

ASIAN LAW STUDENTS' ASSOCIATION
VICTORIA UNIVERSITY OF WELLINGTON

CONSTITUTION

1. Name

1.1. The name of the society shall be "ASIAN LAW STUDENTS' ASSOCIATION".

1.2. The society shall be referred to as **ALSA**.

2. Objectives

2.1. The main objectives of ALSA shall be:

2.1.1. to represent and promote the interests of Asian-identifying law students enrolled at Victoria University of Wellington;;

2.1.2. to promote and enhance the social well-being of all students enrolled at the Victoria University of Wellington and in particular the law students with an Asian cultural background;;

2.1.3. to promote and enhance the academic well-being of Asian-identifying law students enrolled at the Victoria University of Wellington, with such matters being deemed to include matters concerning future employment;;

2.1.4. to promote ALSA within the Victoria University of Wellington Campus and the wider community;;

2.1.5. to treat all members of the club and wider student population with fairness and equality;;

2.1.6. to provide a forum and ongoing organisation through which individuals, voluntary and professional groups may unite to address issues of importance to Asian-Identifying law students of Victoria University of Wellington;;

2.1.7. to maintain effective liaison and cooperation with:

2.1.7.1. the Victoria University of Wellington Law Faculty;;

2.1.7.2. various other societies of VUW as necessary.

- 2.2. In pursuing these objectives ALSA recognises Māori as Tangata Whenua of Aotearoa and will act in accordance with Te Tiriti o Waitangi/The Treaty of Waitangi and acknowledges Ngā Rangahautira as the official representatives of Māori law students on campus.
- 2.3. The Asian Law Students' Association may further these objectives by any means its members see fit in accordance with the rules of VUW.

3. Membership

3.1. All members of the Asian Law Students' Association must:

- 3.1.1. be enrolled at the Victoria University of Wellington as a full time or part-time student;;
- 3.1.2. have Asian ancestry/whakapapa;; and
- 3.1.3. be enrolled in at least one LAWS paper.

- 3.2. Any person not fitting the description in sub-clause (3.1) of this Clause may become a member of ALSA at the discretion of ALSA Executive, provided that the majority of members are current students.
- 3.3. Membership of ALSA for a given year shall be conferred upon any person who pays to ALSA the prescribed membership fee for that year (if any), subject to sub-clause (3.4).
- 3.4. Membership fee (if any) will be determined at the discretion of the incoming Executive.
- 3.5. As a symbolic recognition of their contribution associate membership shall be granted to ALSA graduates, and Asian graduates from other Law schools who have become a part of our community. Formal recognition of this group as “ALSA alumni” is desired to express our gratitude and respect.
- 3.6. Associate members shall consist of those students not enrolled in a law course. They do not possess voting rights at either the AGM or a SGM.

4. Rights and Privileges of Membership of ALSA

- 4.1. The rights available to Members of ALSA shall include, but not be limited to, the following:
 - 4.1.1. the right to vote at any ALSA General Meeting on any matters put to vote;;
 - 4.1.2. the right to stand for office at any election of ALSA Executive Office;;
 - 4.1.3. the right to hold office on the ALSA Executive after due election to such office.
- 4.2. The ALSA Executive may, as they see fit, devise and confer any other rights and privileges upon the entire Membership of ALSA for a given year.
- 4.3. Only Members of ALSA shall be entitled to the rights and privileges referred to in this Clause.

5. Management of ALSA

- 5.1. The ALSA Executive shall manage the internal affairs of ALSA, including but not limited to:
 - 5.1.1. supervision of the property of ALSA;;
 - 5.1.2. the purchase of any goods and services required by ALSA to achieve the objectives stated in Clause 2 of this Constitution;;

5.1.3. passing accounts for payment;;

5.1.4. maintenance of a bank account(s) for ALSA.

5.2. The funds and resources of ALSA, from whatever source they may be derived, shall only be applied to the pursuit of the objectives stated in Clause 2 of this Constitution.

5.3. No funds and/or resources of ALSA may be paid or given, whether directly or indirectly by way of dividend, bonus or salary to any Member of ALSA, except for the purpose of reimbursing money spent on ALSA expenses with the approval of the Executive.

