



**ALBANY STUDENTS'  
ASSOCIATION INC.**

Advocacy | Representation | Student Services.

# Annual General Meeting

## Minutes

**Held Wednesday 27<sup>th</sup> July 2016 at 12 noon  
In the Student Lounge, Second Floor,  
Student Central, Massey University, Albany Campus.**

### **1. Attendance**

Juan Schutte, Lance Walsh, James Edley, Angela Zhang, Adelyn Soh, Rebecca Streith, Adviana Lewis, Connor Davis, Mattew Roberts, Liam Cairng, Jennifer Kohingham, Rachel White, Sven Sethourdo, Steen Grundy, Taylor Ackles, Amanda Heyes, Jordan Anderson, Mitchell Brennan, Cass Yang, Shu Si Chong, Aaron Deo, Joseph V, Scott Wilson, Courtney Hubbard, Rashmika De Alwis, Soshua Cooke, Sumedha Garg, Jessica Singh, Quan Yuan, Dominic Sanicas, Isaac Middlemiss, Danielle Eagles, Kirtsten Brooks, Connor McKenzie, Scott Ogilvie, Kaye Duis, Jess Hiscox, Chan-Riche Sykes, Holly Scott, Marir Rivera, Zheao Ni, Marlon Lacour, Ryan Lambert, Samatha Asser, Callum Petum, Quinn Moffat, Bronwyn Bruce-Brand, Nathaniel McTaggart, Jeremy Richards, Monique Neal, Grace George, Keanil Kelbrick, Rui Xue, Ann Gee Tan Rachel Cox Chathuri Rupsinshe, Arjuna Jayasinghe, Sian Richards, Timothy Junda Zhang, Javed Ali, Jonny Love, Peter Chiu, Darya Krylova, Sag Haycock, Chad Issel, Eissa Alanazi, Kendra Stone, Kaleb Anderson, Alastair Bland, Cameron Mearns, Emma Withers

### **2. Apologies**

Apologies are called for from the Chair.

#### **Motion 01/2016:**

"THAT the apologies for the Annual General Meeting held on Wednesday 27th July 2016 be accepted."

**Moved:** Chair

**Seconded:** Steen Grundy

**Passed**

### **3. Minutes of Special General Meeting held 23<sup>rd</sup> MARCH 2016**

The minutes of the previous meeting are tabled

#### **Motion 02/2016:**

"THAT the Minutes of the Special General Meeting held 23<sup>rd</sup> March 2016 be accepted as a true and accurate record."

**Moved:** Chair

**Seconded:** Cameron

Mearns

**Passed**

*Minutes*

*Annual General Meeting of the Albany Students' Association Inc.*

*Held at Massey University, Albany Campus*

*Student Lounge, Student Amenities Centre, 12 noon*

*27th July 2016*

#### 4. Matters Arising

There were no matters arising from the previous General Meeting.

#### 5. Financial Business

##### 5.1 Acceptance of the 2015 Financial Statements

The ASA Annual report for 2015 is tabled.

##### **Motion 03/2016:**

"THAT the financial statements for the Albany Students' Association Inc. for the year ending December 2015 be accepted as a true and accurate record."

**Moved:** Chair  
**Seconded:** Eissa Alanazi  
**Passed**

##### 5.2 Ratification of the Auditor for 2016

##### **Motion 04/2016:**

"THAT William Buck Christmas Gouwland Ltd is ratified as the auditors of the Albany Students' Association Inc. 2016 financial statements."

**Moved:** Chair  
**Seconded:** Cameron Mearns  
**Passed**

##### 5.3 Ratification of the draft budget for 2016

Please note that this is mainly an operating mandate for expenditure that occurs over the period November to March and as such contains many assumptions that have yet to be negotiated /confirmed with the University and which will be incorporated into the final 2017 budget presented to the membership at the Special General Meeting in March 2017.

The draft budget for 2017 is tabled.

##### **Motion 05/2016:**

"THAT the Albany Students' Association Inc. Draft Budget for 2017 be ratified."

**Moved:** Chair  
**Seconded:** Bronwyn Bruce-Brand  
**Passed**

## 6. Legal Matters

There were no legal matters arising.

## 7. MOU with Te Waka O Nga Akonga Maori

### Motion 06/2016:

"THAT the Memorandum of Understanding between Albany Students' Association Inc and Te Waka O Nga Akonga Maori for 2017 be ratified."

