



MASSEY CIVICS CLUB

MASSEY MANAWATU CIVICS CLUB

Constitution

1.0 Name

1.1 The name of the Club is “Massey Manawatu Civics Club” (in this Constitution referred to as the ‘Club’).

2.0 Objectives

2.1 The objectives of the Club are as detailed below;

- (a) To promote political awareness.
- (b) To encourage informed and constructive political dialogue.
- (c) To remove barriers to participation in civic engagement.

2.2 The Club shall not;

- (a) Engage in partisan behaviour.

3.0 Membership

3.1 Membership applications shall be open to all currently enrolled Massey University students and any community members above the age of 16 wishing to join.

3.2 Membership shall be a minimum of 6 currently enrolled Massey University student members.

3.3 The Club must ask their members to renew their membership annually to ensure that member status and contact information are updated.

3.4 A membership application shall consist of the applicant’s name, email address, and Massey student ID number if they are a currently enrolled Massey student.

3.5 Membership applications may be approved by the Committee but the Committee must not deny an application on any unreasonable grounds.

3.6 Currently enrolled Massey University students and Massey alumni must constitute no less than 60% of the total Club membership.

3.7 Members shall be known as 'student' members which is defined as a club member who is a currently enrolled Massey student, and 'community' members who are defined as club members who are not currently enrolled Massey students.

4.0 Committee

4.1 The Committee shall be elected annually at the Annual General Meeting, unless clause 4.3 applies.

4.2 The Club's Committee members shall hold office until the next Annual General Meeting, unless they:

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

4.3 A by-election may occur more than once during a calendar year after a member of the Committee has ceased to hold office under clause 4.2.

- (a) The by-election may only be held for the vacant position, and the rest of the Committee will not have their terms of office affected.
- (b) The by-election must give members a minimum of 5 working days to submit their nominations, and voting must be open for a minimum of 3 working days.
- (c) The newly elected Committee member shall hold office until the next Annual General Meeting.

4.4 The Committee shall be instructed by resolutions passed at Club Membership Meetings.

4.5 All student members shall be eligible for election to the Committee.

4.6 All student members of the Club are eligible to vote in the Club election, and each shall have one vote.

4.7 All elections for Committee members shall be by secret ballot.

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

- (a) President
- (b) Treasurer
- (c) Secretary

4.9 The role of Vice-President shall be an ex-officio role on the Club Committee but the Committee shall function in its normal capacity if the role is vacant. In the absence of this role, the responsibilities of the Vice-President shall be assumed by the President.

President:

- The President shall have overall responsibility for the affairs of the Club and shall chair all meetings of the Club. They will act as the spokesperson and contact person for the Club and ensure the constitution and the Club's objectives are upheld.

Vice-President:

- The Vice-President shall assist the President in carrying out their duties and act as a deputy in their absence. In the absence of the President, the Vice-President shall act as Chairperson. They will support the coordination of the Club's activities and events, ensure effective communication between Committee members, and oversee specific projects or initiatives as delegated by the Committee.

Treasurer:

- The Treasurer will manage the financial affairs of the Club. They will maintain the financial records of the Club. They will prepare and present the Club budget and end of year accounts and will maintain the Club asset register.

Secretary:

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

5.0 Club Membership Meetings

5.1 The Club may hold membership meetings at a frequency of its choosing, but must occur no less than 3 times per year.

5.2 The quorum for a Club membership meeting shall be 4 student members and must include either the President or Vice-President, and the Treasurer and Secretary.

5.3 All Club members shall be entitled to attend membership meetings, but only student members may vote.

5.4 The President or any 2 members of the Committee may instruct the Secretary to call a meeting of the Club, however in the absence of the Secretary the President may call a meeting.

5.5 At least 2 days' notice of Club membership meetings must be provided by the Secretary or another Committee member.

5.6 The Secretary shall record the minutes of the meeting and provide minutes to members upon request.

5.7 In the instance of a tie during Club membership meetings, the Chairperson shall be entitled to a casting vote.

5.8 Meetings of the membership and their subsequent minutes may only be conducted in confidence if the Chairperson can demonstrate a sufficient need for confidentiality. If the membership wishes to challenge this or move the meeting or minutes to be public, it must be done by a resolution of the membership for which the Secretary shall have the casting vote in the instance of a tie. The Chairperson may not seek to dispute the resolution if they have been overruled.

5.9 All meetings of the Club including but not limited to; committee meetings, membership meetings, and general meetings shall be held in accordance with Robert's Rules of Order unless another clause of this constitution conflicts with the rules, in which case that clause shall take precedence.

6.0 Committee Meetings

6.1 The Committee may hold meetings at a frequency of its choosing, but must occur no less than 3 times per year.

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

6.3 In the instance of a tie during Committee meetings, the Chairperson shall be entitled to a casting vote unless clauses 6.8 or 5.8 apply in which the Secretary shall be entitled to the casting vote.

