

LUSA Club Constitution

Constitution for

(insert club name)

As at

/ /

(insert date)

1. Name

1.1. The name of this club shall be *(insert club name)* and will be affiliated to the Lincoln University Students' Association (LUSA).

2. Objectives

- 2.1. The objects of *(insert club name)*
- Promote *(insert club name)* within the Lincoln University campus and the wider community.
 - Fulfill obligations set forth by LUSA and Lincoln University (LU).
 - Guide club decisions with LUSA and LU policy documents.
 - Grow and foster student engagement and wellbeing on campus.
 - Treat all members of the club and wider student population with fairness and equality
 - Add your own purpose, aims and objectives.

3. Membership

- 3.1. Membership shall be open to all Lincoln University students and the community, provided that majority of members are current LU students.
- 3.2. Membership will be granted on payment of subscription fee.
- 3.3. The Club shall have no less than ten (10) members.
- 3.4. All members are subject to the regulations contained in this constitution, and by joining the Club will be deemed to accept these and the LUSA Code of Conduct and Policies, and any others that the Club has adopted.
- 3.5. The subscription fee shall be determined by the Club Committee each year.

4. Officers of the Club

- 4.1. The officers of the Club shall be President, Vice President, Secretary, and Treasurer. These officers form the Club Committee.
- 4.2. The Club Committee shall be elected at the Annual General Meeting (AGM).
- 4.3. Only members who have paid their subscription prior to the election may be voted onto the Club Committee.
- 4.4. All elections of Officers shall be by a show of hands or secret ballot.
- 4.5. It is the responsibility of the Club Committee to ensure the Club operates lawfully within the guidelines of the Club Constitution, LUSA, and Lincoln University.

5. Management

- 5.1. The Club Committee shall manage internal affairs, supervise property and manage all finances relating to the Club.
- 5.2. The Club Committee has the power to enforce the Club Constitution.
- 5.3. All Club meetings will have a quorum of members.
- 5.4. Notice of a General Meeting shall be given at least seven (7) days before.
- 5.5. An AGM shall be held each year, at a date set by the Club Committee. It shall include the tabling of the annual and financial reports, and election of Club Committee.
- 5.6. A General Meeting may be called by a Club Committee member, or at least five (5) members.
- 5.7. Seven (7) days' notice must be given for a General Meeting.

6. Finance

- 6.1. The Club will not go into debt.
- 6.2. Grant money will be used only for what it is intended for.
- 6.3. Grant funds will not be used for alcohol without permission from the LUSA President/Association Manager.

7. Discipline and complainants

- 7.1. All complaints should be presented in writing to either the Club President or Secretary.
- 7.2. The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the LUSA staff. The staff will only guide the club in matters of process.
- 7.3. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.

8. Affiliation

- 8.1. It is the responsibility of the Club Committee to affiliate with LUSA at the beginning of each year, including preparing and submitting all required documentation.
The Club Committee must re-affiliate with LUSA during the year if there are any changes to the Club Committee or Constitution.
- 8.2. The Club shall clearly state their affiliation to another body on the LUSA Club Affiliation Application.
- 8.3. The Club shall abide by all rulings of the LUSA Board, and all Club affairs will be in accordance with the LUSA Constitution.

9. Dissolution

- 9.1. A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Or if the clubs has not had contact with LUSA for 6 months following its last affiliation, the LUSA Board can deem the club as dissolved.
- 9.2. All assets purchased with LUSA grant money remain the property of LUSA, and shall be returned to LUSA upon dissolution of the club.
- 9.3. After two (2) years, LUSA reserves the right to dispose of club assets. Any profits from this shall go to the LUSA Grant Funds.

10. Constitution

- 10.1. The Club Constitution may not overrule the LUSA Constitution, or any LUSA Board policy.
- 10.2. No part of this Constitution shall be changed, other than at a General Meeting.
- 10.3. LUSA shall be informed prior to any changes being made to this constitution.

