

Appendix 2: Constitution

University of Canterbury Writers Society Constitution

1. Name

The name of the Society shall be the University of Canterbury Writers Society (hereinafter referred to as “the Society”).

2. Object

- a. The object of the Society is to encourage and build networks with creative writers, and foster talent in the writing community at the University of Canterbury
- b. Pursuant to subsection (a) of this section, the Committee shall organise varied events in which Society members may participate, and from time to time, may also organise writing competitions
- c. The Society may, also from time to time, engage with other societies to organise collaborative events in which Society members may participate
- d. The Society will promote to its members and the wider UC community, writing awards, competitions, and any other relevant activities from other organisations within New Zealand that may be of interest.

3. Membership and Subscriptions

- a. All undergraduate and postgraduate students enrolled at the University of Canterbury are eligible for membership of the Society.
- b. Staff of the University of Canterbury and recipients of the Ursula Bethell Writer in Residence are also eligible for membership
- c. Alumni of the University of Canterbury are also eligible for membership
- d. Special Memberships
 - i. Any other person may be admitted to the Society at the discretion of the Society, by resolution of an Annual General Meeting or Special General Meeting.
 - ii. Life Membership of the Society may be conferred upon any individual, by a resolution of an Annual General Meeting. Life membership may not be conferred at a Special General Meeting.

4. Management of the Society

- a. The Committee of the Society, as defined and constituted in Section 5, shall manage the internal affairs of the Society; supervise over the property of the Society; purchase all materials required by the Society; and pass accounts for payment.
- b. The Society shall keep a bank account relating to the Society’s events and prizes
- c. The funds and resources of the Society, from whatever source they are derived, shall only be applied to the promotion of the objects of the Society, and no portion of the funds of the Society shall be paid directly or indirectly by way of dividend, bonus, salary, to any member of the Society.

- d. Funds kept in the Society's bank account may only be spent/withdrawn following authorisation by means of a resolution passed by 3/5ths of the following Committee positions: President, Vice-President Admin, Vice President Development, Treasurer, Events and Social Co-ordinator
- e. All monies relating to the facilitation of the club shall be received by the Treasurer, who shall deposit them in the Society's University bank account. Signatories on the Society's bank account will be the President, the Vice President Admin, and the Treasurer.
- f. Individual Committee or Society members may not act on behalf of the Society or use its funds, resources, or other assets without the consent of the Committee.
 - i. Any member who does the above may be personally liable for any loss of funds, resources, or assets, at the discretion of a simple majority vote of the Committee.

5. The Committee

- a. The Committee of the Society, which shall be referred to as "the Committee", shall consist of the following positions, the responsibilities and duties of each being as follows:
 - i. The President shall oversee all activities of the Society. The President should, where possible, attend all events and other relevant meetings as the Society's representative.
 - ii. The Vice-President Admin shall keep a record of the committee's decisions and discussions, and aid the President in facilitating the committee's agenda, as well as recording decisions and discussions from General Meetings and facilitating the organisation of these. In addition to these duties, the Vice-President Admin will maintain an awareness of any UCSA regulations that may apply to the club, as well as maintaining communication channels and online accounts (excluding social media accounts as per the purview of The Events and Social Co-ordinator)
 - iii. The Vice-President Development shall be aware of writing awards, competitions, and other activities held by other organisations that members of the Society may be eligible for, and work in conjunction with the Events and Social Co-ordinator where necessary to promote these. The Vice-President Development will also establish opportunities to promote and develop the talents of members of the club, and, in conjunction with the Treasurer, seek out opportunities for grants and funding for the club
 - iv. The Treasurer shall collect and account for all monies received by the Society and dispose of them as directed by the Committee; keep proper books; and furnish a Financial Report, including a Statement and Expenditure for the year, and a Statement of the Society's Assets and Liabilities, to the Annual General Meeting of the Society. The Treasurer shall keep a register of members, and a record of the equipment owned by the Society and where such equipment is kept.
 - v. The Events and Social Co-ordinator shall organise social events and be responsible for the promotion of the Society's events, as well as maintaining the Society's social media presence through regular social media posting and engagement.