5.4. All monies paid to ALSA shall be received by the Treasurer, who shall deposit them in ALSA's bank account(s).

6. The ALSA Executive

6.1. The ALSA Executive shall consist of the following Officers:

6.1.1. The President;

6.1.2. The Vice President;

6.1.3. The Mentoring Liaison;

6.1.4. The Publicity Officer;

6.1.5. The Media Coordinator;

6.1.6. The Secretary;

6.1.7. The Treasurer;

6.1.8. The Events Coordinator;

6.1.9. The Academic Officer; and

6.1.10. The Junior Representative.

6.2. Clause 18 of this Constitution outlines the general duties of each Officer. However, it serves as a guideline and Officers may take on other duties as necessary.

6.3. All Officers, with the exception of Junior Representative, shall serve for a term between Handover meetings, but will be eligible for re-appointment.

6.4. All Officers must be enrolled as a student at the Victoria University of Wellington at the time of election.

6.5. Officers for all positions in the Executive, excluding the Junior Representative, shall be elected:

6.5.1. annually at the Annual General Meeting;; or

6.5.2. at a Special General Meeting;; or

6.5.3. by a simple majority vote of the full Executive, subject to clauses listed below.

6.6. The Junior Representative shall be elected at an SGM before ALSA's annual Launch.

7. Duration of Officers

7.1. All ALSA Executive Officers, excluding the Junior Representative, shall hold office from the completion of the annual Handover meeting immediately after their election, to the annual Handover meeting of the following year or

7.2. From the time of their election until the annual handover meeting of the following year, in the case of Officers elected in any circumstances whatsoever, subject to any other clauses in this Constitution.

7.3. The Junior Representative shall hold office from their election at the SGM before ALSA's annual Launch, until the Handover meeting of the same year. In the interim period between the Handover meeting and the election of a new Junior Representative the following year, the previous position holder is to act as acting Junior Representative.

7.4. The annual handover meeting shall occur no later than October 31st every year.

7.5. All Officers must bear the responsibilities outlined in this Constitution until their term in office terminates.

8. Termination of Office

8.1. The term of office of an ALSA Executive Officer shall only terminate:

8.1.1. on the expiry of their term in office as referred to in Clause 7, or

8.1.2. by written notice to the Secretary, or

8.1.3. by a vote at any General Meeting that the Officer's actions amount to serious misconduct that brings ALSA into serious disrepute.

9. Meetings

9.1. The President shall call meetings of the ALSA Executive when he or she sees fit, or when requested to do so by other ALSA Executive Officers.

9.2. The quorum for ALSA Executive Meetings is 4 members of the ALSA Executive.

9.3. Decisions of the ALSA Executive upon a matter shall be made by simple majority of those Officers attending an ALSA Executive Meeting where that matter is raised and considered.

9.4. Each ALSA Executive Meetings shall be chaired by the President or his/her nominee.

10. Annual General Meetings (AGMs)

10.1. Annual General Meetings shall be held annually and no later than the last day of teaching in the second trimester of the academic year.

10.2. Students wishing to hold office on the Executive for ALSA shall undergo a democratic election at an AGM of ALSA.

10.3. All Executive positions of ALSA shall require a simple majority of eligible voters in favour of a candidate for that position.

10.4. All AGMs shall have minutes recorded by the Secretary.

11. Special General Meetings (SGMs)

11.1. A SGM is a meeting called for a specific purpose and is open for all members of ALSA to attend.

11.2. A SGM may be called by a simple majority of the Executive.

11.3. A SGM must meet all the requirements of an AGM and has the same powers as an AGM.

12. Notice of AGMs and Special General Meetings (SGMs)

12.1. Eligible voters must be given at least seven days' notice of the date, time and venue of the AGM or SGM.

12.2. The notice must be given by electronic mail or ALSA social media platforms to all eligible voters.

13. Voting During AGMs and SGMs

13.1. Every ALSA member per Clause 3 of this Constitution is an eligible voter and is entitled to vote for a candidate for every position of the Executive.

13.2. A motion shall be decided by a secret paper ballot whereby each voter will select their preferred candidate or select a vote of no confidence for each position.

13.3. The votes will be counted by the Secretary and a Returning Officer.

13.4. In the event of a tie during an election, the candidates for that position shall again address

everyone present at the AGM and another secret paper ballot shall be taken until the position is filled.