**Moved:** Chair  
**Seconded:** Emma Withers  
**Passed**

## 8. Constitutional Changes

**All Constitutional changes and motions were accepted as true and passed**

**Moved:** Chair  
**Seconded** Rashmika De Alwis  
**Thirded:** Scott Ogilvie  
**Fourthed:** Steen Grundy

### Motion 07/2016

"THAT all spelling, grammatical, syntax and numbering changes be accepted"

### Motion 08/2016

"THAT all picture, spelling, grammatical, syntax and numbering changes be accepted"

### Motion 09/2016

"THAT section 3 of the Albany Students' Association constitution be changed from:

*"To foster and further as widely as possible, the educational, cultural, social and sporting life of the members of the Association, the University, and the community at large."*

To:

*"To encourage the development of the educational, cultural, social and sporting life of the members of the Association, Students of the Albany Campus, and the community at large."*

### Motion 10/2016

"THAT section 4 of the Albany Students' Association constitution be changed from:

*"The following shall be objects of the Association insofar as they derive from the mission and shall not derogate from the generality of that mission:*

- 4.1. *To uphold, honour and acknowledge the wairua (spirit) of Te Tiriti o Waitangi in all activities of the Association.*
- 4.2. *To deal with and represent the members in all matters in which the members as a body are interested.*
- 4.3. *To manage and control the assets of the Association for the use and benefit of the members.*
- 4.4. *To foster intellectual, sporting and social life in the University.*
- 4.5. *To promote and protect the welfare of members.*
- 4.6. *To promote and protect the civil liberties and individual freedoms of students and others.*
- 4.7. *To encourage student clubs, societies and cultural activities.*
- 4.8. *To edit, print, publish, issue and circulate such written material as may further any of the objects without contravening the Association's Policies, Human Rights Act 1993, Privacy Act 1993, and the Official Information Act 1982.*
- 4.9. *To maintain equity of provision of services for ethnic groups.*
- 4.10. *To keep and preserve all records likely to prove of value or historic interest.*
- 4.11. *To do all such things as are incidental or conducive to the attainment of any or all of the above objects."*

To:

*"The following shall be the objects derived from the Association's Mission:*

- 4.1. *To uphold, honour and acknowledge the wairua (spirit) of Te Tiriti o Waitangi.*
- 4.2. *To represent the students of Albany Campus*
- 4.3. *To manage and control the assets of the Association to be used for the benefit of the members.*
- 4.4. *To promote and protect the welfare, civil liberties and individual freedoms of students.*
- 4.5. *To encourage the growth of student clubs, societies and cultural activities.*
- 4.6. *To maintain equity for the provision of services for ethnic groups.*
- 4.7. *To keep and preserve all records likely to prove of value or historic interest.*
- 4.8. *To edit, print, publish and circulate such written material that promote the objects of the Association without conflicting with the Association's Policies, Human Rights Act 1993, Privacy Act 1993, and the Official Information Act 1982."*

### **Motion 11/2016**

"THAT section 5.1 through 5.3 of the Albany Students' Association constitution be changed from:

- 5.1. *"To manage and conduct such business activities as may further any of the objects.*
- 5.2. *To raise funds for the purpose of furthering any of the objects.*

- 5.3. *To apply for and acquire any licences or permits deemed necessary by the Executive for the accomplishment of any of the objects."*

To:

- 5.1. *"To conduct business activities that support the Association's objects.*  
 5.2. *To raise funds for the purpose of developing and improving the objects.*  
 5.3. *To acquire licences or permits deemed necessary by the Executive for the accomplishment of the objects."*

### **Motion 12/2016**

"THAT section 7 of the Albany Students' Association constitution include section 8, 9 and 10 and hence change the numbering of following sections."