- vi. The Equity Representative shall work to foster an inclusive and safe community and environment for all Society members, to encourage parity and representation for all minorities, to provide an avenue for informal complaints, and to preside over a formal complaints process to effectively deal with equity concerns arising from any other member of the Society. The Equity Representative shall establish and maintain a formal process for the removal of any member of the Society for reasons including, but not limited to, actions that bring the Society into disrepute, actions that threaten the safety and wellbeing of the Society and/or its members, and actions that violate any policy of the Society. In order for a member to be removed, the decision to do so must be ratified by a 2/3rds majority vote among the committee. In a circumstance where the Equity Representative is the subject of a complaint, the President will lead an investigation.
- vii. Up to a maximum of 2 general executive positions may be elected to support the committee.
- b. Members of the Executive may not hold more than one position on the Society's Executive, but are permitted to sit on other societies executives.
- c. Life members are not eligible to serve on the committee
- d. All Committee members will be elected at General Meetings of the Society.
- e. The new committee will take over on the 1st of November following that year's AGM.
 - i. Between the AGM and the commencement of the term of the new executive, a handover meeting shall be held with the old and new executive to ensure a smooth transition and the passing of knowledge about the roles.
 - ii. If no AGM is held by the 1st of November, the previous year's committee shall continue as the acting committee until an AGM can be held. This should happen as soon as possible.
- f. The duties and responsibilities of each Committee member, as included in section (a), may be temporarily altered or reassigned at any time by a resolution of the Committee. In particular, the Committee may appoint an Acting President for a specified period of time who will take over the duties of the President of the Society as included in section 5(a)(i).
- g. In addition to all other duties and responsibilities of each Committee member, as included in subsection a) of this section, and subject to the provisos in subsection e) of this section, it shall be the duty and responsibility of all Committee members to attend all Committee meetings as set out in section 7 of this Constitution and all events (where possible) as set out in section 2 of this Constitution.
- h. If any Committee member is absent from three consecutive Committee meetings as set out in section 7 of this Constitution without an apology from that member being accepted by the Committee, the Committee may deem that member to have resigned from their position on the Committee. However, if the Committee member tends an apology that is declined by the Committee, then all reasonable efforts must be made to inform them of this before this clause may be invoked.
- i. Any Committee member may resign from the Committee at any time by submitting a written resignation to the Vice-President Admin.
- j. A member of the committee may be removed from their duties by order of the committee, if they do not consistently fulfil their role on the committee or if they

bring the Society into disrepute. A document clearly stipulating the accusations and calling a committee meeting to decide the matter must be delivered to the President of the Society at least three days before the intended meeting. The exception is if the President is the subject of the accusations, in which case the Vice President Admin must receive the document. The document must then be delivered to that accused. At the meeting the accused must have an opportunity to address the letter, and may bring a support person or personal representative. The committee will then vote on whether to remove the impeached member of the executive. To carry the motion, a majority of 75% must be attained, with all but one of the committee members present.

6. Committee Meetings

- a. Notice of Committee meetings shall be communicated to exec members through any method of communication agreed upon by the committee.
 - i. Notice must be issued at least three working days prior to the date of the meeting.
 - ii. Notice need not be issued for a meeting taking place on the day and at the time agreed by the Committee to be a regular meeting time.
 - iii. The quorum for the Committee is four Committee members
- b. Voting at Committee Meetings is by voice, unless a Committee member who will vote calls for a secret ballot. Motions will be passed by a simple majority of those voting. Only Committee members can vote at Committee meetings.
- c. Committee Meetings will be chaired by the President or, in their absence, by the Committee member whose position appears highest on the list in Section 5(a). The Chairperson has both a deliberative and a casting vote.
- d. Any four Committee members may direct the President or Secretary to call a Special Committee Meeting to discuss specified items of business. A Special Committee Meeting requires one day advanced notice. A Special Committee Meeting will only deal with the specific items of business it is called to discuss and consider. Any motions passed by such a meeting must receive a simple majority of the number of committee members in attendance. The Chairperson has only a deliberative vote at such meetings.
- e. Any member of the Society may attend any Committee Meeting; however, the committee reserves the right to exclude members from any portion of the meeting that is deemed to be of a sensitive or confidential nature. At the conclusion of the sensitive or confidential business, the member attending the meeting may return. The decision over whether this is the case can be passed by a simple majority of the committee and should be taken before the sensitive or confidential business is discussed.

