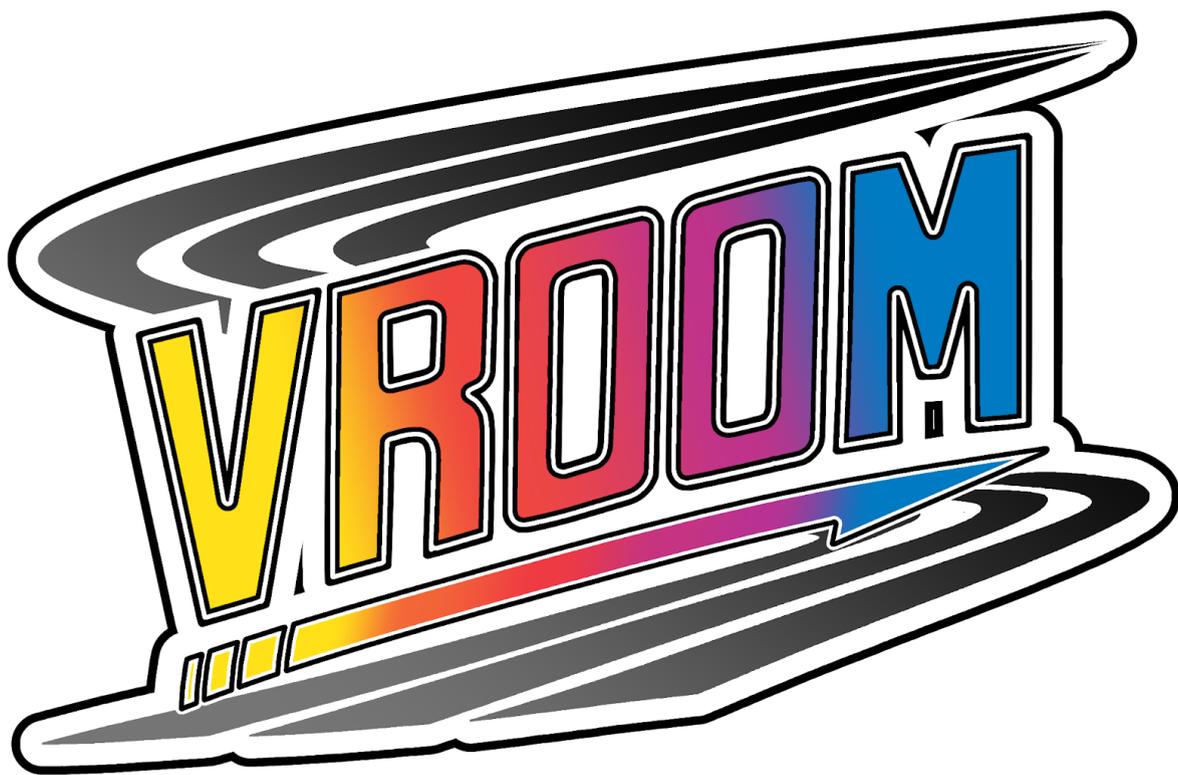


Vroom - The UoA Motorsport Club

2023 Constitution



Version 1.0 - Semester One 2023

Table of Contents

General Clauses

1. Name
2. Zero-Tolerance Policy
3. Club's Objectives and Purpose
4. Denouncement of Illegal Street racing and Promotion of Good Practices
5. Safety Recommendations for Attending a General Motorsport Event

Club structure

6. Membership
7. Membership Fee and Benefits
8. Executive Committee
9. Leadership Elections
10. Executive Powers
11. Executive Code of Conduct
12. Executive Misconduct and Impeachment/ Expulsion
13. Executive Vacancies
14. Voting Requirements/ Statements

Club Practices

15. Accessibility
16. General Meetings
17. Major Meetings - IGM, AGM, SGM, and EGM
18. End-of-Year Constitution Review
19. Constitution Amendments
20. Event Planning Procedures

Club Finances and assets

21. Control of funds
22. Management of Assets
23. Financial Year
24. Club accounts

Club Incidents and Incident Procedures

25. Discrimination, Harassment, and Bullying
26. Complaints, Disclosures, and Disputes
27. Executive Support Guide
28. Support services

Club Property, Administration, and Responsibilities

29. Intellectual property of the club
30. Dissolution
31. Clubs responsibilities
32. Interpretation of the constitution

General Clauses

1. Name

- 1.1. The club's name is "Vroom - The UoA Motorsport Club" and is hereinafter called "the club."
- 1.2. There are currently no provisions for a naming rights sponsor for semester one of 2023.

