

24-04-2014

MEMORANDUM TO:

University of Auckland Postgraduate Students' Association (PGSA) Members

Re: Revisions to the Constitution of the University of Auckland Postgraduate Students' Association Incorporate

Based on a yearly review of the constitution, in addition to general formatting and grammatical changes the following revisions have been made:

- 2. DEFINITIONS
 - "Executive Committee" now includes other such members appointed by the Board.
 - "University" means The University of Auckland/ Te Whare Wānanga o Tāmaki Makaurau.
- 3. POWERS
 - In addition to its statutory powers, the PGSA may: (a) With the sanction of a resolution (see section 13.27) passed at a Board meeting, raise money for any of the objectives of the PGSA.
- 5. PGSA MEMBERSHIP
 - Deleted due to redundancy - 5.2 Members shall advise the Secretary of any change of name or e-mail address.
 - Deleted due to redundancy – 5.3 The Secretary shall keep a membership register in accordance with Article 8.1
- 6. ADMISSION OF PGSA MEMBERS
 - Deleted as it is unnecessary – 6.2 Membership applications shall be considered by the Board who may interview an applicant for membership.
- 7. TERMINATION OF PGSA MEMBERS
 - (e) Members who wish to terminate their membership of the PGSA may do so by notifying the Secretary (deleted Administrator due to redundancy) in writing, whereupon termination takes effect on receipt of notice.
- 8. REGISTER OF MEMBERS AND PRIVACY
 - Deleted due to redundancy – 8.3 The register of current members will be governed under the Privacy Act and other applicable laws.
- 13. GOVERNING BOARD
 - A nominee to the Board will be disclosed to all PGSA members through the PGSA newsletter so as to afford the PGSA members the opportunity to raise any objections or concerns regarding the proposed appointment.
 - The Board can appoint additional members to the Executive Committee as they see fit.
 - Voting of new Board Officers must be done by secret ballot, for any unopposed positions a verbal vote may be taken.
 - Secretary General Duties now include:
 - Make sure that an electronic copy of **the Constitution is easily accessible** at all meetings of the Board and the PGSA Annual General Meeting;

- Keep a register of current members of the PGSA Membership;
- Keep a register of current members of the PGSA Board.
- 14. CONTROL OF FUNDS
 - The PGSA bank account must have two signatories: the Treasurer and one other person appointed by the board. The bank account must be set up so that cheque and cash withdrawals require authorisation by both signatories. This replaces the following statement: Cheque and cash withdrawals on the PGSA's bank accounts must be signed by the Administrator and counter signed by either the Vice Chairperson, Treasurer or Secretary.
 - Deleted as it is unnecessary as duty is part of the Treasurers responsibility – 14.4 The PGSA Administrator shall provide a monthly financial statement to the Board showing the movement of all accounts and the relevant authorizations for those transactions.

Any proposed motion to amend or replace the Constitution shall be signed by at least five (5) Members and be given in writing to the Secretary at least twenty-eight (28) days before the General meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal. The Constitution may be amended or replaced by resolution of any General Meeting passed by a two-thirds majority of those Members present and voting.

The revised Constitution will be voted on at the next Annual General Meeting, scheduled for May 23rd to be held at Strata. Any member wishing to propose any motion for consideration at any General Meeting shall forward written notice of the motion to the Secretary not less than twenty-eight (28) days before the date of the meeting. The Board may consider all such notices of motion and provide recommendations to Members in respect of them. The Motion(s) must be presented at the meeting in accordance with Article 11.8 (d) of the Constitution.

We look forward to seeing you all at the Annual General Meeting on May 23rd. Please let me know if you have any questions, comments and/or concerns.

Kind regards,
Colleen McMilin, Interim PGSA Chairperson
president@pgsa.org.nz