



## NZUSA National Executive Meeting

Friday 9<sup>th</sup> October 2020

10:00am – 4:00pm

University of Otago Council Chambers, Dunedin

### Next meeting:

#### NZUSA Congress

Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> October 2020

Wellington

### Agenda

Whakataka te hau ki te uru  
Whakataka te hau ki te tonga  
Kia mākinakina ki uta  
Kia mātaratara ki tai  
E hī ake ana te atakura  
He tio, he huka, he hau hū  
Tihei mauri ora!

### Procedural

1. Karakia and Welcome
2. Apologies
3. Disclosures of Interest
4. Matters Arising
5. Approval of National Executive Meeting Minutes (2<sup>nd</sup> September 2020)

### Reports

6. NZUSA President Report
  - Oral Update: Election Campaign

7. NZUSA Vice President Report (Matthew) (late item)
8. NZUSA Vice President Report (Sam)
9. Thursdays in Black Report (late item)
10. Te Mana Ākonga Report
11. Tauria Pasifika Report

#### Finances

12. Finance, Risk and Audit Committee Minutes to be noted (22<sup>nd</sup> September 2020)
13. Financial Report
  - Balance Sheet
  - Aged Receivables
  - Profit and Loss
  - Risk Register

#### Policies

14. Policy Committee Minutes to be noted (1<sup>st</sup> October 2020)
15. Bullying and Harassment Policy (to be approved)
16. Sexual Violence Policy (to be approved)
17. Complaints and Disclosures Policy (to be approved)
18. Elected Representatives Policy (to be approved)

#### Strategic Items & Decision-Making

19. NZUSA Policy Document
- 20. Amendment to NZUSA Policy Document on Harm Reduction (late item)
21. LUSA Associate Membership Request
22. OUSA Associate Membership Request
23. 2021 Levies and 2021 Budget
24. NZUSA Governance Review Report
25. Constitutional amendments
26. AGM Voting Allocation
27. NZUSA Annual General Meeting (Congress)

#### 2020 National Executive Final Dinner (TBC)



## **NZUSA National Executive Meeting**

Wednesday 2<sup>nd</sup> September 2020

10:00pm – 1:15pm

Zoom

### **Agenda**

#### **1. Karakia and Welcome**

Present: Taylah Shuker (VUWSA), Rebecca Pezic (ASA), Jacob Paterson (MAWSA), Stefan Biberstien (MUSA), Jack Manning (OUSA), Andrew Lessells (Younited), Noho Parata (TMĀ), Emma Rogers (AUSA), Sam Smith (NZUSA), Isabella Lenihan-Ikin (NZUSA), Matthew Schep (NZUSA), Helen Vea (USC), Mamaeroa Merito (TMĀ) and Ali Leota (TP).

#### **2. Apologies**

Dallin Niuelua (ASA), James Brodie (SAWIT), David McNab (M@D), Sam Blackmore (LUSA), Helen Vea (USC) (lateness), Ali Leota (TP) (lateness), Mamaeroa Merito (TMA) (lateness)

#### **Absent**

Mila Korokhova (Student Connection)

#### **3. Disclosures of Interest**

- No further disclosures

#### **4. Matters Arising**

- Jack Manning – Harm Reduction Memo mentioned in last meeting will be brought to the next National Executive Meeting.
- Please send photos to Issie for the new NZUSA website. ASAP.
- Next meeting is on Friday 9<sup>th</sup> October – attendance in person is critical. Please contact NZUSA if you need any support getting to Dunedin.

#### **5. Approval of National Executive Meeting Minutes (17<sup>th</sup> July 2020)**

- To be approved
  - Moved: IL
  - Second: SB
  - Moved U

#### **6. Approval of Emergency National Executive Meeting Minutes (13<sup>th</sup> August 2020)**

- To be approved
  - Moved: IL

- Second: NP
  - Moved U
- 7. NZUSA Governance Committee Minutes to be noted (27<sup>th</sup> August 2020)**
- To be noted
    - Moved: IL
    - Second: JM
    - Moved U

### Reports

**8. NZUSA President Report**

- Report commended for new format matching actions against strategic goals
- THAT the report of Isabella Lenihan-Ikin be accepted
  - Moved: SS
  - Second: MS
  - Moved U

**9. NZUSA Vice President Reports**

- Income and Expenditure discussion – possibility of making a working group to oversee question setting
- THAT the report of Matthew Schep be accepted
  - Moved: IL
  - Second: TS
  - Moved U
- THAT the report of Sam Smith be accepted
  - Moved: IL
  - Second: MS
  - Moved U

**10. Thursdays in Black**

- Explanation given that TOAH-NNESST is a network for those working in sexual violence area to access support, training etc.
- THAT the report of Jahla Tran-Lawrence (TIB) report be noted
  - Moved: IL
  - Second: JM
  - Moved U

### *Oral Reports*

**11. Te Mana Ākonga**

- Noho P and Mamaeroa M delivered Te Mana Ākonga's report
- THAT TMĀ's oral report be noted
  - Moved: IL
  - Second: MS
  - Moved U

**12. Tauria Pasifika**

- Ali L delivered Tauria Pasifika's report
- THAT TP's oral report be noted
  - Moved: IL
  - Second: TS
  - Moved U

### 13. NZUSA Policy Committee Minutes to be noted (26<sup>th</sup> August 2020)

- To be noted
  - Moved: IL
  - Second: AL
  - Moved U

### 14. Policies recommended for Approval

#### *Travel Policy (to be approved)*

- A definition of 'elected representative' should be added
- Need to make clearer that the maximum rates are 'per day'
- Recommend changing meals rate to \$60 per day (for all meals)
- THAT the Travel Policy be approved
  - Moved: IL
  - Second: SB
  - Moved U

#### *Delegations Policy (to be approved)*

- THAT the updated Delegations Policy be approved
  - Moved: IL
  - Second: AL
  - Moved U

#### *External Appointments Policy (to be approved)*

- Recommend a 8.2 be changed to 'with approval from' the National Executive .
- THAT the updated External Appointments Policy be approved
  - Moved: IL
  - Second: SB
  - Moved U

### 15. Projected 2021 Membership Levies

- Members appreciated having the non-member projected levies in the memo
- No issues were raised about the levies structure
- Letters to National Executive requesting associate member fees must be sent to all National Executive members by Friday 25<sup>th</sup> September. This gives a week's opportunity for members to request more information before all information is put on the agenda on the 2<sup>nd</sup> October. The approval/rejection of these request will take place at our last National Executive meeting.

### 16. Student Voice

- Discussion about our with MOE on Student Partnership Guidelines/Frameworks for Providers
- Other pieces to the student voice puzzle (National Centre for Student Voice, Sustainable Resourcing Structures) are on hold until after the election

### 17. Election Campaign

- Noted our thanks to Issie for the massive campaign workload she is organising
- National Office should create a Google Drive (or Facebook Group) of campaign content and notify President/Comms Managers when new content is uploaded
- THAT the National Executive Election Campaign be approved
  - Moved: IL
  - Second: NP
  - Moved U

### 18. Universal Education Income

- The plan from here - Foreword is still being written. Hoping for this research to be released on 14<sup>th</sup> September 2020, with video to follow the week after. We are working with a designer on graphics to be sent out
- We will send out a template letter to send to VCs to try and gain their support.
- THAT the Universal Education Income Te Rourou Matanui-a-Wānanga Economic Analysis be approved
  - Moved: IL
  - Second: JP
  - Moved U

#### 19. Employment Relations with Grow HR

- Issie ran through the 3 options in the memo
- Clarification that creating the IEA would be a one-off cost to Grow HR
- A certain member of the Executive spoke of the affordability and reliability of Grow HR from their experience
- Generally in favour of option 3 – NZUSA building this relationship and providing centralised resources and then later (once we have more information) talking to GMs etc about his proposal
- Andrew raised that is common for boards/executive to have different HR companies than operational staff

*Helen Vea joined the meeting 11:39*

*Mamaeroa Merito joined the meeting 11:43*

*Ali Lota joined meeting 12:15*

#### 20. NZUSA Policy Document

- Consensus that the Policy Document should be a standing item on National Executive agendas
- Agreed to remove the fees free policy support line specifically, but keep the part about supporting free tertiary education.
- 'Culturally appropriate' mental health support instead of 'culturally supportive'
- Reference to the Piki Programme to be changed to 'support targeted mental health support for younger people'
- Remove reference to 'recent initiative' and say something like 'we believe that sanitary products should be funding in all schools, including TEOs'
- Living Wage: 1<sup>st</sup> line – we believe everyone should be paid a living wage etc. and add something like 'NZUSA will uphold this in our own organisation.'
- Living Wage: 2<sup>nd</sup> we will move this line to the elected representatives policy
- Drug Law Reform – change 'illicit drugs testing' to 'substance (including illicit drugs) testing'
- International students: Issues - 1) Should international students be able to come through boarder? 2) Should providers manage this? 3) if international students can come in, should they pay the fee. Suggestion that we have a Statement such as 'International students should be a priority in the government boarder strategy. Agreement that, if international students are allowed back into NZ, they should be expect from paying a boarder fee (in the name of barrier free education)
- Discussion about international students will be deferred to next meeting.

- Action point – before the next National Executive meeting, think of any amendments to the Policy Document and send these to Sam when he calls for agenda items.
- THAT the National Executive approve the updated NZUSA Policy Document
  - Moved: IL
  - Second: AL
  - Moved U

*Rebecca left the meeting 12:24*

## **21. General Business**

- Jack mentioned that he will bring OUSA's President elect to the next National Executive meeting. Other members are encouraged to do the same if resources allow.
- Congress – we are planning for a 'in-person' Congress, held on the 21/22 November 2020.
- The Student Voice Summit will be held in Wellington on the 19<sup>th</sup> November and the Student Job Search AGM is on the 20<sup>th</sup> November.
- Discussion about inviting GMs to Congress to hear about what NZUSA has been up to in 2020, and perhaps have a workshop for GMs regarding working with student representative. Executive agreed this would be useful. Executive was reminded that the responsibility to inform their GMs (and executives) of NZUSA activities rests with Presidents.
- NZUSA Elections – all members were encouraged to consider running for NZUSA, and also to encourage their respective executives to run also. We want contested elections.

## **22. Workshop: Successions and Handover**

### *Top Handover Tips*

- Have your successor 'shadow' you in meeting once they are elected
- Introduce your successor to your connections and networks that you have relied on this year
- Have the whole incumbent executive meet with the whole incoming executive to discuss the organisation and projects generally
- Introduce your successor to your counter-parts and counter-parts elect from other students' organisations (if possible, visit other organisations in person)
- Ensure the relationship between your organisation and other organisations on your campus (Māori, Pasifika, LGBTQAI+ etc.) will continue to strengthen next year
- Bring as many incoming executive members to NZUSA Congress
- Make yourself available to your successors (within reason)
- Ensure your successor is aware of your organisation's values and strategic plan
- When wiring up your handover document (recommended) ensure it is not too lengthy and is accessible and understandable. Include the projects you have worked on this year, the projects you are yet to finish off, and possible projects for your successor to pick up next year.

