former capacity.

17. Vacancy:

- i. When a vacancy occurs during the course of an Association year in respect of any position on the General Committee the President or equivalent shall convene a special general meeting as soon as practical of such vacancy becoming apparent for the purpose of filling such a vacancy.
- ii. Such vacancy shall be filled in accordance with the Election Rules by an Association member of more than two (2) University of Otago terms in time immediately preceding the election.
- iii. Any member so appointed by the Association shall occupy such a position on the General Committee during the remainder of the then current Association year.

18. Right to Vote:

- i. Only those who have been members of the Association for more than four (4) months are entitled to vote.

- ii. The aforementioned rule (Section 18 (i)) may be waived at the discretion of the General Committee.

19. Duties of the President:

- i. The President: -
 - a) Shall be President of the Association.
 - b) Shall uphold the Constitution.
 - c) Shall be Chairperson of all general meetings of the Association.
 - d) Shall be Chairperson of the General Committee.
 - e) Shall act as the official representative of the Association.
 - f) Shall be ex officio on all committees.
 - g) Shall produce in liaison with the members of the General Committee a brief annual report of the Association's activities in accordance with Section 9 (ii) (b).
 - h) Shall produce an annual report which shall be published in the "Selwyn College Record".

20. Duties of the Vice-President:

- i. The Vice-President: -
 - a) Shall conduct and keep all official correspondence.
 - b) Shall keep a true record of all meetings of the Association and the General Committee.
 - c) Shall carry out all secretarial duties of the Association.
 - d) Shall be responsible for all Association stationery.
 - e) Shall be responsible for all Association merchandising.
 - f) Shall be responsible for all Association food and beverage.
 - g) Shall act as official representative of the Association in the absence of the President.
 - h) Shall produce an annual report which shall be published in the "Selwyn College Record".

21. Duties of the Treasurer:

- i. The Treasurer: -
 - a) Shall act as treasurer of the Association's funds and shall supervise the financial affairs of the Association.
 - b) Shall keep proper books of accounts dealing with the finance and property of the Association and shall at all times furnish the General Committee with such accounts and information relative to the finance and property of the Association as the General Committee may require.
 - c) Shall authorise for any proper purpose the expenditure out of the funds of the Association as it may seem necessary or reasonable in accordance with the Constitution.
 - d) Shall prepare an Asset Register as is provided by Section 11 (i), (ii) and (iii).
 - e) Shall administer all accounts of the Association.
 - f) Shall prepare the annual Financial Statement as provided in Section 11 (i), (ii) and (iii).
 - g) Shall prepare a Budget for the general accounts in accordance with Section 11 (iv) and (v).
 - h) Shall appoint the auditor for the Association accounts, and have said accounts audited.
 - i) Shall be responsible for the Association safe.

- j) Shall produce an annual report which shall be published in the “Selwyn College Record”.

22. Duties of the Sports Representative:

- i. The Sports Representative: -
 - a) Shall call all meetings of the Sports Committee.
 - b) Shall act for the Association in all matters of sports.
 - c) Shall uphold and maintain the Constitution of The Cameron Shield.
 - d) Shall uphold and maintain the Constitution of The Warden’s Cup.
 - e) Shall supervise elections of captains of teams by the members of the teams concerned, if an election is desired.
 - f) Shall be caretaker of the Association’s sporting uniforms and equipment.
 - g) Shall be caretaker of The Cameron Shield if in possession of and maintain The Shield as needed.
 - h) Shall be caretaker of The Warden’s Cup if in possession of and maintain The Cup as needed.
 - i) Shall produce an annual report which shall be published in the “Selwyn College Record”.

23. Duties of the Social Representative:

- i. The Social Representative: -
 - a) Shall call all meetings of the Social Committee.
 - b) Shall act for the Association in all social matters.
 - c) Shall be responsible for the organisation of the annual Association balls.
 - d) Shall be responsible for the organisation of High Tea.
 - e) Shall produce an annual report which shall be published in the “Selwyn College Record”.

24. Duties of the Internal Affairs Representative:

- i. The Internal Affairs Representative: -
 - a) Shall act for the Association in all matters of tradition.
 - b) Shall be responsible for all constitutional and historical matters of the Association.
 - c) Shall be responsible for the Association’s involvement in the Capping festivities.
 - d) Shall be responsible for the flag of the Association.
 - e) Shall be responsible for the post-High Tea organisation.
 - f) Shall be responsible for the administrative matters of the Election of the General Committee in accordance with the Election Rules.
 - g) Shall be responsible for the production of the “Selwyn College Record” in accordance with Section 10 of the Regulations.
 - h) Shall produce an annual report which shall be published in the “Selwyn College Record”.

25. Duties of the Cultural Representative:

- i. The Cultural Representative: -
 - a) Shall call all meetings of the Cultural Committee.
 - b) Shall act for the Association in all matters of culture.
 - c) Shall uphold and maintain the Constitution of The Nevill Cup.

- d) Shall uphold and maintain the Constitution of The Principal's Cup.
- e) Shall be caretaker of the Association's cultural possessions.
- f) Shall be caretaker of The Nevill Cup if in possession of and maintain The Cup as needed.
- g) Shall be caretaker of The Principal's Cup if in possession of and maintain The Cup as needed.
- h) Shall produce an annual report which shall be published in the "Selwyn College Record".

26. Amendment of the Constitution:

- i. The Constitution may be repealed, altered, added to or amended at any special general meeting called for that purpose by a resolution to that effect carried by a majority of at least two-thirds (2/3) of the members of the Association who are entitled to vote.
- ii. Any amendment of rules governing the finance of the Association which has been passed by the required majority (see Section 6 (vii)) at a special general meeting shall take effect in the then current financial year unless specially stated otherwise.
- iii. All notices of motion affecting the Constitution together with the names of the mover and seconder must be lodged with the Vice-President in writing at least seven days before any special general meeting called to confirm the motion, such notice of motion to be posted on the Association's notice board forthwith.