2. Zero Tolerance Policy

- 2.1. The club will uphold the University of Auckland's Zero-Tolerance Policy. This means that the club will have zero tolerance for acts or omissions that result in:
 - 2.1.1. All forms of ANY "-isms" such as racism, sexism, heterosexism (homophobia), prejudice, and any other grounds highlighted by the Human Rights Act 1993, or
 - 2.1.2. Any abuse, violence, or harassment against any other person, or
 - 2.1.3. Bullying of any form, either in real life or online, or
 - 2.1.4. Theft, dishonestly, or corruption by any club member, executive member, or executive leadership, or
 - 2.1.5. Violation of personal or academic privacy, or
 - 2.1.6. Wilful or reckless damage to club property or persons and gross negligence of any club member or executive member that causes damage to any property or persons, or
 - 2.1.7. Direct or indirect academic dishonesty and/or cheating in any Academic Institution.
- 2.2. The examples above are non-exhaustive.
- 2.3. Any violations of the Zero Tolerance Policy by any member or executive may prompt an immediate and permanent expulsion from the club.
- 2.4. Should any executive member hear of a complaint or have a member disclose any of the above to them, they shall refer to the "Club Incidents and Incident Procedures" section and inform the executive leadership.
- 2.5. Should academic dishonesty, criminal activity, or other misconduct be carried out in the club's presence, the club has the right to inform relevant faculties, authorities, and other organisations.

3. Club Objectives and Purposes

3.1. Our Club's purpose is:

- 3.1.1. To connect university students with a passion for cars and motorsport to each other and the motorsport community.
- 3.1.2. To make motorsport more accessible by allowing members to access positions in a racing team and connect with motorsport community members.
- 3.1.3. To impart the knowledge and responsibility of acting safely on public roads
- 3.1.4. And to encourage legal means of recreational driving and racing.

4. Denouncement of Illegal Street Racing and Promotion of Good Practices

- 4.1. The club does not associate itself with illegal street racing and is committed to improving the environment for car enthusiasts in Auckland and wider Aotearoa.
- 4.2. The club recommends that members support efforts around Auckland and Aotearoa to get legal methods for motor recreation. Some examples include:
 - 4.2.1. Purpose-built skid pads,
 - 4.2.2. And more track day permits for venues like Hampton Downs.

5. Safety Recommendations for Attending a General Motorsport Event

- 5.1. Motorsport is a dangerous sport. It is highly recommended that members wear ear and eye protection through earplugs, safety glasses, or other alternatives when spectating in person.
- 5.2. Race meetings happen at different times throughout a given day. It is recommended that members bring extra clothes, such as warm clothing or rain-proof clothing, for different weather events.
- 5.3. It is highly recommended that members listen and comply with all event rules and not put themselves in any unnecessary danger.
- 5.4. It is highly recommended that members remain alert in a live pits/ track environment, as there are many dangers in a motorsport pit area. Refer to section 6.3.