7. Annual General Meetings and Special General Meetings

- a. Notice of General Meetings shall be issued on the Society's Facebook page, unless otherwise requested by a member, in which case any other method of communication approved by that member may also be used.
- b. Notice must be issued at least ten working days prior to the date of the meeting.
- c. The Annual General Meeting of the Society shall be held in the fourth term of each University of Canterbury academic year, at a date to be determined by the

Committee. The regular business for this meeting, which takes precedence over all other business, shall be:

- i. To receive the President's Annual Report; the Vice President Development's Annual Report, and the Treasurer's Financial Report for the University Club.
- ii. To elect the Committee members for the following year.
- d. A Special General Meeting of the Society shall be called by the Vice President Admin on receiving a written request form from at least four members of the Society or by resolution of the Committee.
- e. The quorum for General Meetings is ten members of the Society or quarter of the current membership, whichever is the greater.
- f. Life members are not permitted to vote at General Meetings
- g. With respect to subsection (e) of this section, Proxy Votes are not included in the count for quorum, nor are any life members who may be present.
- h. Voting at all General Meetings shall be by:
 - i. A show of hands; or
 - ii. A secret ballot; and/or
 - iii. A proxy vote where a member who wishes to vote cannot attend a General Meeting.
- i. Proxy votes are only valid if they comply with this subsection:
 - i. Where a member who wishes to vote cannot attend a General Meeting, their vote may be cast on their behalf by another member who has been chosen by the absent member to so vote, providing the chosen member attends the General Meeting, or by the Returning Officer. If the proxy vote is to be cast by the Returning Officer, the absent member must provide the Returning Officer with specific instructions on how to vote for each motion or election.
 - ii. The chosen member cannot cast the absent member's vote for themselves in an election for a Committee member position.
 - iii. Evidence that the chosen member holds the proxy vote of the absent member, and any limits the absent member has placed on the casting of their proxy vote, must be given to the Returning Officer
 - iv. For avoidance of doubt, the Returning Officer holds the final decision-making power in determining whether a proxy vote is valid.
 - v. A present member, excluding the Returning Officer, can only hold the proxy votes for a maximum of three absent members. There is no limit to how many proxy votes the Returning Officer can hold.
- j. Except for amendments to this Constitution, all motions will be passed by a simple majority of those voting.
- k. All General Meetings will be chaired by the President or, in their absence, by the Committee member whose position appears highest on the list in section 5(a). The Chairperson has both a deliberative vote and a casting vote.

8. The Financial Year

- a. The financial year of the Society shall commence on November the 1st of each year, and terminate on October the 31st of that the following year. Financial expenses of significant nature after the AGM but before the beginning of the new committee's financial year (November 1st), must be disclosed and agreed to on a

basis of consensus, by the incoming committee.

9. Affiliation

- a. The Society shall be affiliated to the University of Canterbury Students' Association and will abide by the decisions and rulings of that Association's Executive; and the conduct of the affairs of the Society shall be in accordance with the Constitution of the aforementioned Association.

10. Winding up

- a. In the event of the Society being wound up, all property, and assets of the Society will accrue to the University of Canterbury Students' Association, whose Secretary must be promptly informed, by the incumbent President of the Society, of the step of winding up.

11. The Constitution

- a. This Constitution may only be changed, subject to subsections (b)-(d) of this section, at a General Meeting of the Society. Proposed changes to this Constitution must be handed to the Vice President Admin at least four working days before the date of such a meeting. The proposed changes must be posted at least three working days prior to the date of the meeting. Notice must be issued on the Society's Facebook page, unless otherwise requested by a member, in which case any other method of communication approved by that member may be used.
- b. Despite subsection (a) of this section, amendments to the Constitution may be submitted from the floor during an AGM or SGM
- c. All motions to change this Constitution, subject to subsections (a) or (b) of this section, must be passed by at least a two-thirds majority of those voting.
- d. Neither subsection clause 10 of this Constitution nor this subclause may be amended or removed from this Constitution without the approval of the Commissioner of the Inland Revenue Department and the Clubs and Societies Officer of the University of Canterbury Students' Association.
- e. The Vice President Admin shall notify the Clubs and Societies Officer of the University of Canterbury Students' Association of any changes to this Constitution.
- f. The Vice President Admin shall keep copies of this Constitution, which shall be available to members upon request. At least two of these copies must be hard copies of the Constitution.

Adopted on 19 October 2021

Dean Wills
Treasurer

~~Dean~~ Zoe Gilling
Zoe Gilling
Zoe Gilling

Oliver Nair President
KAREN BRADLEY Gen Ex.

~~Oliver~~ ~~Karen Bradley~~

Freddie Gormack-Smith

FGS

EVENTS/Social

DK Verian VP Dew Teidrin

Ashli Mouldey VP Admin ~~Oliver~~

Georgia Bramley - Gen Exec - ~~gbramley~~