14. Quorum at AGMs and SGMs

14.1. A quorum at any AGM or SGM shall comprise of 20 eligible voters.

15. Amendments

15.1. This Constitution may only be amended at a General Meeting of ALSA.

15.2. Any proposed amendments to this Constitution must be received by the Secretary at least two days prior to notice being given for the Meeting at which the amendment is to be discussed.

15.3. Any proposed amendments to this Constitution shall be communicated by the ALSA President via email or any other forms of communication that the Executive deems as reasonable together with the notice for the Meeting at which the amendment is to be discussed.

15.4. Any motion to amend this Constitution, excluding any amendments to this Clause, can only be passed with at least a majority vote of those Members of ALSA present and eligible to vote at the Meeting at which the amendment is under consideration.

15.5. Any proposed amendments to this Clause may only be passed by a simple majority of those Members of ALSA present and eligible to vote at the Meetings for which the amendments are under consideration.

16. Financial Arrangements

16.1. The financial year of the Association will be from 1st January to December 31st each year.

16.2. The Executive in each financial year, will decide by resolution the following:

16.2.1. how money will be received by the Association;;

16.2.2. who will be entitled to produce receipts for reimbursements;;

16.2.3. what bank accounts will operate for the ensuing year, including the purposes of and access to such accounts;;

16.2.4. who will be allowed to authorise payments;; and

16.2.5. the policy concerning the investment of money by the Association, including what type of investment will be permitted (if any).

16.3. The Executive are wholly responsible to ensure that true and full records will be kept, inclusive of all receipts, credits, payments and liabilities.

17. Dissolution

17.1. A resolution to dissolve the society can only be passed at an Annual General Meeting through a majority vote of Membership.

17.2. In the event of dissolution, all outstanding debts and reimbursements shall be paid by funds held by ALSA.

17.3. Subject to sub-clause (17.2) all remaining funds shall be returned to all organisations that provided funding to ALSA in accordance with sub-clause (17.4).

17.4. Remaining funds shall be returned to all organisations providing funds to ALSA proportionate to the amount of funding provided by that organisation to the total amount acquired from all organisations during that year.

18. ALSA Executive Officers' Duties

18.1. The duties of the President are:

18.1.1. To provide effective leadership and management of ALSA;; and

18.1.2. To observe all of ALSA's operations and efforts;; and

18.1.3. To support the other Executive Members of ALSA in their roles;; and

18.1.4. To liaise with and maintain connections with stakeholders and other student representative groups including but not limited to Victoria University of Wellington Law Students' Society, Ngā Rangahautira, Pasifika Law Students' Society, VUW Feminist Law Society, Wellington Community Justice Project, and VUW Rainbow Law Students' Society.

18.1.5. To chair and direct deliberations at all General Meetings;; and

18.1.6. To publicly represent ALSA for all occasions where the President has represented ALSA or has spoken on ALSA's behalf;; and

18.1.7. To be ultimately accountable for all decisions made at General Meetings by ALSA.

18.2. The duties of the Vice-President are

- 18.2.1. To provide support to the other Executive Officers, and in particular the President, in the pursuit of the objectives of ALSA;; and
- 18.2.2. To attend all General Meetings and Meetings of the Executive where reasonable;; and
- 18.2.3. To stand in for the President whenever the President is unavailable or otherwise cannot fulfil the duties of President;; and
- 18.2.4. To provide an equitable role for the Executive and Members of ALSA to foster a safe environment for all members;; and
- 18.2.5. To develop respectful relationships with the other student representative groups including but not limited to Victoria University of Wellington Law Students' Society, Ngā Rangahautira, Pasifika Law Students' Society, VUW Feminist Law Society, Wellington Community Justice Project, and VUW Rainbow Law Students' Society.

18.3. The duties of the Treasurer are:

- 18.3.1. To ensure that true and fair accounts are kept of all money received and expended by ALSA;; and
- 18.3.2. To advise the Executive as necessary on the status of the books of accounts at any time during the academic year;; and
- 18.3.3. To provide a full annual report at the AGM;; and
- 18.3.4. To present a full reconciliation along with supporting bank statements upon request by the Executive;; and
- 18.3.5. To keep the accounts at a place where the Executive sees fit and where they will always be open to the inspection of the Executive.