Club Structure

6. Membership

- 6.1. Prospective Members must complete a sign up form to apply for membership.
- 6.2. The Executive Committee reserves the right to decline membership of anyone, granted that they have a clear reason for declining it. Examples include:
 - 6.2.1. The club cannot accept the membership temporarily or permanently (see Section 6.5),
 - 6.2.2. Refusal to pay the membership fee,
 - 6.2.3. discrimination against others, or any violation of the zero tolerance policy or the club's definitions of misconduct (section 26.1).
 - 6.2.4. and detrimental actions that have affected the image, safety, and other parts of the motorsport clubs and community.
- 6.3. If the Executive Committee does not decline the application the applicant is considered a member.
- 6.4. Code of Conduct for all members
 - 6.4.1. Members shall abide by the zero-tolerance policy of the club and the university, as agreed upon by signing up as a member of the club.
 - 6.4.2. Members shall notify executives of issues concerning information including, but not limited to:
 - 6.4.2.1. Safety hazards
 - 6.4.2.2. Misconduct of another member or executive
 - 6.4.2.3. Feedback to improve the club's running and events
 - 6.4.3. Members should remember that the club is nothing more than a university club and that events are run for the fun and benefit of everyone. Members should therefore avoid showing vanity, megalomania, or egotism if they are not prepared to come out of a situation where their egotism (or other similar qualities) may be bruised.
- 6.5. Reprimands and Expulsion
 - 6.5.1. The executive team has complete discretion to issue a two or three-strike warning system or immediate expulsion from the club for misconduct of varying degrees.
 - 6.5.2. Any members with any amount of strikes for misconduct will be under probation for a time period of the executives' discretion.

- 6.5.3. All executive decisions regarding misconduct are final should the evidence of misconduct be factual and unaltered.
- 6.5.4. Executives must be impartial when having to assess misconduct and will follow the guidelines outlined by sections 12 and/ or 25-28.
- 6.6. Alumni and Public Members
 - 6.6.1. Any alumni that sign up as a member will be sent an email to confirm when they graduated.
 - 6.6.2. Public members that sign up will be emailed to confirm whether they have friends/ relatives in the club, and are students of another university.
 - 6.6.3. Please note that memberships may have to be declined (temporarily or permanently) to ensure the club complies with the requirement of having 70% of its members as current students and recent graduates. Priority will be given to alumni who have most recently graduated, and public members who have friends/ relatives in the club and/ or are students of another university.

7. Membership Fee and Benefits

- 7.1. There is no membership fee for 2023.
 - 7.1.1. This is subject to change when the Executive Committee confirms a need to charge a membership fee.
- 7.2. If a member cannot pay the fee, the membership fee can be reduced or waived under exceptional circumstances.
 - 7.2.1. The member must clearly explain why they cannot afford the fee.
 - 7.2.2. This is under the consideration of the Executive Leadership and is done on a case-by-case basis.
- 7.3. As a member of the club, one will get:
 - 7.3.1. Access to all free events
 - 7.3.2. Discounts to paid events at the discretion of the executive team,
 - 7.3.3. The right to not participate in an event if they feel unsafe for any reason and to notify and seek assistance from executives should this happen.
 - 7.3.4. The right to refunds for events that they paid for and could not attend or could not participate in, as outlined in section 7.3.3,
 - 7.3.5. The right to attend the yearly AGM (or IGM),

- 7.3.6. The right to attend Special or Emergency General Meetings that need member presence, opinions, and voting powers. These will be advertised as close to how a normal event would.

8. Executive Committee

- 8.1. The executive structure is as follows:
 - 8.1.1. President or Co-Presidents - The head manager(s) of the club
 - 8.1.2. Secretary - Manages club proceedings
 - 8.1.3. Treasurer - Manages the club finances
 - 8.1.4. Events Director - Manages and runs events - is likely the firewarden and a First Aid trained member.
 - 8.1.5. Marketing & Digital Director - Manages Social Media and Digital communications.
 - 8.1.6. General Executive Members - Do various tasks under all managers and run events.
 - 8.1.7. The club should also have at least one fire warden and one First Aid-trained executive member at all events.
- 8.2. The roles of each executive are highly detailed in the following document:
https://docs.google.com/document/d/1rIU2GRNBKNTecWG-MvE19kDkzChL5qzfuiy_EuV5js/edit?usp=sharing
- 8.2.1. This document is considered an extension of the constitution and should be treated as such.
- 8.3. Should execs want to become a leadership team member or a specialised executive member, the club recommends that all executives take the following courses (all offered by student groups):
 - 8.3.1. The two leadership training courses that cover consent culture and address bullying and discrimination.
 - 8.3.2. A free First Aid course
 - 8.3.3. The two new core member courses for Treasurers and Presidents/ Secretaries.
- 8.4. All of the above can be found on the Engage Events page.