*Meeting finished 1:15pm*

# Memorandum

To	National Executive
From	Matthew Schep
Date	5 October 2020
Subject	Leave Request

## **Purpose**

To request two weeks of annual leave, from 21<sup>st</sup> October to 3 November 2020

## **Recommendation**

That the National Executive approves the above leave request



# Memorandum

To	NZUSA National Executive
From	Isabella Lenihan-Ikin
Date	1 October 2020
Subject	National President Report

## Purpose

The purpose of this report is to provide an overview of the work of my work as an NZUSA National President since the last National Executive meeting in July. After the last National Executive meeting I took one weeks' holiday and am incredibly grateful for Matt and Sam for taking on some extra responsibility so I could have a break.

Here is a brief overview of the key projects I have been working on

1. Engagement: *Build systems and capability to engage directly with students from all walks of life*

### Member Engagement:

- Meeting with Dallin Niuelua ASA President, regarding ASA membership of NZUSA.
- Meeting with Emma Rogers and Anamika Harirajh – outgoing and incoming AUSA Presidents.
- Met with OUSA President Jack Manning and OUSA Finance and Strategy Officer Josh Meikle regarding OUSA membership.
- Governance Review interview
- Meeting with Taylah Shuker, VUWSA President
- NZUSA FRAC Meeting
- Meeting with Grace Carr (VUWSA Campaigns Officer) regarding the Wellington City Council Spatial Plan

### Non-member engagement:

- Meeting with Tori McNoe and Katie Mills (UCSA President and Vice President) regarding USCA membership of NZUSA.
- Meeting with Joe Gauld regarding UCSA membership of NZUSA
- Meeting with Kyla Campbell-Kamariera (WSU President) regarding issues of systemic racism at Waikato University.
- Meetings with students at Ara regarding the establishment of a students club/association.

### External engagement:

- Monthly meeting with the Tertiary Education Commission, Ministry of Education, TEU and TIASA. Issues discussed were over-reliance on international students, financial issues within the tertiary sector, CSSF funding and Ministerial guidelines.
- Frequent meetings with Tertiary Education peak bodies regarding Covid-19 related issues for the tertiary education sector. This included a meeting on student wellbeing and mental health.
- Meetings with the organisations/associations involved in the running of the Student Voice Summit – AQA, NZISA, TMĀ, and TP.
- Meeting with Wendy Robinson, CUAP Coordinator from Universities NZ, regarding NZUSA representation on CUAP for 2021.
- Meeting with MBIE regarding the NZUSA MOU/formal relationship with MBIE.

Political engagement:

- Phone conversation with Chlöe Swarbrick on UCSA membership.
2. *Democracy: Have democratic systems that allow for students of all demographics to participate*




Disabled Students' Association: I have continued to work with students' to form the National Disabled

NZUSA Constitution and Budget:

- In preparation for the October 9<sup>th</sup> National Executive meeting and NZUSA Congress, a substantial amount of my work, alongside Sam Smith, has been on the NZUSA Budget for 2021, reviewing the constitution and National Office roles.
3. *Campaigns: Develop locally driven, evidenced-based campaigns that make a difference*

Election Campaign: As with my large report, a large proportion of my time in the last couple of months has been on the NZUSA election campaign – which has three parts.

- **YES2020:**
  - This has involved many meetings including with the campaign teams, designers, Action Station and Just Speak.
  - I have been involved in producing, writing scripts and filming three videos for our YES2020 campaign. The first video is focused at a young audience and explains what the referendum is about and provides a general overview of the arguments for voting yes. The second and third videos have been produced in partnership with YES2020, Just Speak, ActionStation and Te Mana Ākonga. All of these videos have done incredibly well. Here are some viewer analytics –

 <p>VOTE YES2020</p>	 <p>Someone you love might need your yes</p>	 <p>Vote yes on October 17</p>
<ul style="list-style-type: none"> <li>• NZUSA Facebook: 7.1k views</li> <li>• Make it Legal Facebook: 63.5k views</li> </ul>	<ul style="list-style-type: none"> <li>• NZUSA FB: 9.5k views</li> <li>• Make it Legal Facebook: 18.4k views</li> </ul>	<ul style="list-style-type: none"> <li>• NZUSA FB: 7k views</li> <li>• Make it Legal Facebook: 24.7k views</li> </ul>

- I also meet weekly with all of the organisations that are campaigning on the yes vote in the upcoming cannabis referendum, as coordinated by a Drug Foundation. This has enabled effective collaboration on the issue, and has enhanced the viewership of our videos.
- We have continued to hold ‘Weednesday’ night events at the NZUSA Office. This has involved painting signs to put up on campuses across the country. So far, they have been put up at Otago, Victoria and Massey Palmy.
- We have also made stickers and postcards, and these have been sent across the country and given to students.
- Paru Politics (GOTV):
  - NZUSA is working with Paru Politics on our Get Out The Vote Campaign. Paru Politics is run by a group of students from Otago University. Paru Politics have put together fantastic information on their Instagram.
  - Te Hau and I co-hosted a Youth Wing debate on Facebook. Youth representatives from TOP, NZ First, Labour, Greens, National, Act, Vision and Māori. This was a very successful event and has been viewed 9,8000 times. Paru Politics are going to be releasing more content, including a video very soon!
- UEI:
  - The research on the financial cost of the Universal Education Income / Te Rourou Te Rourou Matanui-a-Wānanga has been released. It has been well received by politicians, and they have found it to be incredibly useful in developing their own policies.
  - The UEI video has been released. This video was shot in Napier and Wellington, featuring students from multiple tertiary institutions. It explains why a UEI is important, and is also a ‘call to action’ to vote in the upcoming election.
  - Work has continued to promote the UEI on social media. Political party score cards are coming.

- The National Tertiary Students' Election Forum is being held on Thursday 8 October.
- The coordination of each of these elements has involved numerous meetings.
- TVNZ Youth Debate: I travelled to Auckland to be in the audience of the TVNZ Youth Debate. This was a good opportunity to further lobby and meet with politicians (Simeon Brown, Chlöe Swarbrick, Kiritapu Allan) who were representing their parties in the debate.
- NZUSA Trust: Further meetings with NZUSA alumni regarding the establishment of the NZUSA Trust. These meetings are planning meetings to establish the framework and purpose of the Trust, before we engage alumni to set up the legal structure and begin fulfilling the Trust's objectives. Updates and decisions will come to National Exec.

#### 4. Student Voice: *Build a National Centre for Student Voice*

Student Voice Project with Ministry of Education: Following the Covid-19 lockdown earlier in the year, it was clear that one of the issues that led to decisions making poor decisions that negatively impacted on students was the lack of (and inconsistent) inclusion of student voices in decision-making bodies. As a result of this, I contacted the Ministry of Education seeing if they would consider working with us to develop a framework for student voices to be included in decision making. This has resulted in a project that MoE are facilitating with NZUSA, TMA, TP and representatives from the disabled student community. Dr Sally Varnham (Student Voice Australia) is feeding into this project and is quality assuring it. This project involves weekly meetings and preparatory work.

#### 5. Communication: *Measure and report internally and publicly on what we do*

##### Website:

- The website re-refresh project is going well and it will be launched at Congress in November. This website will be far more user friendly, and also useful for members of our community. We are currently exploring options for there to be a member portal, which is where we can provide resources to our members (both National Executive and our member associations).
- This project has involved several meetings with the designer and preparing documents for her use.

##### Media:

- RNZ:
  - Live RNZ Morning Report interview on Fees Free: <https://www.rnz.co.nz/national/programmes/morningreport/audio/2018764206/students-disappointed-labour-party-dropped-fees-free-plan>

- Positives/negatives of tertiary education policy/action in the last 3 years: <https://www.rnz.co.nz/national/programmes/morningreport/audio/2018766384/tertiary-education-changes-from-fees-free-to-national-polytech>
- Fees free: <https://www.rnz.co.nz/national/programmes/morningreport/audio/2018766384/tertiary-education-changes-from-fees-free-to-national-polytech>
- Covid-19 mis-information: <https://www.rnz.co.nz/news/national/425760/public-warned-as-fake-news-misinformation-conspiracy-theories-threaten-covid-19-response>
- Labour Tertiary Education policy: <https://www.rnz.co.nz/news/political/426066/labour-pledges-to-focus-on-apprenticeships-scrap-decile-system>
- 
- NZ Herald:
  - Fees Free changes: [https://www.nzherald.co.nz/nz/news/article.cfm?c\\_id=1&objectid=12369493](https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12369493)
- Stuff:
  - International students and tertiary education funding: <https://www.stuff.co.nz/national/education/122796412/covid19-unis-banking-on-return-of-international-students-to-plug-500m-hole>
- I have also done multiple interviews for students' magazines and podcasts.

## Recommendation

- THAT the National Executive approve the NZUSA President Report

# Memorandum

To	NZUSA National Executive
From	Matthew Schep
Date	5 <sup>th</sup> October 2020
Subject	National Vice President Report

## Purpose

The purpose of this report is to provide an overview of my work as NZUSA Co-Vice-President between 28 August and 2 October 2020.

## Students' Association at UCOL

Since the beginning of the year, I have provided support to UCOL student reps in their efforts to build a new association. I acted as the returning officer for the first ever elections for the new Students' Association of UCOL (SAU), liaising with staff around comms and advertising. I also had an interview with the Manawatū Standard who reached out to publish a story about the association. Since the elections I have been in regular contact with the new executive and have supported them with their strategic planning, including SLA negotiations. I want to recognise the incredible work that Izzy Paterson, Grace Beddis, Frances Watson, Melissa Hintz, and Elliot Tuck have done this year to get student voice back up and running at their institute, particularly within the difficulties that the pandemic have presented.

## Te Pūkenga Engagement

I was invited to attend the naming ceremony for Te Pūkenga (NZIST) in Hamilton last week, narrowly missing the event due to flight delays. This week, Andrew and I are presenting a report to the Te Pūkenga council meeting on the action that needs to happen to cement and improve student voice in the vocational education sector, built on the cross-sector engagement work that we have done with the institute and student reps across Aotearoa. This is the first of many engagements with the council ongoing, as we continue to push the goals of NZUSA's strategic plan with senior leadership and with the governors. There is a strong possibility that we can secure a contract with Te Pūkenga to run their student subcommittee elections, which if executed well, could open the doors for longer-term contract work around developing independent student voice across the institute. Alex Cabrera, Deputy CE, has continued to liaise closely with us around this work. Many thanks to Andrew Lessells for his incredible work in this area this year; his support, contributions, and expertise have been invaluable in developing the Te Pūkenga relationship.