### **Motion 13/2016**

"THAT section 7.1 of the Albany Students' Association constitution be changed from:

7.1. **"Full and FREE:**

*To be eligible for full membership to the Association:*

- a) *That all students enrolled at Massey University Albany Campus are by default Full and Free members of the Albany Students' Association unless they decide to opt out by communicating their decision to the student executive in writing or presented verbally at an ASA executive meeting.*
- b) *Full and FREE Members shall have the following rights and privileges:*
- i) *To be represented by the Executive committee on various boards committees and sub-committees of the university as well as nationally.*
- ii) *To use any Students' Association facilities, under conditions laid down from time to time by the Executive.*
- iii) *To have speaking and voting rights at any General Meeting of the Association. To play in a team or participate in an activity of an affiliated body.*
- iv) *To play in a team or participate in an activity of an affiliated body.*
- v) *Any rights that were previously associated to 'Full' members."*

To:

7.1. **"Full and Free membership**

- a) *To be eligible for Full and Free membership to the Association, the person must be enrolled at Massey University Albany Campus as a student*
- b) *Must apply online on the Association's Website (asa.ac.nz)*
- c) *No payment is required to become or be an ongoing member*

- d) *Full and Free Members shall have the following rights and privileges:*
- i) *To be represented by the Executive committee on various boards committees and sub-committees of the university as well as nationally.*
  - ii) *To use any Students' Association facilities, under conditions laid down by the Executive.*
  - vi) *To have speaking and voting rights at any General Meeting of the Association."*

#### **Motion 14/2016**

"THAT section 7.2 of the Albany Students' Association constitution be removed."

##### **"7.2 Associate:**

- a) *The following persons shall be eligible for Associate Membership of the Association and shall become Associate Members upon payment of their subscription:*
- b) *All members of the University at the Albany Campus and Association staff.*
- c) *Any other persons whom the Executive upon application may admit as Associate Members if seven (7) clear days public notice is given calling for objections to that application.*
- d) *Associate Members shall have the following rights and privileges:*
  - i) *To seek appointment or election to any Committee of an Affiliated Body of the Association or sub-committee of the Executive or Association.*
  - ii) *To have full speaking and voting rights on such committee or at a General Meeting of the affiliated body if this is applicable.*
  - iii) *To use any Students' Association facilities, under conditions laid down from time to time by the Executive.*
  - iv) *To have speaking but no voting rights at any General Meeting of the Association. To play in a team or participate in an activity of an affiliated body BUT they shall not be eligible for selection to a representative sports team attending a New Zealand University Tournament or an Inter-University Sports fixture."*

#### **Motion 15/2016**

"THAT in section 8 of the Albany Students' Association constitution replace the word Subscriptions with Fees."

#### **Motion 16/2016**

"THAT section 9 of the Albany Students' Association constitution be changed from:

*"Membership of the Association shall terminate in the following circumstances:*

- 9.1 *A member ceases to fulfil the provisions for eligibility for membership of the Association.*
- 9.2 *A member is excluded from the University on any grounds whatsoever.*
- 9.3 *If so decided by a four-fifths majority vote at a General Meeting of the Association."*

To:

- a) *"Membership of the Association shall terminate in the following circumstances:*
- i) *A member ceases to fulfil the provisions for eligibility for membership of the Association.*
- ii) *A member is excluded from the University on any grounds whatsoever.*
- iii) *If the member wishes to leave the Association by notifying the Association in written form or in person.*
- iv) *If so decided by a majority vote at a General Meeting of the Association."*

#### **Motion 17/2016**

"THAT section 10 of the Albany Students' Association constitution be removed:

*"Permanent full-time staff members of Massey University for whom Massey University exempts tuition fees are exempted from paying any students' association fees. Staff members will not receive any students' association benefits. Staff or a third-party representative (i.e. Massey University) must still apply for this exemption in writing each academic year."*

#### **Motion 18/2016**

"THAT section 11.1 d) and 11.1 e) of the Albany Students' Association constitution be changed from:

- "d) *At any General Meeting twenty (20) Members shall form a quorum, and, if such a quorum is not present within fifteen (15) minutes of the time appointed for the meeting, no business may be discussed or dealt with and the meeting shall adjourn for one (1) week, and reconvene at the same time and place, and if a quorum of twenty (20) Members is not present within fifteen (15) minutes of the time appointed for that meeting, then those present shall form a quorum for the purpose of validly transacting the business of the Association. In the case of constitutional changes at the time of voting the quorum must always be no fewer than twenty (20) Members.*
- e) *If during any General Meeting there are fewer than twenty (20) Members present, the meeting shall adjourn for one (1) week, and reconvene at the same time and place."*

To:

- d) *"At any General Meeting twenty (20) Members shall form a quorum, and, if such a quorum is not present within fifteen (15) minutes of the time appointed for the*