9. Leadership Elections

- 9.1. As required by the club handbook, Executive Leadership will be democratically voted in at the Annual General Meeting or a Special or Emergency General Meeting.
- 9.2. The positions to be voted on in elections are:
 - 9.2.1. The President or Co-Presidents
 - 9.2.2. The Secretary
 - 9.2.3. The Treasurer
- 9.3. Nominations will occur in the closest General Meeting or during a period online where one will either put themselves forward or nominate another candidate. All nominations must be seconded.
 - 9.3.1. It is preferred that someone wishing to go for a Leadership position in the club has been an executive member of any level OR has executive experience in another club.
- 9.4. At the AGM, the proceedings of the Leadership elections will go as follows:
 - 9.4.1. prospective nominees will be introduced and present their case for why they should be elected for their desired position.
 - 9.4.2. Every present member will be granted one vote for each position and will fill out a form digitally or physically.
 - 9.4.3. Votes will be viewed and counted by a neutral party.
 - 9.4.4. The winning candidates will be announced, and all will be thanked for their attempts.
 - 9.4.5. Should there be a tie between two candidates, the process for breaking the tie will be as follows:
 - 9.4.5.1. If there are more than two candidates, a second round of voting will be held immediately between the two tied candidates. Thus eliminating the 3rd and lower-placed candidates.
 - 9.4.5.2. If the tie contains all votes or is between the only candidates, a final vote will be taken by the outgoing office holder or another outgoing/ current leadership holder. This vote shall be impartial.
- 9.5. After the election has been completed, formal or informal protests can only be made if there is evidence of fixing attempts or misconduct from the winning candidate.
- 9.6. Under **no** circumstances will the leadership election process deviate from the requirements of the club handbook. This includes, but is not limited to:

- 9.6.1. A race format for executive positions.
- 9.6.2. Random tie-breaking measures like coin flips or dice rolls.

10. Executive Powers

- 10.1. The executive team and the club's assets are deputized to the leadership team and therefore given full power to control and govern the team.
- 10.2. The leadership team may delegate any powers to an executive member, provided that the leadership team remains responsible for the actions of such executives.
 - 10.2.1. Executives delegated powers must report to the management team with any updates on progress and seek advice for their tasks.
- 10.3. Vroom's letterhead (a header or footer/signature) shall not be included in any documents without approval from a leadership team member (President, Secretary, or Treasurer).
- 10.4. Under the responsibilities of managing the executive team, the leadership team has the responsibility and right to recruit new executive members.
 - 10.4.1. Members that have expressed interest in becoming an executive shall be contacted via email, and a date and time to meet at the university for an interview must be set.
 - 10.4.2. A member should have attended at least one event (please disregard for semester one), or have had experience in an event managing/running role.
 - 10.4.3. The interview process will determine the member's suitability for specialised and general executive positions. At least two executives should be present, one to ask questions and one to take minutes.
 - 10.4.4. The leadership team and any executive members affected by the outcome will discuss and decide whether to recruit the applicant member into the team.
 - 10.4.5. The applicant member will be notified of the decision and either thanked for their time and interest or onboarded onto the executive team.

11. Executive Code of Conduct

- 11.1. The executives are role models and the face of Vroom and should act as such.

- 11.2. The executive team must conform to all of the general member codes of conduct.
- 11.3. The executive team is expected to attend all events, academic and serious reasons for absences will be accepted if the leadership team is given enough notice prior to a particular event.
- 11.4. Executives must take extra care to uphold the University's zero-tolerance policy.