## Rainbow Student Representation

Work in this area has been quieter in the last month. The Rainbow Student Committee has met once, discussing issues around the Tertiary Guide that we are developing. A team of six has pulled together to carry out this mahi, and we have established a good structure and plan for the document, including research and collecting student views. I want to acknowledge the mahi

of Faelan Sorenson, Magenta Mudgway, Will Eland, and Brock Stubbs, who have been integral in cementing this work and supporting the committee.

### **Membership support**

I visited SAWIT last week for a campus tour and got the chance to meet with the team and the Student Capability Manager, as well as meet their new Office Manager/Student Advocate. SAWIT are in a strong place moving forward, with the support of their institute, and both James Brodie and Ben Farrow are to be commended for their work on getting the association back on its feet.

I have been supporting the staff at Unitec with the Unitec Student Council 2021 elections, as the returning officer. This has been an unexpectedly burdensome commitment, as the election plans have experienced some delays, but with current plans, the work there will be complete by the end of October.

### **Postgraduate students**

I accidentally left this section off my last report. I meet fortnightly with postgrad student reps and students, as a working group, to address postgrad issues, with representation from most universities. We are in the process of writing a "Postgraduate Realities" report, based on a survey we cast out to postgrad students, exposing systematic troubles that they face. This working group has also been a fantastic place to gather postgrad stories and quotes for our UEI campaign.

### **Governance Review**

The last month has been busy with the team working on consolidating a report to present to National Executive. I have coordinated interviews with AUSA and with National Office to gather feedback to boost the survey findings and supported the drafting of the report. This has been a huge undertaking and a crucial piece of work that will hopefully strengthen and future proof NZUSA.

### **Income and Expenditure Report**

Jack, Taylah, and I met with Hannah Pretious (Otago DSA) and Joshua James (Otago researcher) last week to review the draft questions for the survey, looking at consistency with past surveys, the aims of the research, representation of rainbow students and students with disabilities, and clear wording for quality research. The consultation work will continue to the end of the year.

### **Non-member engagement**

I have been working with students at Open Polytechnic to develop a proposal for a student council, which will be submitted to senior leadership after the ITP Summit. I have discussed and encouraged NZUSA membership with SANITI and OPSA. Andrew, Mila, and I attended Nathan Laurie's Student Voice Symposium in Dunedin two weeks ago, a local event at Otago Polytechnic that gathered and promoted student voice. Andrew and I spoke on a student leaders' panel and presented a workshop on national ITP student voice.

### **ITP Summit**

The ITP Summit, coming up in less than two weeks, has been my biggest project in recent weeks. We have a full schedule for a two-day event, with thirteen sessions, fifty-five attendees from twelve subsidiaries, eleven guest speakers, one group dinner, and the gracious hospitality of the Ministry of Education. We are providing approximately \$6800 in flight and accommodation subsidies to student reps thanks to the sponsorship of the Tertiary Education Commission and Ako Aotearoa.

### **Contract Work:**

As a part of a contract that NZUSA has with Weltec and Whitireia, I provide up to forty-five hours of work every quarter supporting their student council and student voice on campus. I have worked to establish Thursdays in Black on campus, including setting up training and supporting Day of Action events at Porirua and Petone. I have worked with the Learner Support staff and the Student Council around event planning and their budget, and continued to provide support to their new Student Advocate.

### **Other work**

I have continued to be involved with the Tenancy Advocacy Network and the Student Advocates' Network on behalf of NZUSA. Alongside National Office, TMA, TP, NZISA, and others, I have worked with the Ministry of Education on their student voice development work, providing guidance on how tertiary providers can best support and enhance student voice within their own structures.

### **Recommendation**

- THAT the National Executive approve this NZUSA Co-Vice-President Report



# Memorandum

To	NZUSA National Executive
From	Sam Smith
Date	2 October 2020
Subject	National Vice President Report

## Purpose

The purpose of this report is to provide an overview of the work of my work as an NZUSA Vice President since the last National Executive meeting in September.

My main projects since our last meeting have been Student Voice Partnership Guidelines with the Ministry of Education, conducting the review of our final policies as part of our internal policy review and working on the budget.

Here is an overview of the key projects I have been working on:

## September (2<sup>nd</sup>-31<sup>st</sup>)

- Weekly meetings with the Ministry of Education regarding Student Voice Partnership Project including research and comms in between meetings
- Met with website designer to discuss progress on new website
- Several media appearances/comments while Issie was having time off
- Began planning the annual Student Voice Summit – meet with student leaders and AQA to go plan programme and event logistics
- Meeting with SANITI about NZUSA membership
- Preparation for FRAC meeting (timing, financial statements, agenda)
- FRAC meeting
- Worked with designer on new pull-up banners
- Reviewed the remaining four policies as part of policy review
- Prepared policies and agenda for Policy Committee
- Convened and Chaired policy committee meeting
- Worked with Scoop on our campaign for their website (YES2020)
- Met with various government official to discuss the strategic direction of working with students on long-term challenges to students
- Many hours spend working on the budget and contacting various people to ensure the budget is accurate and projected spending is up to date
- Closed down BNZ account that is no longer in use
- Contacted State Insurance to discuss potential insurance policies
- Called ACC re ACC levy coverage of NZUSA representatives

- Various day to day administrative tasks such as sending invoices, paying bills and processing payroll

### **October (1<sup>st</sup>-2<sup>nd</sup>)**

- Arranged venue for Student Voice Summit
- Meeting with AQA and other student leadership re Student Voice Summit – finalised programme and venue
- Various day to day administrative tasks such as sending invoices, paying bills and processing payroll
- Put together agenda for this National Executive Meeting

### **Recommendation**

- THAT the National Executive approve the NZUSA Vice President Report



## **NZUSA Finance Risk and Audit Committee**

Thursday 22<sup>nd</sup> September

12:30pm

Zoom

### **Agenda**

#### **1. Welcome**

Present: Gregory Fleming (LUSA), Isabella Lenihan-Ikin (NZUSA), Andrew Lessells (Chair), Josh Meikle (OUSA), Ralph Zambrano (VUWSA), Kyle Murray (Te Mana Ākonga) and Sam Smith (NZUSA), Isabella Lenihan-Ikin (NZUSA)

#### **2. Apologies**

No apologies

#### **3. Minutes from the Previous Meeting**

THAT FRAC accept the minutes of the previous FRAC meeting held on 11<sup>th</sup> July 2020 as a true and correct record.

AL/JM

Carried U

#### **4. Matters Arising**

- Following on from recent case law about charity status eligibility, Sam and Andrew will look into seeing whether NZUSA is eligible for charity status this year.

#### **5. Balance Sheet**

- Sam pointed out that the BNZ accounts are now closed. All funds now sit in Kiwibank.

#### **6. Aged Receivables**

- Scoop have almost finished paying off their debts.
- Most aged receivables have now been paid as at 22<sup>nd</sup> September.

#### **7. Profit and Loss**

- Campaigns – other organisations NZUSA is working with on campaigns will pay back some of the costs we have contributed.

THAT FRAC notes the August Financial Reports.

AL/GF

Carried U

#### **8. Risk Register**

THAT FRAC notes the Risk Register.

AL/KM

Carried Us

#### **9. Levies**

- A conversation that the Maximum levy fee has remained stagnant for some time and has not adjusted with inflation. Recommend that FRAC look at the Maximum levy fees next year.
  - THAT FRAC recommend the 2021 levies and structure to the National Executive
- AL/GF  
Carried U

#### **10. Budget 2021**

- There is an increase in committee revenue next year from SARB, AQA
- Agreed that the Campaigns budget should be split into design, campaigns and research.
- Consensus that the full time elected reps ought to be entitled to a \$750 Allowance at the beginning of the year to go towards mobile phone costs, or other expenses necessary to fulfil the role? This is in place of \$60 per month for call and data reimbursements.
- Note that if NZUSA hires an employee in 2021, we would need to look into whether we need insurance.

THAT FRAC recommend the proposed 2021 Budget to the National Executive

AL/GF  
Carried U

#### **11. General Business**

Everyone agreed FRAC should meet again in November to tidy things up and make recommendations to the incoming FRAC.

Meeting closed at 1:25pm

# Memorandum

To	National Executive
From	Andrew Lessells (FRAC Chair)
Date	30 September 2020
Subject	Financial Report

## Purpose

This update is to provide context for the financial documents in the agenda, and raise any notable financial matters.

### *Balance Sheet*

- The balance sheet is looking much tidier after the accountant went through and cleaned up the unnecessary lines.

### *Aged Receivables*

- The only receivables aged more than three months are SAWIT, Younited, UCOL (SAU). Work is underway to have these owing amounts paid.
- As at 30 September 2020, Scoop only have \$750 left to pay. This will be paid either this month or next.

### *Profit and Loss*

- Income – the interest income and other revenue lines have been budgeted evenly across the year, and do not necessarily reflect the actual dates in which income/interest is received
- Campaigns – most of our campaigns spending will be from August-October. Although this month's budget has been exceeded by 67.5%, we have underspent by 22.3% in the year to date.
- Professional Services and Rent – No concerns here, invoices were simply paid in the same month rather than in different months. Year to date column shows no concerns.
- Subscriptions – Subscriptions were severely underbudgeted for 2020. I have audited our subscriptions and began transitioning some of our services to cheaper options and cancelling unnecessary spending. Subscriptions will be heavily reduced for 2021.