11. Declaration

- 11.1. *(insert club name)* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed by the Club Officers as the current version of

***(insert club name)* constitution:**

(Name and position)

(Name and position)

(Name and position)

(Name and position)

Approval Date:	September 2016	Approval Authority:	LUSA Executive
Review Date	September 2018	Contact Officer:	LUSA President

1. Purpose

- 1.1. The Code of Conduct sets out the expectations and ethical standards of the Lincoln University Students' Association (LUSA) employees, Board members, volunteers, contractors, affiliated groups and representatives herein after referred to as 'LUSA Associates'.
- 1.2. To ensure that working relations are always of a high standard through understanding and adhering to the Code of Conduct.

2. Scope

- 2.1. This policy applies to all of the following:
 - 2.1.1. All Board members of LUSA
 - 2.1.2. All contractors of LUSA
 - 2.1.3. All employees of LUSA
 - 2.1.4. All volunteers of or those affiliated to LUSA including Student Reps and Clubs

3. Principles

- 3.1. Persons covered by this policy will at all times act:
 - 3.1.1. in a collegial and respectful manner and demonstrate sensitivity to the diversity of the University community
 - 3.1.2. Honestly, conscientiously, reasonably, respectfully and in good faith at all times having regard to their responsibilities, the best interests of LUSA and the welfare of colleagues and students, while complying with all reasonable and lawful instructions
 - 3.1.3. In ways that are consistent with LUSA's commitment to the Treaty of Waitangi.
- 3.2. And always:
 - 3.2.1. Carry out the functions of our organisation and our individual responsibilities, unaffected by our personal beliefs.
 - 3.2.2. Avoid any activities that could harm the reputation of LUSA.
 - 3.2.3. Never misuse our position for personal gain.
 - 3.2.4. Take care of resources that LUSA entrusts to you and not use them for personal gain.
 - 3.2.5. Perform your duties
 - 3.2.6. Respect the confidentiality of confidential information entrusted to them in the course of your duties.

4. Conflicts of Interest

- 4.1. It is the responsibility of every person covered by this policy to declare any potential conflicts between their personal interests and their University duties and responsibilities and to endeavor as much as is reasonably possible to prevent conflicts of interest arising.
- 4.2. It is the responsibility of the manager to ensure that any potential, declared conflict of interest is recorded and managed appropriately.
- 4.3. Potential conflicts of interest may involve financial and non-financial issues, and are assessed in terms of the likelihood that staff members and other relevant persons, possessing a particular interest could be improperly influenced, or might appear to be improperly influenced, in the performance of their duties.

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5. Reporting

- 5.1. Any breach of the Code of Conduct shall be reported to:
 - 5.1.1. The President, in the case of a LUSA Board Member or a member of an Advisory Board or the General Manager; or
 - 5.1.2. The Vice-President, in the case of the President; or
 - 5.1.3. The General Manager or President, in the case of any other person.

6. Breaches of the Code of Conduct

- 6.1. LUSA's experience is that the majority of associates maintain standards of conduct and work performance that exceed the above standards of conduct.
- 6.2. On occasion, LUSA may have cause to believe that a LUSA Associate has fallen below the standards of conduct.
- 6.3. Where a potential breach occurs, LUSA may regard the associates actions, omissions or behaviour as alleged misconduct or serious misconduct. Relevant circumstances and the nature and/or perceived gravity of the alleged breach will be taken into account when the appropriate process to follow is being considered. Further guidance to staff in the form of examples of misconduct/serious misconduct are listed in the Misconduct Policy.

7. Responsibilities

- 7.1. General Manager and President
 - 7.1.1. Ensure the Code of Conduct is being adhered to
 - 7.1.2. Receive disclosures from associates in an unprejudiced manner
- 7.2. Associates
 - 7.2.1. Abide by the Code of Conduct at all times

8. Review

- 8.1. This policy should be reviewed biennially by the LUSA Board in conjunction with the General Manager.
- 8.2. The LUSA Board may change the policy in the interim.

Please initial to indicate you have read and understood the Code of Conduct:

(Name and position)

(Name and position)

(Name and position)

(Name and position)