*meeting, no business may be discussed or dealt with and the meeting shall adjourn for one (1) week, and reconvene at the same time and place, and if a quorum of twenty (20) Members is not present within fifteen (15) minutes of the time appointed for that meeting, then those present shall form a quorum for the purpose of validly transacting the business of the Association.*

- e) *In the case of constitutional changes at the time of voting the quorum must always be no fewer than twenty (20) Members."*

### **Motion 19/2016**

"THAT section 11.3 a) of the Albany Students' Association constitution be changed from:

*"A Special General Meeting of the Association shall be called within ten (10) clear days by a selected Vice-President of the Association on receipt of a requisition signed by:*

- i) At least five (5) members of the Executive; or*
- ii) At least twenty (20) Ordinary Members of the Association accompanied by a written copy of every resolution to be proposed."*

To:

*"A Special General Meeting of the Association shall be called within ten (10) clear days by the Association on receipt of a requisition signed by:*

- i) At least five (5) members of the Executive; or*
- ii) At least twenty (20) Ordinary Members of the Association accompanied by a written copy of every resolution to be proposed."*

### **Motion 20/2016**

"THAT the underlined section of section 12 of the Albany Students' Association constitution be moved to a new schedule named schedule 6 and the rest change from:

*"The first Executive shall be Maria Cavanagh (President), Nadia Malizia (Administration Vice-President), Mary-Elizabeth Broadley (Education and Welfare Vice-President), James Costello (Mature Students' Representative), Sue Moselen and Michelle Herbert (Maori Students' Representatives), Ajay Ranipeta (International Students' Representative), Rita Pogaï and Vaughn Penn (Pacific Island Students' Representatives), Julia Clark (Recreation and Leisure Representative), and Amber Fitton (Women Students' Representative).*

*The term of office for the First Executive shall expire on 31<sup>st</sup> December 1999, whereby the Executive shall be elected in accordance with the provision of Schedule 2, herein. Subsequent committees shall be elected annually in the second semester with the provision set out in Schedule 2, herein."*

To:

*"The term of office for the Executive shall expire on 31<sup>st</sup> December. Subsequent committees shall be elected annually in the second semester with the provision set out in Schedule 2. "*



**Motion 21/2016**

"THAT section 12.3 of the Albany Students' Association constitution be changed from:

*"a) Members may not hold office for more than one representative role on the Executive Committee, however a General Executive may be offered a Vice-President position in the event of a vacancy, specified in 12.7(a).*

*b) Members may not stand as collectives."*

To:

a) *"Members may not hold office for more than one representative role on the Executive Committee,*

b) *Members may not stand as collectives.*

c) *Members may only hold office only if they reside in the Auckland region during their term of office."*

**Motion 22/2016**

"THAT section 12.4 b) of the Albany Students' Association constitution be changed from:

*"From 1st November until 31st December in any one year the Executive of the Association shall comprise the elected positions of both the current Executive and the newly-elected Executive for the following year. This period of office shall be in addition to the period provided for in 12.4 a)."*

To:

*"From the date that the new executive is confirmed until 31st December in any one year the Executive of the Association shall comprise the elected positions of both the current Executive and the newly-elected Executive for the following year. This period of office shall be in addition to the period provided for in 9.4 a)."*

**Motion 23/2016**

"THAT section 12.7 of the Albany Students' Association constitution be changed from:

*"a) If the vacancy has arisen within the first half of the term of office, the position first must be offered to the candidate from the previous election with the most votes for their respective position, and to every candidate thereafter should the candidate not accept.*

*b) Should the vacancy not be filled under the provision of 12.7 (a), a special by-election shall be held within fifteen (15) clear days of the vacancy for that position. If the vacancy has arisen in the period between the conclusion of one (1) academic year and the commencement of the next, the special election shall be held within fifteen (15) clear days of the beginning of the first semester of the following year.*

- c) *Where a vacancy arises on the Executive when more than half the term of office has expired, a by-election shall be held at the discretion of the Executive."*

To:

- a) *When a vacancy arises a General Executive may be offered a Vice-President position also a Vice President may be offered the President position in the event of a vacancy.*
- b) *In the case where a vacancy has not been filled as stated in 9.7a) and where the vacancy has arisen before the end of the first semester, a by-election must be held within 15 clear days. The by-election shall follow the same rules laid out in schedule 2.*
- c) *In the case where a vacancy has not been filled as stated in 9.7a) and where the vacancy has arisen after the end of the first semester, a by-election shall be held at the discretion of the Executive. The by-election shall follow the same rules laid out in schedule 2.*
- d) *Should the entire executive resign, the Office Manager shall have the authority to co-opt a Class Advocate or Club President to the executive in order to run an election."*

#### **Motion 24/2016**

"THAT section 13 of the Albany Students' Association constitution be changed from:

*"A selected Vice-President position shall be responsible for ensuring that a Minute Book is kept in which shall be recorded all the transactions and decisions of all General Meetings and of all meetings of the Executive."*

To:

*"The Administration Vice-President shall be responsible for ensuring that all Minutes are kept which shall record all the transactions and decisions of all General Meetings and of all meetings of the Executive."*

#### **Motion 25/2016**

"THAT section 14.3 of the Albany Students' Association constitution be changed from:

*"The Constitution for any Society or Club shall, as far as practicable, follow the provisions of the Association's policy "**Massey University Clubs Constitution.**"*

To:

*"The Constitution for any Society or Club shall, as far as practicable, follow the provisions of the "**Massey University Clubs Constitution.**"*

#### **Motion 26/2016**

"THAT section 14.6 of the Albany Students' Association constitution be changed from:

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*"To be eligible for a club grant, all clubs and societies must supply the Executive with the Minutes of the Annual General Meeting and budget and the names and contact details of the Clubs' Officers and comply with the timing and criteria set by the Massey University Clubs, Societies and Cultural Groups Committee and in the Association's Club Grants Policy."*

To:

*"To be eligible for a club grant, all clubs and societies must be affiliated to the Association and adhere to the Massey University Club Grants Policy."*

### **Motion 27/2016**

"THAT section 14.7 and 14.8 of the Albany Students' Association constitution be removed:

- "14.7 Club financial signing authorities shall be students, staff of the University or office staff of the ASA.
- 14.8 Unless otherwise stated within the club constitution, governing members of the club shall be students of the University."

### **Motion 28/2016**

"THAT section 15.1 of the Albany Students' Association constitution be changed from:

*"The Association shall have a Common Seal, which shall be the responsibility of a selected Vice-President position, who shall ensure the safekeeping of the Common Seal."*

To:

*"The Association shall have a Common Seal, which shall be the responsibility of the Administration Vice-President position, who shall ensure the safekeeping of the Common Seal."*

**The following motions relate to Schedule 1 of the constitution:**

### **Motion 29/2016**

"THAT section 2.1 be changed from:

*"All Executive positions shall:*

- a) Be responsible for ensuring that the Association's Constitution and Regulations are upheld.*
- b) Be active members of both University Committees, and Association Committees to which they are appointed.*
- c) Be responsible for representing the Association and the interests of students on any committee to which they are assigned by the Executive.*
- d) Actively take part in all campaigns run by the Association.*
- e) Fulfil the requirements of their Executive position as laid out in the "Student Executive Policy."*

- f) *Ensure effective communication lines are maintained between all Executive and their areas of responsibility including any special projects that may need help or input from other Executive and promote the use of whatever forum for communication that will prove most effective to this end.*
- g) *Ensure there is adequate liaison with the members concerning their activities.*
- h) *Undertake training and other such duties as prescribed by the Executive from time to time.*
- i) *Ensure wherever possible the training of the successors to their individual portfolios, such training to commence as soon after the election of their successors as possible.*
- j) *Hold office only if they reside in the Auckland region during their term of office."*

To:

*"All Executive positions shall:*

- a) *Be responsible for ensuring that the Association's Constitution and Regulations are upheld.*
- b) *Be active members of both University Committees, and Association Committees to which they are appointed.*
- c) *Be responsible for representing the Association and the interests of students*
- d) *Fulfil the requirements of their Executive position*
- e) *Ensure effective communication lines are maintained between all Executive*
- f) *Ensure there is adequate liaison with the members concerning their activities.*
- g) *Undertake training and other such duties as prescribed by the Executive.*
- h) *Ensure the training of successors to their individual portfolios, such training to commence as soon possible after the new executive has been elected.*
- i) *Report at each executive meeting on matters that have arisen of interest to the Association and of matters dealt with by the executive."*

### **Motion 30/2016**

"THAT section 2.14 be changed from:

- "a) ***President position shall:***
  - i) *Be responsible for the supervision of the affairs of the Association;*
  - ii) *Be responsible for overseeing the administration of the Association between Executive meetings;*
  - iii) *Be chairperson of any General Meetings of the Association held at their campus;*
  - iv) *Be chairperson of any Executive Meeting;*
  - v) *Be responsible for Executive matters in the absence of the Executive;*

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- vi) *Be responsible through the Office Manager for employment matters;*
  - vii) *Be an ex-officio member of all committees of the Association;*
  - viii) *Be a cheque signatory for the Association;*
  - ix) *Manage and delegate ASA tasks to Vice-President and General Executive positions, ensuring the efficient co-ordination of the Executive;*
  - x) *Represent the Association in the media, to other organisations and nationally on issues affecting the Albany Campus;*
  - xi) *Report at each ordinary meeting of the Executive on matters that have arisen of interest to the Association and of matters dealt with by the President;*
  - xii) *Be an ex-officio member of all affiliated clubs and societies of the Association; and*
  - xiii) *Be responsible for the coordination of all dealings with bodies external to the Association.*
  - xiv) *Be responsible for furthering the financial development and sustainability of the Association*
- b) **Vice-President positions shall:**
- i) *Assist the President in their duties;*
  - ii) *Undertake any daily Presidential duties in the absence of the President;*
  - iii) *Coordinate student representatives on University committees at a campus level and the college and departmental level;*
  - iv) *Ensure that the Association's Constitution and Regulations are updated after every General Meeting;*
  - v) *Advertise, and publicise all meetings and forums of the Association;*
  - vi) *Be a cheque signatory of the Association;*
  - vii) *Ensure the efficient workings of the Executive, including the preparation of Agenda and circulation of Minutes of Meetings;*
  - viii) *Ensure that Minutes of all Association meetings are kept;*
  - ix) *Ensure that all policy at Executive Meetings are entered into the Albany Students' Association (Incorporated) Policy Manual;*
  - x) *Liaise with the Office Manager and Accounts Clerk, monitor and forecast the financial affairs of the Student Executive, and report back to the Executive monthly on the financial affairs of the Executive;*
  - xi) *Report at each ordinary meeting of the Executive on matters that have arisen of interest to the Executive and of matters dealt to by a Vice-President; and*

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- xii) *Report to the Executive fortnightly regarding the financial position of the Association, and the financial implications of any decision or proposed resolution.*
  - xiii) *Assist the President in the co-ordination of ASA tasks among the Vice-President and General Executive positions*
  - xiv) *Be jointly responsible for the organisation and delivery of promotion and marketing of the Association to Albany internal students.*
- c) *Each of the four (4) General Executive positions shall be assigned a portfolio made from the following categories:*
- i) *Academic and education issues*
  - ii) *International student issues*
    - 1) *Spiritual issues*
    - 2) *Cultural issues*
    - 3) *Ethnic issues*
  - iii) *Welfare issues*
  - iv) *Men's issues on campus*
  - v) *Women's issues on campus*
  - vi) *Clubs and recreational services*
  - vii) *Promotion and marketing of the Association"*

To:

"a) ***President position shall:***

- i) *Be responsible for the supervision of the affairs of the Association;*
- ii) *Be responsible for overseeing the administration of the Association;*
- iii) *Be chairperson of any Executive or General Meetings of the Association;*
- iv) *Be responsible for Executive matters in the absence of the Executive;*
- v) *Be responsible through the Office Manager for employment matters;*
- vi) *Be an ex-officio member of all committees, affiliated clubs and societies of the Association;*
- vii) *Be a cheque signatory for the Association;*
- viii) *Manage and delegate ASA tasks among the Executive;*
- ix) *Represent the Association nationally in the media and to other organisations on issues affecting Albany Campus;*
- x) *Be responsible for the coordination of all dealings with bodies external to the Association and;*