### *Risk Register*

- Risk 1 – increased likelihood due to ASA's current withdrawal notice
- Risk 7 – decreased likelihood of SA funding being impacted in 2021

# Balance Sheet

---

## New Zealand Union of Students' Associations Inc. As at 31 August 2020

31 Aug 2020

### Assets

<b>Bank</b>	
32 Day Notice	50,838
90 Day Notice	102,908
BNZ Advanced Call Account	30,025
BNZ Non-Profit Org Account	4,013
Kiwibank NZUSA	135,194
Thursdays in Black	-
<b>Total Bank</b>	<b>322,978</b>
<b>Current Assets</b>	
Accounts Receivable	32,386
TIB	275
<b>Total Current Assets</b>	<b>32,661</b>
<b>Fixed Assets</b>	
Office Equipment	10,645
Less Accumulated Depreciation on Office Equipment	(4,287)
<b>Total Fixed Assets</b>	<b>6,358</b>
<b>Total Assets</b>	<b>361,997</b>

### Liabilities

<b>Current Liabilities</b>	
BNZ Credit Card	238
GST	93,156
NZUSA Credit Card	122
Rounding	-
<b>Total Current Liabilities</b>	<b>93,516</b>
<b>Total Liabilities</b>	<b>93,516</b>
<b>Net Assets</b>	<b>268,481</b>

### Equity

Capital Reserve Account	381,869
Current Year Earnings	90,874
Retained Earnings	(204,262)
<b>Total Equity</b>	<b>268,481</b>

# Aged Receivables

---

## New Zealand Union of Students' Associations Inc. August 2020

	Current	July	June	May	Older	Total
<b>Receivables</b>						
Ako Aotearoa	3,450	-	-	-	-	3,450
AS@U	-	-	-	-	6,985	6,985
Jamie Katu	265	-	-	-	-	265
SAWIT	-	-	-	-	8,813	8,813
Scoop Media	-	-	-	-	7,000	7,000
SJS	288	-	-	-	-	288
TIB Lincoln	121	-	-	-	-	121
TIB MUSA	138	-	-	-	-	138
Younited	-	92	-	-	5,234	5,326
<b>Total Receivables</b>	<b>4,261</b>	<b>92</b>	<b>-</b>	<b>-</b>	<b>28,033</b>	<b>32,386</b>
	13.2%	0.3%	0.0%	0.0%	86.6%	

# Profit and Loss

## New Zealand Union of Students' Associations Inc. For the month ended 31 August 2020

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
<b>Income</b>								
Committee Revenue	250	250	-	0.0%	6,090	2,960	3,130▲	105.8%▲
Conference Income	3,000	-	3,000▲	0.0%	7,913	7,600	313▲	4.1%▲
Interest Income	167	300	(133)▼	-44.4%▼	1,948	2,400	(452)▼	-18.8%▼
Member Levies	-	-	-	0.0%	199,616	178,640	20,976▲	11.7%▲
Other Revenue	-	750	(750)▼	-100.0%▼	10,630	6,000	4,630▲	77.2%▲
TIB Income	775	80	695▲	868.8%▲	888	560	328▲	58.6%▲
<b>Total Income</b>	<b>4,192</b>	<b>1,380</b>	<b>2,812</b>	<b>203.8%</b>	<b>227,086</b>	<b>198,160</b>	<b>28,926</b>	<b>14.6%</b>
<b>Less Cost of Sales</b>								
TIB Merchandise	1,883	-	1,883▲	0.0%	1,883	150	1,733▲	1155.0%▲
<b>Total Cost of Sales</b>	<b>1,883</b>	<b>-</b>	<b>1,883</b>	<b>0.0%</b>	<b>1,883</b>	<b>150</b>	<b>1,733</b>	<b>1155.0%</b>
<b>Gross Profit</b>	<b>2,309</b>	<b>1,380</b>	<b>929</b>	<b>67.0%</b>	<b>225,203</b>	<b>198,010</b>	<b>27,193</b>	<b>14.0%</b>
<b>Less Operating Expenses</b>								
Audit Fees	-	20	(20)▼	-100.0%▼	35	190	(155)▼	-81.7%▼
Bad Debts	-	-	-	0.0%	123	-	123▲	0.0%
Bank Fees	21	30	(9)▼	-28.6%▼	197	240	(43)▼	-17.7%▼
Campaigns	2,793	1,667	1,126▲	67.5%▲	10,359	13,336	(2,977)▼	-22.3%▼
Communication - Cellphones	-	-	-	0.0%	1,252	1,440	(188)▼	-13.0%▼
Conferences and Training	-	-	-	0.0%	10,101	6,300	3,801▲	60.3%▲
General Expenses	43	100	(57)▼	-57.4%▼	390	800	(410)▼	-51.3%▼



# Profit and Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Insurance	-	-	-	0.0%	-	2,000	(2,000)▼	-100.0%▼
Interest Expense	44	105	(61)▼	-58.0%▼	538	840	(302)▼	-36.0%▼
Light, Power, Heating	-	205	(205)▼	-100.0%▼	32	1,440	(1,408)▼	-97.7%▼
National Executive Meetings	-	150	(150)▼	-100.0%▼	287	600	(313)▼	-52.2%▼
Office Expenses	107	100	7▲	7.1%▲	303	900	(597)▼	-66.3%▼
Professional Services	296	180	116▲	64.3%▲	717	1,440	(723)▼	-50.2%▼
Rent	2,353	1,176	1,177▲	100.1%▲	9,412	9,408	4▲	0.0%▲
Salaries	9,901	9,017	884▲	9.8%▲	80,315	72,136	8,179▲	11.3%▲
Shipping	-	5	(5)▼	-100.0%▼	-	35	(35)▼	-100.0%▼
Subscriptions	481	300	181▲	60.5%▲	4,006	2,400	1,606▲	66.9%▲
Te Mana Akonga	-	-	-	0.0%	13,043	13,044	(1)▼	0.0%▼
Travel	282	300	(18)▼	-5.8%▼	3,324	3,800	(476)▼	-12.5%▼
Website	40	-	40▲	0.0%	(220)	-	(220)▼	0.0%
<b>Total Operating Expenses</b>	<b>16,362</b>	<b>13,355</b>	<b>3,007</b>	<b>22.5%</b>	<b>134,215</b>	<b>130,349</b>	<b>3,866</b>	<b>3.0%</b>
<b>Net Profit</b>	<b>(14,052)</b>	<b>(11,975)</b>	<b>(2,077)</b>	<b>-17.0%</b>	<b>90,988</b>	<b>67,661</b>	<b>23,327</b>	<b>34.0%</b>



## NZUSA Risk Register [as at SEPTEMBER 2020]

No.	Risk (If...) and Consequences (Then...)	Gross Risk			Mitigating Actions	Net Risk		
		L	I	L x I		L	I	L x I
1 (F, R)	<b>IF</b> a member association withdraws from NZUSA, <b>THEN</b> it impacts our mandate as the national representative body of tertiary students <b>and</b> reduces our income received from levies.	3	3	6	Regularly communicate with member Presidents and Executives, through social media, campus tours and updates. Focus on building up membership in 2020. Continue looking at potential revenue streams.	2	3	6
2 (C, R)	<b>IF</b> NZUSA has a low public profile <b>THEN</b> we will struggle to get student issues on the agenda of government and the media <b>and</b> there will be limited public and student support for the issues we campaign and lobby on.	2	2	4	Increase social and formal media engagement and work with members to help push our messages collectively. Use a variety of ways to gather support for campaigns (petitions, open letters etc.)	1	2	2
3 (C, R)	<b>IF</b> NZUSA is branded as partisan or appears to favour a particular political party <b>THEN</b> this could affect our reputation amongst politicians, students' associations and students.	1	3	3	Ensure that keep messages and communications are policy not party orientated. Engage with and maintain relationships with political parties from the government and the opposition.	1	2	2
4 (C, R)	<b>IF</b> there is a breakdown in our relationship with government departments and agencies <b>THEN</b> we will lose our reputation as a trusted partner <b>and</b> may have limited involvement in future policy work with government departments and agencies.	2	3	6	Continue to maintain relationships with government departments by meeting regularly and involving them in NZUSA activities where possible. Look to developing more formal and strategic partnerships with government departments (MOUs, contracts etc.).	1	3	3
5 (C, R)	<b>IF</b> no candidates run for the NZUSA National Office elections for 2021 <b>THEN</b> the organisation would not be able to operate or have any public presence.	2	4	8	Prepare a continuity plan that involves the incoming National Executive to take on the key responsibilities of National Office until a by-election can be held. Build greater national leadership among member presidents' and actively consider successors for National Office.	2	3	6

6 (R)	<b>IF</b> the Thursday's in Black Campaign is not performing to the standards set out in the five-year-plan <b>THEN</b> members may lose faith in NZUSAs capability to run campaigns.	2	2	4	Ensure that the Thursday's in Black Representative is supported by National Office and that regular meetings are held to ensure the campaign is working toward its goals set out in the five-year-plan.	1	2	2
7 (F, C)	<b>IF</b> members associations are financial impacted by the economic effects of COVID-19 <b>THEN</b> members may not be able to afford their full membership levy <b>and</b> NZUSA will have less income and will have to reduce its capacity.	2	3	6	Support member association and provide strategic advice in the lead up to their SLA negotiations to ensure students' association are not made to bear the brunt of the provider's financial losses. Use reserve funding where necessary to cover the levy shortfall.	2	3	6
8 (C, R)	<b>IF</b> the government prioritise public money on COVID-19 related matters in the lead up to and after the election <b>THEN</b> NZUSA will not be able to run the election campaign it had planned and it will be difficult to continue the lobbying work from the past two years <b>and</b> our reputation as a strong lobbying voice for students will be impacted.	3	4	12	NZUSA will shift its priorities and adapt the nature of what we will be pushing for and how we will campaign this year. The primary focus will be pushing for policy changes needed to address COVID-19-related student hardships such as financial hardship, mental health and academic stress (as outlined in the Student Action Plan). NZUSA will continue to be a critical voice but our projects for 2020 will adapt.	3	2	6
9	<b>IF</b> NZUSA does not use the Reform of Vocational Education (RoVE) to grow student voice in the ITP sector <b>THEN</b> NZUSA could lose ITP members <b>and</b> its legitimacy as the voice for all learners could be lost.	3	4	12	NZUSA will remain actively involved in the Reform of Vocational Education and will lobby and work with the Ministry of Education to implement the Tertiary Student Voice reforms. NZUSA will also work with non-members from the ITP sector to grow student voices in the sector and the prove our legitimacy.	2	2	4

Key	Impact →	Minor	Moderate	Serious	Very serious
Likelihood (Next 12 Months) ↓		1	2	3	4
Very High	4	Amber	Amber	Red	Red
High	3	Green	Amber	Red	Red
Medium	2	Green	Green	Amber	Red
Low	1	Green	Green	Green	Amber

C = Capability R = Reputational F = Financial



NZUSA Policy Committee  
9:00am Thursday 1<sup>st</sup> October 2020  
Zoom

Present: Georgia Mischefski-Gray (OUSA), Stefan Biberstien (MUSA), Sam Smith (NZUSA), Max Lichtenstein (LUSA), Andrew Lessells (Younited)

Absent: Liam Davies (MAWSA), Joanna Li (VUWSA)

Approval of Minutes of the Previous Meeting (26<sup>th</sup> August 2020)

Sam S/Max L

**Moved U**

Matters Arising

No matters arising

Bullying and Harassment Policy

- Added contractors in cl 1.3
- Added clause 3.5

Andrew L/Stefan B

**Moved U**

Sexual Violence Policy

- Clause 1.5 added

Sam S/Georgia M

**Moved U**

Complaints and Disclosures Policy

- No substantive changes made by the Policy Committee

Stefan B/Georgia M

**Moved U**

Elected Representatives Policy

- Committee happy with the reduction of employment related terms
- 2.2 – clarifies that the President will report on the National Executive on the National Office activities on behalf of Elected Representatives

Georgia M/Andrew L

**Moved U**

Meeting closed 10:20am

# Memorandum

To	NZUSA National Executive
From	Sam Smith (National Vice President)
Date	1 October 2020
Subject	Internal Policy Review

The Policy Committee have reached the end of their policy review! All of NZUSA's internal policies have now been reviewed and updated. I want to thank the members of the Policy Committee, Georgia Mischevski-Gray (OUSA), Max Lichtenstein (LUSA), Joanna Li (VUWSA), Liam Davies (MAWSA), Andrew Lessells (Younited) and Stefan Biberstien (MUSA) for all of their time and hard work.