12. Executive Misconduct and Impeachment/ Expulsion

- 12.1. For misconduct that doesn't warrant immediate impeachment/ expulsion, executives will:
 - 12.1.1. Firstly, receive a verbal or written warning (witnessed by another executive).
 - 12.1.2. Secondly, should misconduct continue, the executive in question will receive a stand-down period of one week, two weeks, or until the end of the next run event, depending on the severity of the misconduct. They will then be on probation for a pre-determined period of time, decided by the executive committee.
 - 12.1.3. Thirdly, should the executive in question violate their probation or restart their misconduct, the expulsion process will be carried out.
- 12.2. Should a leading executive (president, secretary, or treasurer) participate in misconduct, their position can be impeached.
 - 12.2.1. A formal complaint with some form of evidence must be shown to a leader or manager of the misconduct. This must include:
 - 12.2.1.1. A list of complainees.
 - 12.2.1.2. The issues needing to be resolved.
 - 12.2.1.3. The evidence of misconduct.
 - 12.2.1.4. The expected outcome and whether the complainees want the leader to be impeached.
 - 12.2.1.5. And the Signatures of all complainees.
 - 12.2.2. The Leader or manager can then call for an Emergency General Meeting to be held.
 - 12.2.2.1. A day and time in the next two weeks will be set, and the leader in question will be placed on probation until the meeting.

They must answer to another leading officer if they wish to contribute to the club or attend an event during this time.

- 12.2.3. To constitute fairness and prevent malicious attempts to usurp power, the leader involved will see a copy of the complaint, and witnesses should be interviewed to confirm the validity of the complaint.
 - 12.2.4. Both sides will present their cases at the EGM, and evidence will be shown to the attendees.
 - 12.2.5. All attendees, minus the parties of the complaint, will discuss and decide on what is to be done to resolve the issues and if the leader should be impeached or not.
 - 12.2.6. When the outcome is announced, it will be final.
- 12.3. Expulsion of an executive member
- 12.3.1. Should an executive member be impeached or found violating sections of the constitution, they will be subject to expulsion from the executive team.
 - 12.3.1.1. Expelled members are to uphold their agreements to provide an adequate handover process should it be needed.
 - 12.3.1.2. Expelled executives will no longer be allowed to participate in executive matters.
 - 12.3.1.3. Expelled executives will be placed under a One-Strike policy for attending events/ interacting with the club.
 - 12.3.2. Should the misconduct be of a great enough level, the executive member may be expelled from the club entirely and barred from attending any club events. This is a no-tolerance clause, and violation may constitute authorities being summoned to remove violators.

13. Executive Vacancies

- 13.1. In the event of an executive resigning or being removed from a leadership role, a Special General Meeting will be held to elect a new office holder. The Election Process in section 9 will be followed.

14. Voting Requirements/ statements

- 14.1. When voting on an issue, the voting should concern those with stakes in/ are affected by the outcomes of the decision.

- 14.2. For example: In leadership elections, all present club members are given one vote for each leadership position because they have a stake in the club. This is because they paid to be in the club and attend the events that the executive team runs.
- 14.3. Another possible example is If we appoint an inclusivity officer (focused on making the club more inclusive for a particular group), only those who belong to those groups can vote and express their opinion freely.
- 14.4. If a real-world example is needed. Only women (or people with a uterus) should be permitted to vote on abortion laws because they are the ones affected by the outcome.

Club Practices

15. Accessibility

- 15.1. It is essential and required that all communications made by executives or the club are clear and straightforward to understand.
 - 15.1.1. This includes all types of communication one may make towards general members, executive members, and UoA Staff.
 - 15.1.2. Social Media posts and Newsletters must be free of jargon, vague metaphors, and general vagueness plaguing previous Motorsport-themed clubs.
 - 15.1.3. This also brings the responsibility to all to ask for clarification and to simplify their words when asked.

16. General Meetings

- 16.1. General Meetings should be held at a bi-weekly schedule.
 - 16.1.1. The time and place of meetings should be discussed and decided before the start of each semester and suit as many executives as possible.
 - 16.1.2. If a good reason is provided, online solutions such as Zoom or FaceTime calls on various platforms can be made available for those who cannot attend in person.
 - 16.1.3. For those that cannot attend at all, they will be able to read the meeting run sheet beforehand, inform the leaders of any voting intentions to be added in, and read the Minutes provided afterward.
- 16.2. A Run Sheet of the meeting's objectives and order of events should be published the day before.
- 16.3. Minutes should be taken with:
 - 16.3.1. Attendees
 - 16.3.2. Discussions
 - 16.3.3. Any new information or ideas presented
 - 16.3.4. Voting outcomes
 - 16.3.5. Time stamps or rough discussion lengths
- 16.4. Minutes should be uploaded no more than 24 hours after the meetings end.