- xi) *Be responsible for developing and improving the financial development and sustainability of the Association*

b) **Administration Vice-President position shall:**

- i) *Assist the President;*
- ii) *Undertake any daily Presidential duties in the absence of the President;*
- iii) *Coordinate student representatives on University committees at a campus level and the college and departmental level;*
- iv) *Ensure that the Association's Constitution and Regulations are updated after every General Meeting;*
- v) *Advertise, and publicise all meetings and forums of the Association;*
- vi) *Be a cheque signatory of the Association*
- vii) *Ensure the efficient workings of the Executive, including the preparation of Agenda and circulation of Minutes of Meetings;*
- viii) *Ensure that Minutes of all Association meetings are kept;*
- ix) *Ensure that all policy at Executive Meetings are entered into the Albany Students' Association (Incorporated) Policy Manual;*
- x) *Liaise with the Office Manager and report back to the Executive monthly on the financial affairs of the Executive and;*
- xi) *Assist the President in the co-ordination of ASA tasks among the Vice-Presidents and General Executive positions*

c) **Social Vice-President position shall:**

- i) *Assist the President;*
- ii) *Undertake any daily Presidential duties in the absence of the President;*
- iii) *Coordinate student representatives on University committees.*
- iv) *Be an ex-officio member of all affiliated clubs and societies of the Association;*
- v) *Be responsible for promoting campus culture and student interaction by way of running events;*
- vi) *Be responsible for the organisation and delivery of promotion and marketing of the Association to Albany internal students.;*
- vii) *Assist the President in the co-ordination of ASA tasks among the Vice-Presidents and General Executive positions*
- viii) *Manage the delivery of social activities on behalf of the Association including orientations and the annual Ball;*

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- ix) *Support clubs and liaise with the executives of affiliated clubs to ensure adequate support and presence*
- x) *Report to the executive of the event's budget*
- xi) *Predict and plan costs for events run by the Association*
- xii) *Be responsible for the training of the new executive team*

d) **General Executive positions shall:**

- i) *Assists with delegated tasks as set out by the president;*
- ii) *Report to Executive meetings of issues that may be of concern to the Association;*
- iii) *Assist with activities and events that the Association runs;*
- iv) *Assist with the promotion and marketing of activities;*
- v) *Assist other general executives;*
- vi) *Be assigned a portfolio made from the following categories:*
  - 1) *Welfare*
  - 2) *Academic*
  - 3) *Social*
  - 4) *Quality*

2.6 **General Executive portfolios:**

a) **Welfare**

- i) *Organise and run events and activities to promote awareness of issues affecting different genders on campus;*
- ii) *Organise and run events and activities to promote International students issues and create opportunities for international students to meet each other as well as other domestic students;*
- iii) *Be jointly responsible with the quality general executive for conducting an annual safety audit of the campus;*

b) **Academic**

- i) *Sit on all academic boards and report back issues to the Student Executive;*
- ii) *Liaise with the Advocacy coordinator about academic issue trends and report back to the Student Executive and relevant University boards;*
- iii) *Be jointly responsible with the Social general executive for coordinating Student representatives on University committees at a campus level and the college and department level.*

*Agenda*

*Annual General Meeting of the Albany Students' Association Inc.  
To be held at Massey University, Albany Campus  
Student Lounge, Student Central, 12 noon  
27th July 2016*



c) **Social**

- i) *Be a member of the Albany Sport and Recreation Management Board;*
- ii) *Assist the Social Vice-President to organise and run events that improve student life at the Albany Campus*
- iii) *Be jointly responsible with the Academic general executive for coordinating Student representatives on University committees at a campus level and the college and department level.*

d) **Quality**

- i) *Be responsible for the continuous improvement of the services the Association offers;*
- ii) *Be responsible for conducting surveys about services provided by Massey under the Student Services Levy and presenting the findings to the Student Executive and Massey University;*
- iii) *Be jointly with the Welfare general executive responsible for conducting an annual safety audit of the campus."*

### **End of approved constitution motions**

#### **Motion 31/2016**

"THAT the honoraria for the 2017 Albany Students' Association executive is set at:

\$10,000 maximum for the President position  
 \$5,000 maximum for a Vice-President position  
 \$2000 maximum for a General Executive position "

**Moved:** Chair  
**Seconded:** Isaac Middlemiss  
**Passed**

#### **Motion 32/2016**

#### **9. 2017 Executive Elections**

- The nomination period for the 2017 ASA Executive opens on Monday 15<sup>th</sup> August and runs through to Friday 26<sup>st</sup> August.
- The election will run from Friday 30<sup>th</sup> September to Wednesday 5<sup>th</sup> October.

#### **10. Late Items or Motions**

**Meeting closed at 12:40pm**

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