## Policy Review Update

### Bullying and Harassment Policy

- Process has been tightened up – removed lines about reporting to 'line managers'.
- This policy is also largely based on the Employment Relations Act and the Human Rights Act.

### Sexual Violence Policy

- Our Thursday's in Black Coordinator, Jahla, has reviewed this policy. Although it read similar to the bullying and harassment policy, it is best practice to have a separate policy for sexual violence and harassment.

### Complaints and Disclosures Policy

- Clear definition section added at the beginning.
- The process of dealing with protected disclosures (telling someone about wrongdoing in confidence) is largely governed by the Protected Disclosures Act.

### Elected Representatives Policy

- Policy has broadened to include all elected representatives.
- 3.1 living wage line added in.
- Language has been watered down so as not to appear like specific employment entitlements governed by law (e.g annual leave → time off).
- 4.2.2 phone allowance of \$60 per month, changed to \$750 allowance at the start of term for phone use or other expenses needed to fulfil the job. The idea was that newly elected representatives, aside from phone costs, may need to purchase a new phone, buy some work attire, or help towards any relocation costs. While most will use for phone costs, the flexibility will help people in other ways as they see fit.

# Bullying and Harassment Policy

Approved Date	September 2018
Review Date	September 2020

## 1. Purpose

1.1. NZUSA is committed to providing a work environment for its staff which is free from harassment, where staff are treated with dignity and respect. NZUSA has a zero tolerance for harassment and considers any form of harassment to be unacceptable. It will take all practical steps to eliminate harassment and is committed to resolving issues of harassment as early as possible.

## 2. Application

2.1. This policy applies to NZUSA volunteers, executives, and employees (hereafter referred to as personnel) on-campus and off-campus, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA.

2.2. NZUSA provides access to training for personnel in relation to harassment and harassment prevention.

## 3. Definitions:

3.1. Harassment is a form of discrimination and is unlawful under both the Employment Relations Act 2000 and the Human Rights Act 1993. Harassment of any kind is defined broadly as:

- Any behaviour directed towards an individual or group that a reasonable person, having regard to the circumstances:
  - would expect to insult, intimidate, victimise or disadvantage the recipient, and which is:
  - unwelcome, hurtful or offensive to the recipient; and is
  - repeated, and/or is of such significance as to adversely affect the recipient's employment or wellbeing.

3.2. Harassment can include:

- Discrimination;
- Sexual Harassment;

- Personal Harassment; or
- Bullying.

### 3.3. Discrimination:

3.3.1. NZUSA is an inclusive workplace that welcomes diversity and will not tolerate discrimination or discriminatory behaviour as outlined under the Human Rights Act 1993. NZUSA will also not tolerate discrimination regarding weight or size.

### 3.4. Sexual Harassment:

3.4.1. Sexual harassment includes interaction(s) characterised by unwelcome sexual advances or propositions, requests for sexual favours, other verbal or physical conduct of a sexual nature which creates a hostile environment for people, including of certain gender or sexual identities, and creating a hostile environment by using jokes and remarks. Sexual harassment is detrimental to mental and physical well being.

3.4.2. Sexual harassment is not tolerated in any form at NZUSA due to its violation of a person/s mental and physical space.

### 3.5. Personal Harassment:

3.5.1. Personal harassment means any behaviour by a member of staff, which explicitly or implicitly intimidates, humiliates, undermines or dominates another person; or involves the use of abusive and/or threatening language, verbal or physical threats; or any form of physical assault.

### 3.6. Bullying

3.6.1. Bullying is a form of harassment and a misuse of power, whether formal or informal, which is characterised by repeated and persistent, offensive, abusive, intimidating, malicious or insulting behaviour. It makes the recipient or target feel upset, threatened, humiliated or vulnerable and undermines self-confidence. It has a detrimental effect on a person's dignity and well-being and may cause them to suffer stress. Bullying can be exercised by anyone in any position in an organisation and can occur at all levels.

3.6.2. Bullying does not include appropriate critical feedback or advice given as part of a healthy work relationship. If anyone is however concerned that they may be experiencing bullying, they should not hesitate to talk to the appropriate person as outlined in the NZUSA Bullying and Harassment Policy.



#### **4. Events**

- 4.1. NZUSA is committed to providing and hosting events that are safe spaces for all, free of harassment, bullying, and violence. All attendees of an NZUSA event are expected to abide by the NZUSA Code of Conduct. Attendees breaching the code of conduct can be removed from the event for breaching the code of conduct, and those who paid are ineligible for refund. Any decisions on complaints will be made by a panel of people, usually consisting of the President, Health and Safety Officer, and the Chair of FRAC or a member of the National Executive. This decision will be final. This process will be included in the health and safety briefing at NZUSA events and become business as usual
- 4.2. All events will have a designated health and safety officer that is not normally the National President. This person will be trained and promoted to attendees, and be the first point of contact for sexual violence, harassment, bullying, or health and safety concerns.
- 4.3. All members of the National Executive are in a position of trust and responsibility, for their executives and the organisation. As such, they are to be trained in the policy, procedure, and processes of this policy so that they can be approached by an attendee of an NZUSA event, in particular of their executive, who have concerns about or who may have engaged in misconduct.

#### **5. Advice, Information and Support:**

- 5.1. If you are concerned that you are being bullied, harassed, and/or wish to disclose, in the first instance go to:
  1. If you feel unsafe at any time, contact 111 and police or support service.
  2. Approach your Line Manager.
  3. If you do not feel comfortable approaching your Line Manager/s and/or Health and Safety Officer, approach the National President.
  4. If you do not feel comfortable approaching the National President, approach the National Vice President.
  5. If you do not feel comfortable approaching the National Vice President, approach the Chair of the FRAC Committee.
  6. At all times you have the right to seek external support.

5.2. You have the right to request a support person at any time, and can also seek help from your union representative and/or Worksafe.

5.3. In the event you are concerned for your safety or that of others, or encounter illegal behaviour, do not hesitate to contact the Police and/or Human Rights Commission as appropriate.

## **6. Someone Discloses to You**

6.1. All NZUSA personnel will be received information regarding how to handle disclosures as a part of induction. Refer to the *Thursdays in Black* Disclosure Guide for information.

6.2. If they wish to make a complaint, encourage them to follow the policy and to seek further or external support if they wish.

## **7. What to Expect/ Malicious Allegations or Complaints:**

7.1. NZUSA follows correct procedures for events or allegations of any bullying, harassment, or discrimination. These procedures will be followed in alignment with relevant individual or collective employment agreements, and with New Zealand law.

7.2. Any complainants shall be protected from reprisals as a result of bringing a harassment charge. Witnesses are also protected from reprisals.

## **8. Relevant legislation**

- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Privacy Act 1993
- State Sector Act 1988

## **9. Relevant documents**

- Employment Agreement
- NZUSA Sexual Violence Policy
- NZUSA Code of Conduct
- NZUSA Health and Safety Policy
- NZUSA Complaints Policy

# Bullying and Harassment Policy

Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. NZUSA is committed to providing a work environment which is free from harassment and where personnel are treated with dignity and respect.
- 1.2. This policy outlines the practical steps for eliminating harassment in the workplace and at NZUSA events, and resolving issues of harassment as early as possible.
- 1.3. This policy applies to all NZUSA personnel, including elected representatives, staff, contractors and volunteers.

## 2. Definition

### 2.1. Harassment

- 2.1.1. Harassment is a form of discrimination and is unlawful under both the Employment Relations Act 2000 and the Human Rights Act 1993.
- 2.1.2. Harassment of any kind is defined broadly as any behaviour directed towards an individual or group that a reasonable person, having regard to the circumstances:
  - 2.1.2.1. Would expect to insult, intimidate, victimise or disadvantage the recipient; or
  - 2.1.2.2. Would consider to be unwelcome, hurtful or offensive to the recipient; and
  - 2.1.2.3. Which is repeated, and/or is of such significance as to adversely affect the recipient's employment or wellbeing.
- 2.1.3. Harassment can include discrimination, sexual harassment, personal harassment, or bullying.

### 2.2. Discrimination

- 2.2.1. NZUSA is an inclusive workplace that welcomes diversity and will not tolerate any discriminatory behaviour as outlined in the Human Rights Act 1993.

### 2.3. Sexual Harassment

- Deleted: September 2018
- Deleted: September 2020
- Deleted: for its staff
- Deleted: ,
- Deleted: staff
- Deleted: NZUSA has a zero tolerance for harassment and considers any form of harassment to be unacceptable. It will take all
- Deleted: to eliminate
- Deleted: is committed to
- Deleted: <#>Application
- Deleted: <#>volunteers, executives, and employees (hereafter referred to as personnel) on-campus and off-campus
- Deleted: <#>work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA
- Deleted: <#>NZUSA provides access to training for personnel in relation to harassment and harassment prevention.
- Deleted: Definitions:
- Deleted: Harassment of any kind is defined broadly as:
- Deleted: Any
- Deleted:
- Deleted: would
- Deleted: , and which is:
- Deleted: is
- Deleted: :
- Deleted: ;
- Moved down [1]: <#>Sexual Harassment
- Deleted: <#>;
- Moved down [2]: <#>Personal Harassment
- Deleted: <#>; or
- Moved down [3]: <#>Bullying
- Deleted: <#>. Discrimination:
- Deleted: <#> discrimination or
- Deleted: <#> under
- Deleted: <#> NZUSA will also not tolerate discrimination regarding weight or size.
- Deleted: <#> Sexual Harassment: Sexual harassment includes interaction(s) characterised by unwelcome sexual advances or propositions, requests for
- Moved (insertion) [1]

2.3.1. Sexual harassment is not tolerated in any form at NZUSA ~~and is a violation of a person's mental and physical well-being. The definition of and process for dealing with sexual harassment is outlined in the Sexual Violence Policy.~~

## 2.4. Personal Harassment

2.4.1. Personal harassment ~~includes~~ any behaviour ~~that:~~

2.4.1.1. ~~Explicitly~~ or implicitly intimidates, humiliates, undermines or dominates another person; ~~or~~

2.4.1.2. ~~Involves~~ the use of abusive and/or threatening language, verbal or physical threats; ~~or~~

2.4.1.3. ~~Any~~ form of physical assault.