18.4. The duties of the Secretary are:

- 18.4.1. To be responsible for the administrative duties of ALSA. Administrative duties include but are not limited to:

18.4.1.1. Recording minutes of all meetings;; and

18.4.1.2. Uploading and maintaining all ALSA related files onto the Google Drive;; and

18.4.1.3. Maintaining a current roster of membership;; and

18.4.1.4. Keeping track of email communications with contacts;; and

18.4.1.5. General administrative support for the Executive.

18.5. The duties of the Events Coordinator are:

18.5.1. To assist, facilitate and oversee the running of ALSA events in conjunction with the rest of the Executive;; and

18.5.2. To assist with scheduling, task delegation and catering;; and

18.5.3. To offer ideas for developing new events and/or changing current events.

18.6. The duties of the Media Coordinator are:

18.6.1. To create engaging media content for the promotion of ALSA and its principles;; and

18.6.2. To organise and coordinate recording, scripting, release and promotion of media content for ALSA;; and

18.6.3. To facilitate communications between interview subjects, researchers and the student body;; and

18.6.4. To provide ALSA members a means of expression and participation in the creation of media content.

18.6.5. To communicate and collaborate with the rest of the Executive to ensure that media content is representative of ALSA.

18.6.6. The Media Coordinator produces but is not limited in their creation of media. With the affirmation of the executive and their own discretion they have the flexibility and freedom to create media including but not limited to:

18.6.6.1. Podcasts;

18.6.6.2. Videos;

18.6.6.3. Compilations of material contributed by ALSA members;

18.6.6.4. Creative material for social channels.

18.6.7. The Media Coordinator with the assent of the Executive may work alongside the Events Coordinator to organise events insofar as it is in accordance with their duties above.

18.7. The duties of the Mentoring Liaison are:

18.7.1. To be responsible for organising and facilitating the Mentoring Programme and First Year Mentoring Programme by:

18.7.1.1. Reaching out to legal professionals and professional service firms for new mentors;; and

18.7.1.2. Matching mentors and mentees together that have similar career goals and personalities;; and

18.7.1.3. Liaising with mentors and mentees via email and other means of communication where necessary;; and

18.7.1.4. Organising Mentoring events.

18.7.2. Mentoring Events include but are not limited to:

18.7.2.1. The Mentoring Launch;;

18.7.2.2. The First Year Mentoring Launch;;

18.7.2.3. Mentoring Catch-Up;;

18.7.2.4. Mentoring Thank You Dinner.

18.8. The duties of the Publicity Officer are:

18.8.1. To maintain and increase the engagement of new and existing general ALSA members with ALSA and ALSA's events, initiatives and vision;; and

18.8.2. To create online and offline marketing content to promote and increase engagement with ALSA and ALSA's events, initiatives and vision;; and

18.8.3. If necessary, be responsible for the rebranding of ALSA, including, but not limited to:

18.8.3.1. Logo;;

18.8.3.2. Style;;

18.8.3.3. Imagery.

18.9. The duties of the Academic Officer are:

18.9.1. To maintain and promote academic achievement for ALSA members; and

18.9.2. Attend Faculty or committee meetings as representatives of ALSA; and

18.9.3. Support and facilitate in the organizations of Workshops.

18.10. The duties of the Junior Representative are:

18.10.1. To maintain effective communication with first, second and third year ALSA members, undertaking 100 to 200 level papers – hereon referred to as ‘juniors’ - regarding:

18.10.1.1. Decisions or actions made by the Executive that will affect those students;;

18.10.1.2. Feedback from junior ALSA members to the Executive.

18.10.2. To report any concerns from junior ALSA members regarding ALSA’s objective and initiatives to the Executive;; and

18.10.3. To support junior ALSA members by:

18.10.3.1. Advocating on the behalf of junior ALSA members in decisions or actions made by the Executive;;

18.10.3.2. Ensuring the concerns of junior ALSA members are being responded to by the Executive.

18.10.4. To offer and provide support to the Executive.

19. Interpretation of this Constitution

A substantial compliance with this Constitution in all cases will be good and sufficient and no regulation, resolution, decision, election, appointment, notice or any other matter or thing shall be invalidated by reason only of failure to strictly or exactly comply with the rules contained in this Constitution.