



The Constitution for

AUT MOANA NUI

Māori and Pacific Students in

Business, Economics and Law

(MAPS in BEL)

1. Name

The name of the faculty club is AUT Moana Nui, Māori and Pacific Students in Business, Economics and Law. (MAPS in BEL).

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer support opportunities in AUT Moana Nui.
- Build meaningful relationships with our whānau within the faculty of Business, Economics and Law.
- Host engaging events and initiatives to establish networks and partnerships for our members.
- To associate with AUTSA

3. Membership

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member.
- Life member.

4. Membership Fees

Membership fees will be set annually and agreed by the Executive Committee or determined at the Annual General Meeting.

If a fee is set then it may be paid annually/monthly/by weekly subscription.

5. Officers of the Club

The officers of the club will be or at the discretion of:

- Tumuaki (President)
- Tumuaki Tuarua (Vice President)

- Kaituhi (Secretary)
- Kaitiaki Pūtea (Treasurer)
- Āpiha Kaupapa (Events Coordinator)
- Media Officer

Officers will be elected annually at the Annual General Meeting. Officers may also be appointed by the Executive Committee in between each AGM.

All officers will retire each year but will be eligible for re-appointment.

Resignation from an Executive Role will require hand-written resignation being provided to the President with 2 weeks notice.

6. The Executive Committee

The club will be managed by the Executive Committee, consisting of:

- Tumuaki (President), Tumuaki Tuarua (Vice President), Kaituhi (Secretary), Kaitiaki Pūtea (Treasurer), Āpiha Kaupapa (Events Coordinator), Media Officer. Only these posts will have the right to vote at meetings of the Executive Committee.
- The Management Committee meetings will be convened by an executive member of the club and held no less than 4 meetings per semester per year.
- The quorum required for business to be agreed at an executive meeting will be: 3/5
- The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Executive Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. The Executive Committee Roles

Tumuaki (President)

The main duties of this role are (but not limited to):

- Leads and manages the club/group.
- Identifying and upholding constitutional obligations in regard to Club purposes and procedures
- Responsible for seeking out sponsorships and grants

- Obtaining the necessary funding for Club to carry out its obligations to its members
- Chairs all meetings that don't require a returning officer.
- Setting agenda for hui, guiding exec discussions for decision making
- Communicating adequately and practicing duties of confidentiality
- Maintaining the mana of Club by practicing an acceptable standard of behavior all ways (lead by example)
- Delegating the appropriate work to the appropriate executive member(s)
- Develop positive relationships with other relevant people or groups (clubs, faculty, firms etc)
- Gives a yearly report at the AGM.
- Genuinely consider executive members' input, questions and ideas
- Exercises financial responsibility for the club and is a co-signatory on the accounts
- Helps transition the incoming president into office.

As Tumuaki, it is important to be accessible, positive and neutral. Propose achievable solutions to problems and have the collective interests in mind. It is the most challenging role which requires a significant amount of commitment and good self-management. You are essentially the glue that holds everything together and it requires strong leadership abilities.

NOTE - To be considered for the role of Tumuaki, priority is given to a presiding or former executive member, if no nomination from them, then a member of the association can be nominated.

Tumuaki Tuarua – Vice President

The main duties of this role are (but not limited to):

- Support your Tumuaki (by taking on some of the required duties) in their administration and management roles.
- Organise room bookings and facilitate events.
- Can seek sponsorship and grants
- Act as the President when they are unable to perform their duties.
- You will be responsible for hosting, booking and facilitating events (when tumuaki cannot)
- Liaise with Māori and Pacific students and ensure that you are providing them with any necessary help. Whether they need advice academically or whakawhanaunga time. Overall, you will make sure the Māori and Pacific students are supported and that we maintain relations with the Office of Māori and Pacific Advancement and keep up to date with any affairs that will affect the Māori and Pacific students, both positively and negatively.
- Be actively involved.

While everyone has their own role, collectively the executive must and will always support one and other where they can.

