

Ngā Ture Whakahaere o Ngāi Taura Incorporated

Constitutional rules of Ngāi Taura Incorporated

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NGĀ TURE WHAKAHAERE O NGĀI TAUIRA INCORPORATED

CONSTITUTIONAL RULES OF NGĀI TAUIRA INCORPORATED

1. Te Ingoa / Name

The name of the Association shall be Ngāi Tauira Incorporated.

2. He Whakamāramatanga / Interpretation

In the Constitution, unless the context otherwise requires, the following words and expressions have the meanings given to them in this clause:

‘Academic Year’ means the academic year of Victoria University of Wellington beginning on the first day of trimester one and ending on the last day of trimester three in any given year.

‘AGM’ means the Annual General Meeting.

‘Alumni’ means a past graduate of Victoria University of Wellington who is of Māori descent.

‘Āpiha’ means a person elected as an officer of the Kōmiti Whakahaere.

‘Association’ means Ngāi Tauira Incorporated.

‘Executive Officer’ means any person appointed to the Kōmiti Whakahaere o Ngāi Tauira in accordance with clause 10.

‘Kaitiaki Pūtea’ means the Treasurer elected to the Kōmiti Whakahaere o Ngāi Tauira.

‘Kaituhi’ means the Secretary elected to the Kōmiti Whakahaere o Ngāi Tauira.

‘Kōmiti Whakahaere’ means the Executive Committee of Ngāi Tauira.

‘Ngāi Tauira’ means the Māori Students’ Association of Victoria University of Wellington.

‘Rangatiratanga’ means independence and autonomy and refers to the independence and autonomy of Ngāi Tauira.

‘SGM’ means Special General Meeting.

‘Te Reo Māori’ means the Māori language.

‘**Tikanga Māori**’ means Māori protocols and principles.

‘**Tumuaki**’ means the President elected to the Kōmiti Whakahaere o Ngāi Tauira.

‘**Tumuaki tuarua**’ means the Vice President elected to the Kōmiti Whakahaere o Ngāi Tauira.

‘**Whakawhanaungatanga**’ means family togetherness and refers to the concept of family togetherness. Ngāi Tauira aims to encourage unity and togetherness amongst its members, friends, alumni and life members.

‘**VUW**’ means the Victoria University of Wellington.

‘**VUWSA**’ means the Victoria University of Wellington Students’ Association.

3. Mission Statement

Hei muka tuitui i te korowai whakamarumarū i te hunga e whanake ana.

4. Tumanako / Aim

The Association is committed to:

- 4.1 Advancing and advocating for Māori student issues at a University and National level;
- 4.2 Promoting Māori student academic success;
- 4.3 Promoting pastoral support of Māori students at Victoria University through physical, spiritual, mental and social wellbeing.

5. Objectives

The following are the objectives of the Association:

- 5.1 Conduct all business of the Association in a manner consistent with Te Tiriti o Waitangi and tikanga Māori.
- 5.2 Encourage the use of te reo Māori wherever possible.
- 5.3 Provide a focus for Māori student activities.

- 5.4 Promote and facilitate opportunities for Māori students.
- 5.5 Work together for the good of the Association, act as a united group and encourage co-operation between its members and other internal and external organisations.
- 5.6 Encourage its members to participate in activities that lead to their cultural, political and academic development.
- 5.7 Ascertain and promote the Association's rangatiratanga.

6. Values

Members of the Kōmiti Whakahaere will at all times act with the aims and objectives of the Association as the paramount concern. They will uphold Māori values (tino rangatiratanga, kotahitanga, manakitanga, whānaungatanga, kaitiakitanga) behave professionally, with courtesy, integrity and honesty to ensure that the Association is respected, credible and valued.