17. Major Meetings - IGM, AGM, SGM, and EGM

- 17.1. For a major meeting, the Run Sheet should be published no less than five days before the meeting. Updates can be made to the Run Sheet up until 48 hours from the meeting's beginning.
- 17.2. The following should be prepared:
 - 17.2.1. Run Sheet
 - 17.2.2. A presentation
 - 17.2.3. Voting methods
- 17.3. Each year an Annual General Meeting must be run to complete re-registration requirements and set the course for the next year. The following must be covered in the AGM:
 - 17.3.1. Election of a new leadership team
 - 17.3.2. Constitution amendments voted in
 - 17.3.3. An end-of-year review of events and finances.
- 17.4. Special or Emergency General Meetings can be called by any leadership role and requested by managing roles.
 - 17.4.1. A clear reason must be presented for calling the meeting.
 - 17.4.2. The meeting should be called for no less than seven days before its intended time.
 - 17.4.3. These meetings should follow normal Major Meeting procedures as outlined in sections 17.1 to 17.2.

18. End-of-year constitution review

- 18.1. At the end of each academic year, the constitution must be reviewed to update out-of-date clauses and improve the club's running.
- 18.2. This should be done before the AGM and voted in at the AGM.

19. Constitution amendments

- 19.1. To begin constitution amendments, executive members should review the constitution together at a General Meeting or an SGM. The executive team should take note of all clauses that need to be amended and begin brainstorming for new clauses based on the club's direction for the next year.
- 19.2. The executive team should take a period of a couple of days to a week to work on amendments and present ideas to the executive team at another GM

or SGM. Edits shall be made outside the constitution document, preferably in a new document that specific clauses can be copied, pasted into, and altered.

- 19.3. At the second GM/SGM, the executive team should decide on the wording of amendments (preferably with the help of a legal advisor) and prepare them for the constitution amendments section of the AGM.
- 19.4. At the AGM, each clause should be introduced, explained (with the changes if the clause is a development of a previous clause), and voted on, with a passing rate of 66% (two-thirds of the attendees' votes and indicated votes).
- 19.5. Passed amendments should be added to the constitution no later than 24 hours after the end of the AGM.

20. Event planning procedures

- 20.1. Event ideas and dates should be planned in bulk at a General Meeting or SGM. A calendar of the event dates and times shall be written up and shared with all executives. Executives are expected to plan ahead and around these times to avoid failing to attend events they are involved in.
- 20.2. All events will be planned according to the Vroom Event Planning Checklist. The requirements include:
 - 20.2.1. A draft run sheet and budget for the event.
 - 20.2.2. An event notification form filled (for orange and red level events), and an event layout map with member accommodation and sustainability requirements met.
 - 20.2.3. A final run sheet for the event, including compulsory roles such as the fire warden and First Aid-Administrator, regardless if the event requires them.
 - 20.2.4. Digital promotion pictures, media, and RSVP form created and shared.
- 20.3. Each event's manager shall complete an event debrief form and give a debrief to the executive team after the event or at the next general meeting.

Club Finances and assets

21. Control of funds

- 21.1. Control of club funds resides with the Treasurer and leadership team.
- 21.2. The leadership team may only approve purchases. Unapproved purchases will not be reimbursed and considered a donation to the club.
- 21.3. Any income or benefit must be used per the club's objectives and the requirements set by the stakeholders of the grant or sponsorship.
- 21.4. The co-signatories of the account shall be the President, Treasurer, and Secretary. This will ensure that should one step down, the club will retain the 2- minimum signatories as required by Student Groups.
- 21.5. No purchases of major investments such as club cars/ karts, transport, or assets of a similar level may be made before the club becomes an Incorporated Society AND has a secure space on the UoA City or Newmarket campuses to store major assets.

22. Management of Assets

- 22.1. Due to the nature of being a new club with no faculty partnership, the physical assets of the club are to be managed and stored by the leadership team.
- 22.2. All assets' whereabouts are to be known by the executive team at all times.
- 22.3. No major assets can be acquired until the requirements of section 21.5 are fulfilled.