## 2.5. Bullying

2.5.1. Bullying ~~is repeated and unreasonable behaviour directed towards a person or group of people, whether directly or indirectly, which is:~~

2.5.1.1. ~~Offensive~~, abusive, intimidating, malicious or insulting;

2.5.1.2. ~~Makes~~ the recipient or target feel upset, threatened, humiliated or vulnerable and undermines self-confidence; ~~and~~

2.5.1.3. ~~Can be exercised by anyone in any position of the organisation.~~

2.5.2. Bullying does not include appropriate critical feedback or advice given as part of a healthy work relationship.

## 3. Events

3.1. NZUSA is committed to ~~running~~ events that are free of harassment ~~and~~ bullying. All attendees of ~~NZUSA events~~ are expected to abide by the ~~expectations outlined in NZUSA's internal policies.~~

3.2. All ~~NZUSA~~ events will have a designated ~~Health and Safety Officer, who will not be~~ the ~~President.~~

3.3. ~~The Health and Safety Officer~~ will be ~~appropriately~~ trained and ~~announced~~ to attendees, and be the first point of contact for ~~bullying and~~ harassment concerns.

3.4. ~~Any decisions on complaints of bullying or harassment will be made by the following people and will be final:~~

3.4.1. ~~The President;~~

3.4.2. ~~The Health and Safety Officer; and~~

Deleted: due to its

Deleted: person/s mental and physical space

Moved (insertion) [2]

Deleted: Harassment:  
Personal

Deleted: means

Deleted: by a member of staff, which explicitly

Deleted: involves

Deleted: any

Deleted:

Moved (insertion) [3]

Deleted:   
Bullying is a form of harassment and a misuse of power, whether formal or informal, which

Deleted: characterised by

Deleted: persistent, offensive

Deleted: behaviour. It makes

Deleted: . It has a detrimental effect on a person's dignity and well-being and may cause them to suffer stress. Bullying can be exercised by anyone in any position in an organisation and can occur at all levels.

Deleted: If anyone is however concerned that they may be experiencing bullying, they should not hesitate to talk to the appropriate person as outlined in the NZUSA Bullying and Harassment Policy.

Deleted: providing and hosting

Deleted: safe spaces for all,

Deleted: ,

Deleted: , and violence.

Deleted: an

Deleted: event

Deleted: NZUSA Code of Conduct. Attendees breaching the code of conduct can be removed from the event for breaching the code of conduct, and those who paid are ineligible for refund. Any decisions on complaints will ~~be~~

Deleted: the health and safety briefing at NZUSA events. [3]

Deleted: health

Deleted: safety officer that is

Deleted: normally

Deleted: National

Deleted: This person

Deleted: promoted

Deleted: sexual violence,

Deleted: , bullying, or health and safety

3.4.3. The Chair of the Finance, Risk and Audit Committee (FRAC) and/or a member of the National Executive selected by the President.

3.5. If any of the above people are involved or associated with any bullying or harassment concerns, they will not form part of the decision-making process in 3.4.

3.6. Attendees who breach internal policy can be removed from any event, and those who paid are ineligible for refund.

3.7. All members of the National Executive should be aware of the processes of this policy so that they can assist attendees of NZUSA events who have concerns about or who may have engaged in bullying and/or harassment.

#### 4. **Advice, Information and Support**

4.1. If you feel unsafe at any time, contact the police (111) or a support service.

4.2. If you are concerned that you are being bullied and/or harassed, and wish to disclose this to someone, you should:

4.2.1. Approach the Health and Safety Officer (if event related):

4.2.2. Approach the National President;

4.2.3. Approach the National Vice President if you do not feel comfortable approaching the National President; or

4.2.4. Approach the Chair of FRAC if you do not feel comfortable approaching the National Vice President;

4.3. At all times, you have the right to seek external support, request a support person or seek help from your union representative and/or Worksafe.

4.4. In the event you are concerned for your safety or that of others, or encounter illegal behaviour, do not hesitate to contact the Police and/or Human Rights Commission where appropriate.

#### 5. **Complaints and Disclosures**

5.1. All NZUSA Elected Representatives shall be familiar with the Thursdays in Black Disclosure Guide and the Complaints Policy, and if someone wishes to make a complaint, encourage them to follow this policy and seek further or external support if they wish.

5.2. All complaints and disclosure processes must be followed in alignment with relevant individual or collective employment agreements, the Complaints and Disclosures Policy, other internal policies and with New Zealand law.

**Deleted:** are in a position of trust and responsibility, for their executives and the organisation. As such, they are to

**Deleted:** trained in

**Deleted:** policy, procedure, and

**Deleted:** be approached by an attendee of an NZUSA event, in particular of their executive,

**Deleted:** misconduct

**Deleted:** :

**Deleted:** <#> If you are concerned that you are being bullied, harassed, and/or wish to disclose, in the first instance go to:

**Deleted:** <#> 111 and

**Deleted:** your Line Manager.

**Deleted:** If you do not feel comfortable approaching your Line Manager/s and/or Health and Safety Officer, approach

**Deleted:** .

**Deleted:** If

**Deleted:** , approach the National Vice President.

**Deleted:** If

**Deleted:** , approach the Chair of the FRAC Committee

**Deleted:** ¶  
You have the right to

**Deleted:** at any time, and can also

**Deleted:**

**Deleted:** as

**Deleted:** <#> **Someone Discloses to You** ¶

**Deleted:** personnel will be received information regarding how to handle disclosures as a part of induction. Refer to

**Deleted:** for information. ¶  
If they wish

**Deleted:** the

**Deleted:** to

**Deleted:** <#> **What to Expect/ Malicious Allegations or Complaints:** ¶  
NZUSA follows correct procedures for events or allegations of any bullying, harassment, or discrimination. These procedures will

**Deleted:** <#> ¶  
Any complainants shall be protected from reprisals as a result of bringing a harassment charge. Witnesses are also protected from reprisals. ¶

**Relevant legislation** ¶  
Employment Relations Act 2000 ¶  
Health and Safety at Work Act 2015 ¶

# Bullying and Harassment Policy

Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. NZUSA is committed to providing a work environment which is free from harassment and where personnel are treated with dignity and respect.
- 1.2. This policy outlines the practical steps for eliminating harassment in the workplace and at NZUSA events, and resolving issues of harassment as early as possible.
- 1.3. This policy applies to all NZUSA personnel, including elected representatives, staff, contractors and volunteers.

## 2. Definition

### 2.1. Harassment

2.1.1. Harassment is a form of discrimination and is unlawful under both the Employment Relations Act 2000 and the Human Rights Act 1993.

2.1.2. Harassment of any kind is defined broadly as any behaviour directed towards an individual or group that a reasonable person, having regard to the circumstances:

2.1.2.1. Would expect to insult, intimidate, victimise or disadvantage the recipient; or

2.1.2.2. Would consider to be unwelcome, hurtful or offensive to the recipient; and

2.1.2.3. Which is repeated, and/or is of such significance as to adversely affect the recipient's employment or wellbeing.

2.1.3. Harassment can include discrimination, sexual harassment, personal harassment, or bullying.

### 2.2. Discrimination

2.2.1. NZUSA is an inclusive workplace that welcomes diversity and will not tolerate any discriminatory behaviour as outlined in the Human Rights Act 1993.

### 2.3. Sexual Harassment

2.3.1. Sexual harassment is not tolerated in any form at NZUSA and is a violation of a person's mental and physical well-being. The definition of and process for dealing with sexual harassment is outlined in the Sexual Violence Policy.

## 2.4. Personal Harassment

2.4.1. Personal harassment includes any behaviour that:

2.4.1.1. Explicitly or implicitly intimidates, humiliates, undermines or dominates another person; or

2.4.1.2. Involves the use of abusive and/or threatening language, verbal or physical threats; or

2.4.1.3. Any form of physical assault.

## 2.5. Bullying

2.5.1. Bullying is repeated and unreasonable behaviour directed towards a person or group of people, whether directly or indirectly, which is:

2.5.1.1. Offensive, abusive, intimidating, malicious or insulting;

2.5.1.2. Makes the recipient or target feel upset, threatened, humiliated or vulnerable and undermines self-confidence; and

2.5.1.3. Can be exercised by anyone in any position of the organisation.

2.5.2. Bullying does not include appropriate critical feedback or advice given as part of a healthy work relationship.

## 3. Events

3.1. NZUSA is committed to running events that are free of harassment and bullying. All attendees of NZUSA events are expected to abide by the expectations outlined in NZUSA's internal policies.

3.2. All NZUSA events will have a designated Health and Safety Officer, who will not be the President.

3.3. The Health and Safety Officer will be appropriately trained and announced to attendees, and be the first point of contact for bullying and harassment concerns.

3.4. Any decisions on complaints of bullying or harassment will be made by the following people and will be final:

3.4.1. The President;

3.4.2. The Health and Safety Officer; and

3.4.3. The Chair of the Finance, Risk and Audit Committee (FRAC) and/or a member of the National Executive selected by the President.

3.5. If any of the above people are involved or associated with any bullying or harassment concerns, they will not form part of the decision-making process in 3.4.

3.6. Attendees who breach internal policy can be removed from any event, and those who paid are ineligible for refund.

3.7. All members of the National Executive should be aware of the processes of this policy so that they can assist attendees of NZUSA events who have concerns about or who may have engaged in bullying and/or harassment.

#### **4. Advice, Information and Support**

4.1. If you feel unsafe at any time, contact the police (111) or a support service.

4.2. If you are concerned that you are being bullied and/or harassed, and wish to disclose this to someone, you should:

4.2.1. Approach the Health and Safety Officer (if event related);

4.2.2. Approach the National President;

4.2.3. Approach the National Vice President if you do not feel comfortable approaching the National President; or

4.2.4. Approach the Chair of FRAC if you do not feel comfortable approaching the National Vice President.

4.3. At all times, you have the right to seek external support, request a support person or seek help from your union representative and/or Worksafe.

4.4. In the event you are concerned for your safety or that of others, or encounter illegal behaviour, do not hesitate to contact the Police and/or Human Rights Commission where appropriate.

#### **5. Complaints and Disclosures**

5.1. All NZUSA Elected Representatives shall be familiar with the Thursdays in Black Disclosure Guide and the Complaints Policy, and if someone wishes to make a complaint, encourage them to follow this policy and seek further or external support if they wish.

5.2. All complaints and disclosure processes must be followed in alignment with relevant individual or collective employment agreements, the Complaints and Disclosures Policy, other internal policies and with New Zealand law.