7. Ngā Mema Katoa / Membership

- 7.1 Any person who is enrolled for the academic year as a student at Victoria University of Wellington and who is of Māori descent will become a member of the Association, and upon payment of the Victoria University of Wellington annual student levy will become a financial member of the Association.
- 7.2 All members have speaking rights at all general meetings, Annual General Meetings, Special General Meetings, and Kōmiti Whakahaere Meetings.
- 7.3 All financial members shall have voting rights at all Annual General Meetings and Special General Meetings.
- 7.4 Officers elected to the Kōmiti Whakahaere have speaking and voting rights at all Kōmiti Whakahaere meetings.
- 7.5 The Kōmiti Whakahaere o Ngāi Taurira may invite any other person to be a member of Ngāi Taurira, however any such person will not have voting rights.
- 7.6 Any person may resign their membership of the Association by giving written notice to the Kaituhi. The person's membership will cease with the Association at the next scheduled Kōmiti Whakahaere meeting where the resignation is formally received. The Kaituhi will maintain a record of all resignations received.

- 7.7 Membership will lapse one (1) day before the start of the following academic year.
- 7.8 Membership will be denied by the Kōmiti Whakahaere if the member has brought Ngāi Taurira into disrepute (clause 21.1). The member will be informed in writing by the Kōmiti Whakahaere.

8. Ngā Taurira o Mua / Alumni

- 8.1 Alumni are considered important to the Association and their views and opinions will be respected by the Kōmiti Whakahaere o Ngāi Taurira.
- 8.2 All alumni may be granted speaking rights by the Kōmiti Whakahaere o Ngāi Taurira at any SGM, AGM or Kōmiti Whakahaere meetings for the sole purpose of speaking to a particular matter.

9 Life Membership

- 9.1 Ngāi Taurira members past and present may nominate any member or alumni to the Komiti Whakahaere for Life Membership.
- 9.2 If the Kōmiti Whakahaere supports the nomination for Life Membership, the nomination must be presented at the AGM of the Association for acceptance by resolution of its members.
- 9.3 Any person who has been accepted for Life Membership will be personally invited by the Kaituhi, to the next Kōmiti Whakahaere meeting of the Association to accept their Life Membership award.
- 9.4 All Life Members of the Association will have speaking rights only at an AGM, SGM or Kōmiti Whakahaere meeting of the Association.
- 9.5 Life Membership will be denied if the potential Life Member has, at any time, brought Ngāi Taurira into disrepute (clause 21.1).

10 Te Hui-a-tau / Annual General Meetings

- 10.1 The Annual General Meeting of the Association shall be held during the months of September or October. The date and venue shall be decided by the Kōmiti Whakahaere o Ngāi Taurira.

- 10.2 Notice of the AGM shall be advertised around all campuses of Victoria University of Wellington and in the Salient magazine no later than twenty-one (21) days before the AGM.
- 10.3 Notice shall specify time, date and place of the AGM.
- 10.4 An independent chair shall be appointed by the Kōmiti Whakahaere o Ngāi Taurira to convene the AGM.
- 10.5 Such a meeting shall be for the following purposes:
- 10.5.1 to receive the minutes of the previous AGM;
 - 10.5.2 to receive a written report from the Tumuaki;
 - 10.5.3 to receive a written report from the Kōmiti Whakahaere o Ngāi Taurira;
 - 10.5.4 to receive and pass the audited accounts of the previous financial year;
 - 10.5.5 to appoint an auditor for the Associations accounts;
 - 10.5.6 to elect officers of the Association;
 - 10.5.7 to adopt any amendments to the Constitution of Ngāi Taurira Inc. Proposed amendments must be made available to all members of the Association no later than twenty-one (21) days prior to the commencement of the AGM.
 - 10.5.8 to conduct any other business that may properly be brought before the meeting.
- 10.6 All voting shall be carried out by a show of hands unless a secret ballot is requested by any financial member present.
- 10.7 The quorum for the AGM shall be thirty-five (35) members of the Association present.