23. Financial Year

- 23.1. The financial year for *Vroom - The UoA Motorsport Club* ends on the 31st of December each year, to which the accounts and financial report should be up to date.

24. Club accounts

24.1. Email(s)

- 24.1.1. The current email for all club-related proceedings is vroomuoa@gmail.com.
- 24.1.2. All external communications with organizations like Student Groups and sponsors shall be made through the above email address.

- 24.1.3. All formal communications with members shall be made through the above email address.
 - 24.1.4. Before being sent, all outgoing emails shall be checked for appropriate communication, proofread, checked with Grammarly or another grammar tool, approved by a leadership team member, and fitted with an official signature and, optionally, letterhead.
 - 24.1.5. The club should release a newsletter outlining updates and upcoming events every two weeks.
- 24.2. Social media accounts
- 24.2.1. The club holds two linked social media accounts in 2023
 - 24.2.1.1. An Instagram account: vroom_uoa
 - 24.2.1.2. And a Facebook page: Vroom - The UoA Motorsport Club
 - 24.2.2. To make a post on the accounts, the post must:
 - 24.2.2.1. Have relevance to the club and no banned aspects (see section 24.2.4).
 - 24.2.2.2. Contain the club's visual themes as outlined by the Marketing and Digital Director or another Qualified Executive.
 - 24.2.2.3. Be of high quality with little to no pixelation.
 - 24.2.2.4. Have a clear and understandable caption.
 - 24.2.2.5. Be checked and proofread (with a grammar application if possible).
 - 24.2.2.6. And have an RSVP form or a link ready if required.
 - 24.2.3. Posts must be approved by a leadership team member or an executive with delegated powers.
 - 24.2.4. Posts should be uploaded and released during University hours or during and around event times.
 - 24.2.5. The following is not allowed to be posted on social media accounts:
 - 24.2.5.1. Self Promotion initiatives that provide no guaranteed benefit to the club.
 - 24.2.5.2. Random memes that serve no purpose to the club or its events.
 - 24.2.5.3. Any politically driven statements of imagery.
 - 24.2.5.4. Anything that will associate the club and its members with any negative stereotypes or qualities.
- 24.3. Financial bank account
- 24.3.1. Refer to sections 21 to 23 for financial account management

Club Incidents and Incident Procedures

25. Discrimination, Harassment, and Bullying

- 25.1. As stated in section 2, the club will uphold the University's zero-tolerance policy.
- 25.2. Violating the Zero-tolerance policy is grounds for reprimand and expulsion, depending on the severity of the misconduct. Executives will follow section 26 to complete appropriate action.

26. Complaints, disclosures, and disputes

26.1. Misconduct is defined by the club as:

- 26.1.1. Unacceptable or improper behaviour, or
- 26.1.2. Any form of discrimination, harassment, or bullying, or
- 26.1.3. The violation of consent in any form (including club activities and intimate activities), or
- 26.1.4. All forms of "-isms" and any grounds outlined by the Human Rights Act 1993, or
- 26.1.5. Any theft, dishonesty, or corruption by any member of the club,
- 26.1.6. Any willful or reckless damage to club and club members' property, or
- 26.1.7. Any direct or indirect academic dishonesty or cheating in any institution.

26.2. The above is non-exhaustive and at the discretion of the club.

26.3. In the event where a member conducts any form of misconduct the process outlined below shall be followed:

- 26.3.1. A member or group of members should disclose misconduct to a trusted executive.
- 26.3.2. The executive will support the victims/ complainers using the Executive Support Guide (section 27) and the knowledge and skills they gain from the executive training courses. They will also make sure that a leadership team member is made aware of the disclosure and misconduct.
- 26.3.3. After the safety of all has been ensured (if applicable), the parties will then gather/ provide evidence of the misconduct and present it to the leadership team. This should include the complainers, the accusations and issues needing to be resolved, evidence of the misconduct, the

expected outcomes the complainers have, and signatures of all complainers.