6.4 Only Committee members shall be entitled to vote in Committee meetings.

6.5 The President or any 2 members of the Committee may instruct the Secretary to call a meeting of the Committee, however in the absence of the Secretary the President may call a meeting.

6.6 The Secretary shall record the minutes of the meeting and provide minutes to members upon request.

6.7 Meetings of the Committee and their subsequent minutes may only be conducted in confidence if the Chairperson can demonstrate a sufficient need for confidentiality. If the Committee wishes to challenge this or move the meeting or minutes to be public, it must be done by a resolution of the committee for which the Secretary shall have the casting

vote in the instance of a tie. The Chairperson may not seek to dispute the resolution if they have been overruled.

7.0 Financial

7.1 No Club member shall receive personal pecuniary gain from any group activities or exchanges.

7.2 The Club bank account shall operate a Club bank account under the umbrella account of Te Tira Ahu Pae.

7.3 The Club bank account signatories shall be the President, Vice-President, Treasurer, and Secretary.

7.4 The expenditure of Club funds shall require a Club resolution signed by two of the Club bank signatories.

7.5 Reimbursements to any Club member for Club expenditure may only be authorised by the Club upon proof of purchase including receipt or evidence of financial transaction.

7.6. Any sponsorship agreements made by the Club must not conflict with any sponsorship or advertising agreements of Te Tira Ahu Pae.

7.7. Te Tira Ahu Pae shall not be liable for any debt incurred by the Club.

8.0 Assets and Purchases

8.1 The Club will keep an asset register detailing all significant assets purchased by the club which identifies those that have been purchased with the assistance of club grants.

8.2 Any equipment purchased with the support of a Club Grant may not be sold or disposed of without the permission of Te Tira Ahu Pae.

8.3 The asset register is to be supplied each year to Te Tira Ahu Pae when the club affiliation is renewed and should include any new assets purchased in the previous year and an explanation where any asset has been removed from the list.

8.4 Club assets are the property of the Club and not of individual members.

8.5 All equipment must be held in storage facilities provided by the University.

8.6 All equipment and uniforms must be returned to the Club upon any member leaving the Club.

8.7 If the Club is to disaffiliate, all assets purchased using Club Grants shall be made property of Massey University.

9.0 General Meetings

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

9.2 The Club membership shall be entitled to call a General Meeting through a resolution of a Member Meeting. However the Club must provide no less than 7 days' notice of their intention to hold a General Meeting and this must be communicated to all members of the Club either by individual notice or public notice.

9.3 The quorum of the meeting shall be the smaller number of one third or 10 members of the Club.

9.4 All General meetings must be open to all members of the Club, but only student members may be entitled to vote.

8.5 General meetings may be held by in any form as decided by the Club via a Membership Meeting.

9.6 Motions made at the General Meeting shall be passed by way of a simple majority vote, unless they are amendments to the constitution or regarding the winding up of the club which shall be passed in accordance with clauses 10.1 and 14.1 respectively.

9.7 Written minutes must be kept of General Meetings, and these must be signed by at least 2 committee members, one of whom must be the President.

9.8 In the instance of a tie during General Meetings meetings, the Chairperson shall be entitled to a casting vote.

9.9 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) Election of the Committee.
- (d) Appointment of the Club bank signatories.
- (e) Future plans for the Club.
- (f) Any other business.

10.0 Constitution

10.1 Any amendments to the constitution may be proposed by any member of the Club but must be passed a General Meeting by two-thirds majority vote.

10.2 Any proposed amendments to the constitution must be notified to Te Tira Ahu Pae.

10.3 If approval of the new constitution is not provided by Te Tira Ahu Pae, a motion must be tabled at the General Meeting for the Club to disaffiliate.

11.0 Subscriptions

11.1 Membership fees are to be set by the Club at a General Meeting.

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

12.0 Affiliation to Te Tira Ahu Pae

12.1 The Club shall apply for affiliation to the Te Tira Ahu Pae on an annual basis and will abide by its decisions and rulings.

12.2 The affiliation period is for one year from 1 May to 30 April.

12.3 Affiliation of any Club is at the discretion of Te Tira Ahu Pae, however, there must be a valid reason for non-affiliation.

12.4 The conduct of the affairs of the Club shall be in accordance with this constitution and the Te Tira Ahu Pae Clubs Policy.

12.5 The President must attend each General Meeting of Te Tira Ahu Pae, or if they are unable to attend, another member of the Committee must attend on their behalf.

12.6 Club members must agree to abide by the Massey University Code of Student Conduct Policy.

13.0 Contact Person



13.1 The President shall serve as the primary contact person and spokesperson for the Club, unless the Club decides, for a specific instance or project, to delegate this role to another individual.

14.0 Winding Up

14.1 The Club shall be wound up if a motion to do so is passed by two-thirds majority vote at a General Meeting.

Signatories

Signatures to confirm the Constitution of Massey Civics Club.

Role	Name	Signature	Date
President	Micha Gairinger		4/3/2025
Treasurer	Heezia English		4/03/2025
Secretary	Ryn Peni	T. Peni	4/03/2025