11 Strategic Planning Hui

- 11.1 The Strategic Planning Hui shall be held during the month of January or February, the date and venue is to be decided by the Kōmiti Whakahaere elected.
- 11.2 Such a meeting shall be for the following purposes:
 - 11.2.1 to plan events Ngāi Tauira will celebrate and / or support during the year. This may include but are not limited to: Orientation, Hui Whakapumau, Matariki, Te Wiki o Te Reo, Te Huinga Tauira, Hui Kaiarahi and other significant events on the Māramataka Māori;
 - 11.2.2 to propose a budget for each event;
 - 11.2.3 to appoint a co-ordinator with overall responsibility for each event;
 - 11.2.4 to set dates and times for all Kōmiti Whakahaere meetings;
 - 11.2.5 to set a date and time for a meeting to review the Ngāi Tauira Constitution, to be held at least twenty-eight (28) days prior to the AGM;
 - 11.2.6 to set the date, time and venue for the AGM.

12 Ngā Hui Motuhake / Special General Meetings

- 12.1 Special General Meetings (SGM) may be called by the Kōmiti Whakahaere o Ngāi Tauira or by a written request by at least ten (10) members of the Association.
- 12.2 An SGM will be called within twenty-one (21) days of receipt of the written request to the Kaituhi or within twenty-one (21) days of the request by the Kōmiti Whakahaere.
- 12.3 An SGM will only consider business related to the reason for which it is called.
- 12.4 No other general business may be raised at an SGM.
- 12.5 The quorum for an SGM will be twenty (20) financial members of the Association present.

13 Kōmiti Whakahaere hui

- 13.1 Kōmiti Whakahaere meetings shall be held monthly at a date and time to be set by the Kōmiti Whakahaere.
- 13.2 Executive Officers of the Kōmiti Whakahaere are to be notified of Kōmiti Whakahaere meetings at least three (3) days in advance of the meeting.
- 13.3 The quorum for all Kōmiti Whakahaere meetings shall be at least seven (7) members of the Kōmiti Whakahaere.
- 13.4 All Kōmiti Whakahaere meetings shall be chaired by the Tumuaki.
- 13.5 In absence of the Tumuaki, a Tumuaki Tuarua will chair the meeting. If either of the Tumuaki Tuarua are not present then a chair shall be elected by the Kōmiti Whakahaere.
- 13.6 A Kōmiti Whakahaere meeting shall be for the following purposes:
- 13.6.1 to receive a report from the Tumuaki;
 - 13.6.2 to receive and pass the monthly financial report and approve monthly accounts for payments;
 - 13.6.3 to receive and respond to any incoming correspondence;
 - 13.6.4 to conduct any further business of Ngāi Tauria Incorporated.
- 13.7 If an executive officer of the Kōmiti Whakahaere is absent without leave from three (3) consecutive Kōmiti Whakahaere meetings, that executive officer may at the discretion of the Kōmiti Whakahaere, be removed immediately from the Kōmiti Whakahaere.
- 13.8 The Kaituhi will ensure that a minute book is maintained which is available to any member of the Association and which, for each meeting of the Kōmiti whakahaere, records:
- 13.8.1 the date of the meeting;
 - 13.8.2 the names of those present;
 - 13.8.3 all decisions which are required by the Constitution or by law to be made by the Association, and;

13.8.4 any other matters discussed at the meeting.

13.9 The Kōmiti Whakahaere will at all times be bound by the decisions of the members at AGM's and SGM's.

14 Te Kōmiti Whakahaere / The Executive

14.1 The Kōmiti Whakahaere shall consist of the following officers:

14.1.1 One (1) Tumuaki;

14.1.2 One (1) Tumuaki Tuarua Mātauranga;

14.1.3 One (1) Tumuaki Tuarau Hauora;

14.1.4 One (1) Kaitiaki Putea;

14.1.5 One (1) Kaituhi;

14.1.6 One (1) appointed executive member from each of the recognised Victoria University Māori Student Rōpū.

14.1.7 No less than three (3) and no more than six (6) Āpiha.

14.1.8 Any other person or position that may be required to fulfill the obligation of the Kōmiti Whakahaere under this Constitution.