- 26.3.4. The leadership will contact the offender for a response, and if possible, maintain the anonymity of the victims if it is possible too. The offender and victims should not contact each other during this time.
- 26.3.5. The offender shall have no more than two weeks to respond, and this time period can be shorter at the discretion of the leadership team.
- 26.3.6. At the deadline of the response period, the Leadership will either:
 - 26.3.6.1. Make a decision on the spot and exercise their powers to reprimand or expel members if necessary, or
 - 26.3.6.2. Schedule an EGM in which the leadership team, victims, and offender should attend. Precautions shall be made to ensure all parties' safety. At the hearing, evidence will be questioned, both sides can offer a final statement if needed, and the leadership team will decide on the outcome of the complaint and exercise their powers to fulfil their decision.
- 26.4. Disputes will follow the same structure, but will allow for more time for a responding side's response depending on how long the initiating side has spent on their argument.
- 26.5. For misconduct committed by an executive member, see section 12 for the executive misconduct procedures.

27. Executive Support Guide

- 27.1. When a member or another executive discloses something to an executive, the executive shall follow the process of Acknowledging the victim(s), ensuring their safety, offering support and beginning the complaints processes (if asked to), and checking in with the victims later on about their safety. Student Groups and Engage fully teach this in the Creating Cultures of Consent Course.
- 27.2. The club recommends the following University and NZ-run support services to be both in executives' phone contacts and/ or memorized by executives:
 - 27.2.1. **1737** - Need to talk: *"1737 is a free service for New Zealanders feeling down, anxious, a bit overwhelmed or just need to chat to someone."*
 - 27.2.2. **0800 782 999** - Puawaitanga: *"Get support with feelings of anxiety, low mood, relationships, grief, addictions, low self-esteem or low confidence."*

- 27.2.3. **0800 373 7550** - Campus security (24/7 call): This is for incidents on campus that may require security presence to deescalate situations.
- 27.2.3.1. The executive team will contact security to notify them of any big and/ or late-night events.
- 27.2.4. advocacy@ausa.org.nz - AUSA Advocacy: AUSA Advocacy supports in many ways. One major aspect of their support is for victims who have experienced mistreatment by the university.
- 27.2.5. Te Papa Manaaki Campus Care - *“A safe, confidential, and free service that supports the health, wellbeing, and safety of everyone at University.”*
- 27.2.6. proctor@auckland.ac.nz - The University Proctor: *“The Proctor is the primary reference point for all matters relating to student non-academic misconduct.”*

Club Property, Administration, and Responsibilities

28. Intellectual property of the club

- 28.1. The club logo, letterhead, and signature titles are the property of the club and should not be used for personal use. Any use outside of the club's accounts should be for individual communications with Student Groups only.
- 28.2. Any items or ideas that are given to the club to use shall become the club's property by either:
 - 28.2.1. The creation of the item or idea using club property, accounts, or during meetings and events.
 - 28.2.2. The agreement of the two parties.
- 28.3. On dissolution of the club, any intellectual property is to be sorted by following section 29.2.

29. Dissolution

- 29.1. The club may be dissolved at an AGM if it meets the requirements of:
 - 29.1.1. A written notice of a dissolution vote being made at the AGM, and
 - 29.1.2. 75% of the attendees' votes and intended votes of absent executives were for dissolution.
- 29.2. If on the dissolution of the club, any property of the club remains after the satisfaction of the debts and liabilities of the club and the costs, charges, and expenses of the dissolution, that property shall be distributed:
 - 29.2.1. To another club having objects similar to those of the club; or
 - 29.2.2. For charitable or benevolent purposes, which shall be determined by the members' resolution.

30. Club responsibilities

- 30.1. The club is not responsible for any injury caused by misuse and improper conduct of members.
- 30.2. The detrimental actions of members during and around club events are not endorsed by the club, and are subject to reprimands and expulsion as per the constitution of the club.
- 30.3. All members agree to the above terms and all of the constitution's clauses by signing up with the club.

31. Interpretation of the constitution

31.1. The executive committee reserves the right to exercise discretion on the interpretation of the constitution.