# Sexual Violence Policy

Approved Date	September 2018
Review Date	September 2020

## 1. Purpose

- 1.1. New Zealand Union of Students Associations (NZUSA) is committed to fighting and eradicating sexual violence. Sexual violence will not be tolerated.
- 1.2. NZUSA is the single national body for all tertiary education students in New Zealand, and its personnel are therefore in a position of power, and have the responsibility for setting the standard when it comes to professional behaviour in relation to sexual misconduct.

## 2. Scope

- 2.1. This policy:
  - 2.1.1. Outlines its application;
  - 2.1.2. Defines sexual violence;
  - 2.1.3. Prohibits sexual violence; and
  - 2.1.4. Sets out guidelines for dealing with instances of sexual violence.

## 3. Application of this Policy

- 3.1. This policy applies to all members of the NZUSA national executive, employees, elected representatives, people at NZUSA events or under duty of care of NZUSA, and volunteers (hereafter referred to as personnel) regardless of the timeframe in which they are deemed personnel.
- 3.2. This policy will apply at any NZUSA related event or workplace, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA.
- 3.3. Those personnel that are in more senior positions (including the NZUSA President and senior staff) should take the onus upon themselves to set the NZUSA culture and leading their peers.

## 4. What is sexual violence?

- 4.1. Sexual violence is any unwanted physical or sexual behaviour, comments, or harassment (including threats) perpetrated by another person regardless of their

relationship, power, or intent. Sexual violence can use coercion and occur in any setting.

4.2. Sexual violence includes sexual harassment, which includes but is not limited to interaction(s) characterised by unwelcome sexual advances or propositions, requests for sexual favours, other verbal, electronic, or physical conduct of a sexual nature which creates a hostile environment for people, potentially of certain gender or sexual identities, or creating a hostile environment by using sexist/homophobic/transphobic jokes and remarks.

4.3. Sexual violence is detrimental to a person(s) mental, spiritual, and physical well being. Sexual violence is unwanted, non-consensual, unwelcome, and makes people feel uncomfortable, unsafe, unhappy or angry.

4.4. Sexual violence is unacceptable. Those subjected to sexual violence are not to blame.

## **5. Events**

5.1. NZUSA is committed to providing and hosting events that are safe spaces for all, free of harassment, bullying, and violence. All attendees of an NZUSA event are expected to abide by the NZUSA Code of Conduct. Attendees breaching the code of conduct can be removed from the event for breaching the code of conduct, and those who paid are ineligible for refund. Any decisions on complaints will be made by a panel of people, usually consisting of the President, Health and Safety Officer, and the Chair of FRAC or a member of the National Executive. This decision will be final. This process will be included in the health and safety briefing at NZUSA events and become business as usual.

5.2. All events will have a designated health and safety officer that is not normally the National President. This person will be trained and promoted to attendees, and be the first point of contact for sexual violence, harassment, bullying, or health and safety concerns.

5.3. All members of the National Executive are in a position of trust and responsibility, for their executives and the organisation. As such, they are to be trained in the policy, procedure, and processes of this policy so that they can be approached by an attendee of an NZUSA event, in particular of their executive, who have concerns about or who may have engaged in misconduct.

## **6. Dealing with sexual violence**

- 6.1. If you are concerned that you have experienced sexual violence:
  1. If you feel unsafe at any time, contact 111 and police or support service.
  2. Approach your Line Manager and/or Health and Safety Officer.
  3. If you do not feel comfortable approaching your Line Manager/s and/or Health and Safety Officer, approach the National President.
  4. If you do not feel comfortable approaching the National President, approach the National Vice President.
  5. If you do not feel comfortable approaching the National Vice President, approach the Chair of the FRAC Committee.
  6. At all times you have the right to seek external support and/or police services.
- 6.2. You have the right to request a support person at any time, and can also seek help from your union representative, Worksafe, support agency, and/or emergency services.
- 6.3. NZUSA is committed to eradicating sexual violence. All NZUSA personnel will be trained in the application of this policy, and in supporting those who disclose or are subjected to sexual violence.

## **7. Someone Discloses to You**

- 7.1. All NZUSA personnel will receive information regarding how to handle disclosures as a part of induction. Refer to the *Thursdays in Black* Disclosure Guide for information.
- 7.2. If they wish to make a complaint, encourage them to follow the policy and to seek further or external support if they wish.

## **8. What to Expect/ Malicious Allegations or Complaints:**

- 8.1. NZUSA follows correct procedures for events or allegations of sexual violence. These procedures will be followed in alignment with relevant individual or collective employment agreements, and with New Zealand law.
- 8.2. Any complainants shall be protected from reprisals as a result of bringing a harassment charge. Witnesses are also protected from reprisals.

## **9. Relevant legislation**

- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Privacy Act 1993

- State Sector Act 1988

#### **10. Relevant documents**

- Employment Agreement
- NZUSA Code of Conduct
- NZUSA Health and Safety Policy
- NZUSA Complaints Policy
- Thursdays in Black Disclosure Guide

# Sexual Violence Policy



Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. The New Zealand Union of Students' Associations (NZUSA) is committed to fighting and eradicating sexual violence. Sexual violence is a violation of a person's mental and physical well-being.
- 1.2. This policy outlines the processes for dealing with any sexual violence in the workplace and NZUSA events, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA.
- 1.3. This policy applies to all NZUSA personnel, including elected representatives, staff, contractors, and volunteers
- 1.4. All NZUSA elected representatives should be trained in the application of this policy and in supporting those who disclose or are subjected to sexual violence and/or harassment.
- 1.5. All actions that are taken in regard to sexual violence within NZUSA must be victim-centric and survivor-led, prioritising the voice and needs of those harmed.

## 2. Definition

- 2.1. Sexual violence is any unwanted, sexual behaviour, comments, or harassment (including threats) perpetrated by another person regardless of their relationship, power, or intent. Sexual violence can be coercive and occur in any setting.
- 2.2. Sexual violence includes sexual harassment, which as defined in the Employment Relations Act 2000, includes:
  - 2.2.1. Non-consensual sexual advances or propositions;
  - 2.2.2. Requests for sexual favours; or
  - 2.2.3. Verbal, physical or digital conduct of a sexual nature which creates a hostile environment for people.
- 2.3. Sexual violence is unacceptable, and victims, survivors, or anyone who experiences sexual violence are not to blame.

- Deleted: September 2018
- Deleted: September 2020
- Deleted: Students
- Deleted: will not be tolerated.¶ NZUSA
- Deleted: the single national body for all tertiary education students in New Zealand, and its personnel are therefore in
- Deleted: position
- Deleted: power, and have the responsibility for setting the standard when it comes to professional behaviour in relation to sexual misconduct.
- Deleted: <#>Scope¶
- Deleted: <#>:¶ Outlines its application;¶ Defines sexual violence;¶ Prohibits sexual violence; and¶ Sets out guidelines
- Deleted: <#>instances of
- Deleted: <#>.¶ **Application of this Policy¶** This policy applies to all members of
- Deleted: <#>NZUSA national executive, employees, elected representatives, people at
- Deleted: <#> or under duty of care of NZUSA, and volunteers (hereafter referred to as personnel) regardless of the timeframe in which they are deemed personnel. ¶ ... [1]
- Deleted: Those
- Deleted: that are in more senior positions (
- Deleted: the NZUSA President and senior
- Deleted: )
- Deleted: take the onus upon themselves to set the NZUSA
- Deleted: leading their peers
- Deleted: <#>What is sexual violence?¶
- Deleted: physical or
- Deleted: use coercion
- Deleted: is
- Deleted: but is not limited to interaction(s) characterise(s)
- Deleted: , requests
- Deleted: , other verbal, electronic,
- Deleted: , potentially of certain gender or sexual ... [4]
- Deleted: <#>Sexual violence is detrimental to a person(s)
- Deleted: <#>. Those subjected to
- Deleted: <#>

### 3. Events

- 3.1. NZUSA is committed to running events that are free from sexual violence and sexual harassment. All attendees of NZUSA events are expected to abide by the expectations outlined in NZUSA's internal policies.
- 3.2. All NZUSA events will have a designated Health and Safety Officer. This person will be appropriately trained and announced to attendees, and be the first point of contact for sexual violence and harassment concerns.
- 3.3. All members of the National Executive should be aware of the processes of this policy so that they can assist attendees of NZUSA events who have concerns about or who may have engaged in sexual violence and/or harassment.

### 4. Advice, Information and Support

- 4.1. If you feel unsafe at any time, contact the police (111) or a support service.
- 4.2. If you are concerned that you are being bullied and/or harassed, and wish to disclose this to someone, you should:
  - 4.2.1. Approach the Health and Safety Officer (if event related);
  - 4.2.2. Approach the National President;
  - 4.2.3. Approach the National Vice President if you do not feel comfortable approaching the National President; or
  - 4.2.4. Approach the Chair of FRAC if you do not feel comfortable approaching the National Vice President;
- 4.3. At all times, you have the right to seek external support, request a support person or seek help from your union representative, Worksafe, support agencies and/or emergency services.

### 5. Complaints and Disclosures

- 5.1. All NZUSA Elected Representatives shall be familiar with the Thursdays in Black Disclosure Guide and the Sexual Violence Policy, and if someone wishes to make a complaint or disclosure, encourage them to follow this policy and seek further or external support if they wish.
- 5.2. All complaints and disclosure processes will be followed in alignment with relevant individual or collective employment agreements, the Complaints and Disclosures Policy, other internal policies and with New Zealand law.

Deleted: providing and hosting

Deleted: safe spaces for all,

Deleted: of

Deleted: , bullying, and violence.

Deleted: an

Deleted: event

Deleted: NZUSA Code of Conduct. Attendees breaching the code of conduct can be removed from the event for breaching the code of conduct, and those who paid are ineligible for refund. Any decisions on complaints will be made by a panel of people, usually consisting of the President, Health and Safety Officer, and the Chair of FRAC or a member of the National Executive. This decision will be final. This process will be included

Deleted: the health and safety briefing at NZUSA events. [6]

Deleted: health and safety officer that is not normally the [7]

Deleted: promoted

Deleted: ,

Deleted: , bullying, or health and safety

Deleted: are in a position of trust and responsibility, for [8]

Deleted: be approached by an attendee of an NZUSA... [9]

Deleted: misconduct

Deleted: <#> Dealing with sexual violence [10]

Deleted: 111 and

Deleted: your Line Manager and/or

Deleted: .

Deleted: If you do not feel comfortable approaching [11]

Deleted: .

Deleted: If

Deleted: , approach the National Vice President.