14.2 The term of office shall be from January 01st – December 31st of the following year after the AGM.

14.3 Any executive officer who wishes to resign from the Kōmiti Whakahaere must notify the Kaituhi in writing. Following receipt of the written resignation by the Kaituhi, the resignation will come into effect at the next Kōmiti Whakahaere meeting. The Kaituhi will maintain a record of all Kōmiti Whakahaere resignations received.

14.4 The functions of the Kōmiti Whakahaere are:

14.4.1 to undertake all things required of them by the Constitution of Ngāi Tauira Incorporated;

14.4.2 to be accountable to the members of the Association;

14.4.3 to remove any member of the Kōmiti Whakahaere if the majority of the votes recorded at a SGM call for that purpose;

- 14.5 In the event of a member of the Kōmiti Whakahaere being removed by an SGM, a new representative on to the Kōmiti Whakahaere may be elected or co-opted onto the executive. If the position is one of those outlined in clause 15.6, there will be no co-opting.
- 14.6 All executive officers of the Kōmiti Whakahaere shall have speaking and voting rights at all Kōmiti Whakahaere meetings, AGM or SGM.

15 Nominations

- 15.1 The election of the Kōmiti Whakahaere members will be held annually at the Annual General Meeting or Special General Meeting.
- 15.2 The election notice shall give twenty-one (21) days public notice prior to the election and adhere to clause 10.1.2.
- 15.3 Nominations for the Kōmiti Whakahaere shall close one (1) week prior to the election.
- 15.4 If no nominations for the Āpiha positions are received by the nomination closing date, then nominations may be taken from the floor at the AGM election.
- 15.5 If Āpiha positions are not filled from the floor, the Kōmiti Whakahaere has the authority to co-opt suitable persons to fill these positions.
- 15.6 In the event that no nominations are received for any of the following positions, an SGM giving twenty-one (21) days notice will be called by the Kōmiti Whakahaere for the purpose of electing a:
- 15.6.1 Tumuaki;
 - 15.6.2 Tumuaki Tuarua (Mātauranga);
 - 15.6.3 Tumuaki Tuarua (Hauora);
 - 15.6.4 Kaitiaki Putea.
- 15.7 All nominees shall be advertised one (1) week prior to the election.
- 15.8 Nominees for Tumuaki and Kaitiaki Putea must have been enrolled as a student of Victoria University of Wellington for at least one (1) year.
- 15.9 Any member of Ngāi Taurira may nominate another financial member for election to any position on the Kōmiti Whakahaere.

15.10 The nomination of a member for a position on the Kōmiti Whakahaere will occur as follows:

15.10.1 Members of Ngāi Taurira will fill out the nomination application form which can be picked up from the Ngāi Taurira Office, Student Union Building;

15.10.2 Nomination forms must be signed by the Nominator and the Nominee to be valid;

15.10.3 Members will give the completed nomination application to the Kaituhi o Te Kōmiti Whakahaere no less than one (1) week prior to the AGM, either by email, with a hard copy to follow or directly by hard copy.

16 Voting

16.1 Only financial members of Ngāi Taurira may vote in any voting process during an AGM or SGM. This may be for the election of the Kōmiti Whakahaere or any other voting process. The voting process for the election of the Kōmiti Whakahaere will take place as follows:

16.1.1 All voting will be done by a show of hands unless otherwise requested by any one (1) member then a secret ballot will be conducted.

16.1.2 Voting may take place either in person at the AGM or SGM or by proxy. If members are voting by proxy, their vote must be received by the Kaituhi no later than 5pm on the day of elections.

16.1.3 Financial members voting by proxy must include their name, a current student email address, and student I.D number on the vote.