Kaituhi (Secretary)

The main duties of this role are (but not limited to):

- Top priority is to maintain and ensure the member register is update and correct
- Core administrator of all Club documents
- Main administrator of emails
- Sending adequate notice of all exec hui
- Notifies members of upcoming meetings.
- Keeps a permanent record of minutes from all club/group meetings.
- Collate and arrange for the printing whenever needed
- Reports to AUTSA any changes to the club.

While this is an administrative role in description, it is also important to participate and support events. It is recommended that the secretary supports the Tumuaki and work together to get mahi over the line. It would be ideal to have someone that is proficient with using teams, zoom and google drive etc. Someone that is tech savvy to ensure the workload is manageable.

Kaitiaki Pūtea (Treasurer)

The main duties are (but not limited to):

- Prepare financial reports (for review and filing of annual finance docs)
- Work with the executive to secure funding
- Check financials are up to date
- Receives all club money and keeps proper bank accounts in the name of the club
- Pays all bills after the approval of the President
- Keeps an exact record of all financial transactions
- Gives a treasurer report at the AGM
- Is a co-signatory on the club/group account

To be an efficient treasurer you ought to have an eye for detail. Experience dealing with money and budgets. Consulting with executive members to set appropriate budgets. Ensure the executive is meeting protocols regarding spending of Club funds. Develop positive, efficient ways of dealing with finances.

Āpiha Kaupapa - Events Officer

The primary duties of this role are (but not limited to):

- Plans and coordinates a variety of club-based activities and events. This includes sourcing appropriate mentors or speakers, organising catering, creating timetables, booking spaces, communication with facility and students for these events and ensuring smooth running.

- They work together with the wider executive team to ensure the club is supplying a range of events throughout the year which engage club members.
- Attending events that may advance and connect the club.
- Work closely with the Treasurer to apply for grants and keep a record of club activities throughout the year
- Being aware of the support services available to students and for tauira Māori and Pacific students
- Also need to be able to engage with the exec and work as a team on any other goals that may be set collectively at the beginning of the year.

This role is best suited to a person who has good communication skills and sound time management. Great interpersonal skills to engage with new students. Preferably a person who has been around a while and knows the ropes of Uni so they can fill the role independently.

Media Officer

The primary duties of this role are (but not limited to):

- Work with Event Coordinator to create posters for events and promote these events on AUT Moana Nui's social media
- Manage all social media accounts. Ensure a professional manner on all media platforms
- Promote membership sign ups to get more members to AUT Moana Nui
- Manage Linktree by uploading links to event registrations, internships etc.
- Create and curate contents for Moana Nui's social media and ensure Moana Nui's logo is on all poster content
- If doing a collab with another club, work with their media officer to plan and create the event poster

This role is best suited to a person who has good communication skills, sound time management, and good editing skills. Great interpersonal skills to engage with new students. Preferably a person who has been around a while and knows the ropes of university so they can fill the role independently.

8. Finance

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end **in December of each year.**
- A **Treasurer's Report** will be presented by the Treasurer at the Annual General Meeting and a copy sent to the President.
 - Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

9. Annual General Meetings

- Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.
- The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM.
- All members have the right to vote at the AGM.
- The quorum for AGMs will be 10 members.
- The Executive Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be according to the Executive Committee.

10. Discipline and Appeals

- All complaints regarding the behaviour or code of conduct of members should be presented and submitted in writing to a member of the Executive Committee.
- The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 60 days of the hearing.
- There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Executive Committee receiving the appeal

11. Dissolution

- A resolution to dissolve the club can only be passed at an AGM through a unanimous vote of the membership.

- In the event of dissolution, any assets of the club that remain will become the property of *AUT BEL Faculty*

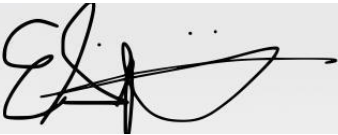
12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or SGM.

13. Declaration

AUT Moana Nui hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:



Date: 11/10/2024

Name: Eseta Juliana Sitivi

Position: AUT Moana Nui Club Co-President

Signed:

Date:

Name: HENRIETTA

Position: AUT Moana Nui Club Co-President