16.1.4 An independent returning officer must be present to count the number of votes.

16.1.5 The successful candidate shall be advised as soon as possible after counting the votes.

16.1.6 All voting forms from any secret ballot will be destroyed as soon as possible following the voting procedure.

17 Ngā Mana / Authority

The Kōmiti Whakahaere shall have the following authority:

- 17.1 to seek and receive financial support from any public, private or charitable source;
- 17.2 to raise funds or invest in any financial matter that is compatible with the aims and objectives of the Association;
- 17.3 to elect or appoint sub-committees or individuals to carry out the aims and objectives of the Association;
- 17.4 to be a mandated authority to represent and carry out the business of the Association;
- 17.5 to enter into any employment contract the Association deems necessary;
- 17.6 to limit or increase the number of Āpiha on the Kōmiti Whakahaere o Ngāi Taurira;
- 17.7 to carry out and enforce the Constitution and, at the AGM, amend and rescind relevant sections after consultation with its members.

18 Te Mana Tuku Mana / Authority To Delegate

- 18.1 The Kōmiti Whakahaere may from time to time appoint any committee or person and may delegate any of its authority and duties to any such committee or person. The committee or person will have the authority to exercise this duty in accordance with the Associations aims (section 4), objectives (section 5) and values (section 6) as outlined in this Constitution.
- 18.2 Any committee or person to whom the Association has delegated authority or duties will be bound by the charitable terms of the Association and any terms or conditions of the delegation set by the Kōmiti Whakahaere.
- 18.3 The Association has the authority to revoke any such delegation at will, and no such delegation will prevent the exercise of any authority or the performance of any duty by the Kōmiti Whakahaere.

19 Other Māori Rōpū on Campus

19.1 Te Kōmiti Whakahaere o Ngāi Tauira shall continue to give financial support, if able, to other Māori rōpū at Victoria University of Wellington. These include but are not limited to:

19.2 Ngā Rangahautira – Māori Law Students Association;

19.3 Ngā Taura Umanga – Māori Commerce Students Association.

20 Me Hangai Tonu Nga Hua Ki Nga Whaingā / Income, Benefit or Advantage to be Applied to Objectives

20.1 Any income, benefit or advantage will be applied to the objectives of the Association.

20.2 No executive officer of the Kōmiti Whakahaere shall participate in any financial decision where there is potential for personal financial gain. This clause shall not be removed from this Constitution and shall be applied into any document replacing this Constitution.

21 Disputes and Removal of Members and Officers

Should any dispute arise the following procedures are to be used:

21.1 Any person or organisation may make a complaint to the Kōmiti Whakahaere where the conduct of a member of Ngāi Tauira is or has been injurious to the character of Ngāi Tauira. Every such complaint must be in writing addressed to the Kaituhi.

21.2 The party / parties in dispute should sit down kanohi ki te kanohi to resolve the matter first. Each party / parties may bring up to two support persons.

21.3 Should the matter remain unresolved an impartial mediator agreed upon by both parties shall be appointed.

21.4 If the dispute/s remains unresolved and affecting Ngāi Tauira, direction from Ngāi Tauira members will be sought to resolve the matter. An SGM will be called for the purpose of solving this dispute/s and the position of each party will be outlined clearly.

21.5 For the removal of a member of the Kōmiti Whakahaere the following steps shall be followed:

- 21.5.1 An SGM will be called giving fourteen (14) days notice to all members. The action of removal can only be sanctioned at a SGM of Ngāi Taurira members.
- 21.5.2 If the complaints are found to be valid the following options are available:
- 21.5.2.1 Removal of the member of the Kōmiti Whakahaere for serious misconduct, breach of confidentiality and non-compliance of performance will be resolved under this clause.
 - 21.5.2.2 If the complaint is found to be invalid the complainant has the right to take this matter to VUWSA or a representative of VUW. However they do so without the sanction of Ngāi Taurira.
 - 21.5.2.3 Ensure that any reprimands are filed and kept on record.

22 Termination or Suspension of Members

22.1 The procedure for expulsion of members will be as follows:

22.1.2 Any person or organisation may make a complaint to the Kōmiti Whakahaere, that the conduct of a member of Ngāi Taurira has been injurious to the character of Ngāi Taurira. Every such complaint must be in writing and addressed to the Kaituhi.

22.2 If the Kōmiti Whakahaere considers that there is sufficient substance in the complaint, it may invite the member to attend a meeting of the Kōmiti Whakahaere and offer a written and/or oral explanation of the member's conduct. Ngāi Taurira must give the member at least fourteen (14) days written notice of the meeting. The notice will:

22.2.1 sufficiently inform the member of the complaint so that the member can offer an explanation of the member's conduct;

22.2.2 inform the member that if the Kōmiti Whakahaere is not satisfied with the member's explanation the Kōmiti Whakahaere may expel or suspend the member from Ngāi Taurira;

22.2.3 explain that, if in the meeting, the Kōmiti Whakahaere decides to expel or suspend the member from Ngāi Taurira the member will cease to be a member of Ngāi Taurira.

22.3 A member expelled or suspended by the committee may within seven (7) days give written notice of appeal to the Kaituhi. The Kaituhi will then call a SGM to take place within fourteen (14) days upon receipt of the notice of appeal. If that meeting passes a resolution rescinding the expulsion or suspension the member will be reinstated.

23 Pecuniary Gain

The income, property and funds of Ngāi Tauira shall be devoted solely to the furtherance of the aims and objectives of Ngāi Tauira as outlined in section 4 and 5. A member of Ngāi Tauira shall not derive any pecuniary gain from the operations or property of Ngāi Tauira. The income, property or funds of Ngāi Tauira shall not be paid directly or by way of dividends or bonus to any member of Ngāi Tauira.

24 The Financial Year

The financial year of Ngāi Tauira shall be January 01st to December 31st of the same year.

25 Control of Finances

25.1 No financial commitment shall be entered into or payment made without the approval of the Kōmiti Whakahaere. Two hundred dollars (\$200) is the maximum amount which can be spent without prior approval.

25.2 The Kaitiaki Putea shall present a projected budget for the year to the Kōmiti Whakahaere.

25.3 At the end of each financial year the Book of Accounts shall be audited by an Honorary Auditor appointed by the Kōmiti Whakahaere. A copy of the statement and summary of the Auditor's Report shall be distributed at the AGM.

25.4 The Book of Accounts shall be open for inspection by any member of Ngāi Tauira.

25.5 The Kaitiaki Putea shall maintain and present the Book of Accounts.

26 Common Seal

There shall be a Common Seal for Ngāi Tauira and the Kaituhi shall be responsible for its safe keeping. The Common Seal shall not be affixed to any instrument except by

resolution of the executive and then in the presence of a Tumuaki and Kaituhi who shall add their signatures as witness to the affixing of the seal.

27 Alteration of the Constitution

- 27.1 A motion at an AGM may alter, add to, or rescind the Constitution. However, no addition to or alteration of or rescission of the Constitution shall be approved if it affects charitable objects or the winding up clause. Additionally, there must be a majority agreement and seven (7) days advance notice must be given to all members of the AGM, advising them of any such alterations.
- 27.2 No motion to alter, rescind or add to this Constitution shall be deemed to be carried unless two-thirds (2/3) majority of those financial members present and proxy votes, vote in favour of the changes being received.
- 27.3 No motion to alter, rescind or add to this Constitution shall be deemed to be carried if it in any way detracts from charitable or tax-exempt purpose of status of Ngāi Taura.
- 27.4 Any alteration, amendments or rescission of these rules shall forthwith be registered with the Registrar of Incorporated Societies and the Companies Office.

28 Winding Up

A simple majority at an AGM may wind up Ngāi Taura. Upon winding up, all assets must be capitalised, and any outstanding debts must be paid first. Any remaining assets, including monetary assets, will be donated to an approved charitable organisation of a similar nature who resides in Aotearoa/New Zealand.