Deleted: If

Deleted: , approach the Chair of the FRAC Committee

Deleted: and/or police services. [12]

Deleted: at any time, and can also

Deleted: agency,

Deleted: NZUSA is committed to eradicating sexual ... [13]

Deleted: personnel will be trained in the application of [14]

Deleted: for information. [15]

Deleted: the

Deleted: to

Deleted: <#> What to Expect/ Malicious Allegations or ... [16]

Deleted: <#> Any complainants shall be protected from [17]

# Sexual Violence Policy

Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. The New Zealand Union of Students' Associations (NZUSA) is committed to fighting and eradicating sexual violence. Sexual violence is a violation of a person's mental and physical well-being.
- 1.2. This policy outlines the processes for dealing with any sexual violence in the workplace and NZUSA events, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA.
- 1.3. This policy applies to all NZUSA personnel, including elected representatives, staff, contractors, and volunteers
- 1.4. All NZUSA elected representatives should be trained in the application of this policy, and in supporting those who disclose or are subjected to sexual violence and/or harassment.
- 1.5. All actions that are taken in regard to sexual violence within NZUSA must be victim-centric and survivor-led, prioritising the voice and needs of those harmed.

## 2. Definition

- 2.1. Sexual violence is any unwanted sexual behaviour, comments, or harassment (including threats) perpetrated by another person regardless of their relationship, power, or intent. Sexual violence can be coercive and occur in any setting.
- 2.2. Sexual violence includes sexual harassment, which, as defined in the Employment Relations Act 2000, includes:
  - 2.2.1. Non-consensual sexual advances or propositions;
  - 2.2.2. Requests for sexual favours; or
  - 2.2.3. Verbal, physical or digital conduct of a sexual nature which creates a hostile environment for people.
- 2.3. Sexual violence is unacceptable, and victims, survivors, or anyone who experiences sexual violence are not to blame.

### **3. Events**

- 3.1. NZUSA is committed to running events that are free from sexual violence and sexual harassment. All attendees of NZUSA events are expected to abide by the expectations outlined in NZUSA's internal policies.
- 3.2. All NZUSA events will have a designated Health and Safety Officer. This person will be appropriately trained and announced to attendees, and be the first point of contact for sexual violence and harassment concerns.
- 3.3. All members of the National Executive should be aware of the processes of this policy so that they can assist attendees of NZUSA events who have concerns about or who may have engaged in sexual violence and/or harassment.

### **4. Advice, Information and Support**

- 4.1. If you feel unsafe at any time, contact the police (111) or a support service.
- 4.2. If you are concerned that you are being bullied and/or harassed, and wish to disclose this to someone, you should:
  - 4.2.1. Approach the Health and Safety Officer (if event related);
  - 4.2.2. Approach the National President;
  - 4.2.3. Approach the National Vice President if you do not feel comfortable approaching the National President; or
  - 4.2.4. Approach the Chair of FRAC if you do not feel comfortable approaching the National Vice President.
- 4.3. At all times, you have the right to seek external support, request a support person or seek help from your union representative, Worksafe, support agencies and/or emergency services.

### **5. Complaints and Disclosures**

- 5.1. All NZUSA Elected Representatives shall be familiar with the Thursdays in Black Disclosure Guide and the Sexual Violence Policy, and if someone wishes to make a complaint or disclosure, encourage them to follow this policy and seek further or external support if they wish.
- 5.2. All complaints and disclosure processes will be followed in alignment with relevant individual or collective employment agreements, the Complaints and Disclosures Policy, other internal policies and with New Zealand law.



# Complaints Policy

Approved Date	September 2018
Review Date	September 2020

## 1. Purpose

1.1. The purpose of this policy is to provide a clear pathway for NZUSA personnel to complain about and to disclose matters of serious wrongdoing in a way that is protected and safe. This policy covers both complaints and protected disclosures; personnel are encouraged to use the complaints procedure but may make a protected disclosure when they feel necessary.

## 2. Application

2.1. This policy applies to NZUSA volunteers, executives, and employees (hereafter referred to as personnel) on-campus and off-campus, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA.

## 3. Complaints

3.1. All NZUSA personnel are entitled to make a complaint. In doing so, they may follow internal processes, or they may decide to file a protected disclosure. NZUSA encourages all complaints to be resolved at the lowest level possible, however this is in no way a discouragement to filing complaints or protected disclosures.

## 4. Who to complaint to

4.1. NZUSA is required to have an internal procedure that is published and made available to all staff members. This should be read in conjunction with any employment agreement, and at all times NZUSA will act in alignment with New Zealand law. The internal procedure available to NZUSA personnel to complain or make a protected disclosure is as follows:

1. All complaints or disclosures of serious wrongdoing or complaint, as defined in the Act, in or by NZUSA should be submitted in writing. Complaints or disclosures may be submitted verbally, but should be recorded in writing.
2. If you feel unsafe at any time, contact 111 and police or support services
3. Approach your Line Manager/s and/or Health and Safety Officer

4. If you do not feel comfortable approaching your Line Manager and/or Health and Safety Officer, approach the National President.
5. If you do not feel comfortable approaching the National President, approach the National Vice President.
6. If you do not feel comfortable approaching the National Vice President, approach the Chair of the FRAC Committee.
7. At all times you have the right to seek external support.

## **5. External Authorities**

5.1. If the staff member reasonably believes that they cannot approach any of the managers because they may be involved or associated with the serious wrongdoing, the staff member may approach an appropriate external authority. External authorities include but are not limited to the Director of the Serious Fraud Office;

## **6. Protected Disclosures Act 2000**

6.1. The Protected Disclosures Act 2000 ("the Act") came into force on 1 January 2001. The purpose of the Act is to facilitate the disclosure and investigation of matters of Serious Wrongdoing in or by an organisation.

6.2. The Act also provides protections against victimization and retaliation, and criminal and civil proceedings for NZUSA employees who, in accordance with this Act, disclose information about serious wrongdoing in or by the organisation. The following operative provisions describe the internal procedure for reporting serious wrongdoing, as defined by the Act, at NZUSA.

## **7. Operative Provisions:**

7.1. Serious Wrongdoing is defined as:

- An unlawful, corrupt, or irregular use of NZUSA funds or resources; or
- An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial; or
- An act, omission, or course of conduct that constitutes an offence; or

- An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

7.2. protected disclosure may only be made where:

- the disclosure is about serious wrongdoing in NZUSA or by NZUSA; and
- the staff member believes on reasonable grounds that the information he/she wishes to disclose is true or likely to be true; and
- the staff member wishes to disclose this information so that the serious wrongdoing can be investigated; and
- the staff member wishes the disclosure to be protected.

## **8. Receiving a Complaint or Protected Disclosure**

8.1. Once a complaint or disclosure has been submitted the manager receiving the report must formally acknowledge receipt of it within 48 hours of receiving it. The manager should undertake an investigation into the facts of the disclosure (see section below).

8.2. The staff member should be informed, within seven days after receipt of the complaint or disclosure, whether or not the matter is to be investigated. If the matter is not to be investigated, the manager must detail the reasons why. A staff member can appeal NZUSA's decision in accordance with the 4.0 complaints process chart.

## **9. Investigating a Complaint or Protected Disclosure**

9.1. Any investigation conducted to examine allegations of serious wrongdoing by a staff member of NZUSA is an employment investigation and must be conducted within the terms of the applicable employment agreement and the principles of natural justice. Before conducting an employment investigation, a manager should seek advice.

9.2. The investigating manager shall be required to make a preliminary finding within 20 working days of agreeing to conduct an investigation into the protected disclosure, unless the circumstances of the investigation are such that a longer time frame is necessary. If more time is required, the staff member making the disclosure should be notified of when a preliminary finding is expected and why the timeframe has been extended.

## **10. Confidentiality**

10.1.NZUSA will endeavour to keep the identity of the employee making the protected disclosure confidential.

10.2.However, if an employment investigation results from the disclosure, NZUSA is required to provide, under the principles of natural justice, the alleged wrongdoer with any information or allegation relating to them. This may include the identity of the staff member who alleged the serious wrongdoing and the information recorded on the complaint or formal protected disclosure form.

## **11. Protections**

11.1.Any staff member of NZUSA who makes a disclosure is immune from criminal or civil proceedings. Where a staff member feels they have been victimized or retaliated against for making a disclosure, they may take a personal grievance under the Employment Relations Act 2000 or make a complaint under the Human Rights Act 1993. NZUSA will treat seriously any allegation of victimization or retaliation.

11.2.Alternatively, any staff member who makes a disclosure knowing that it is false or makes the disclosure in bad faith will not be protected.

## **12. Appeals**

12.1.Where NZUSA decides not to take action in respect of a disclosure it has investigated or does not make progress with a disclosure investigation within the timeframes set by these procedures or extended for good reason under clause 8, the staff member may make their protected disclosure to an appropriate external authority.

12.2.To make a disclosure to an appropriate external authority, the staff member must continue to believe on reasonable grounds that the information disclosed is true or likely to be true. Special Circumstances A disclosure of serious wrongdoing may be made immediately to an appropriate external authority where the employee has reasonable grounds to believe this action is justified by the urgency of the matter, or some other exceptional circumstance.

## **13. Relevant legislation**

- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Privacy Act 1993
- State Sector Act 1988

- Protected Disclosures Act 2000

#### **14. Relevant documents**

- Employment Agreement
- NZUSA Code of Conduct
- NZUSA Health and Safety Policy
- NZUSA Complaints Policy
- Thursdays in Black Disclosure Guide.

# Complaints and Disclosures Policy

Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. This policy outlines the processes for NZUSA personnel, including elected representatives, staff, contractors, and volunteers, to complain about or disclose matters of serious wrongdoing in a safe and protected way.
- 1.2. This policy shall be read in conjunction with any employment agreement, and at all times, NZUSA will act in accordance with New Zealand law.

## 2. Definitions

- 2.1. Serious Wrongdoing, as defined in the Protected Disclosures Act 2000, includes:
  - 2.1.1. An unlawful, corrupt, or irregular use of NZUSA funds or resources;
  - 2.1.2. An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment;
  - 2.1.3. An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial;
  - 2.1.4. An act, omission, or course of conduct that constitutes an offence; or
  - 2.1.5. An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

## 3. Making a Complaint or Disclosure

- 3.1. Complaints or disclosures may be made where:
  - 3.1.1. The complaint or disclosure is about serious wrongdoing in NZUSA or by NZUSA;
  - 3.1.2. The complainant believes on reasonable grounds that the information they wish to disclose is true or likely to be true;
  - 3.1.3. The complainant wishes to disclose this information so that the serious wrongdoing can be investigated; and
  - 3.1.4. The complainant wishes the disclosure to be protected.

- Deleted: September 2018
- Deleted: September 2020
- Deleted: The purpose of this
- Deleted: is to provide a clear pathway
- Deleted:
- Deleted: and to
- Deleted: way that is
- Deleted: and safe. This policy covers both complaints and protected disclosures; personnel are encouraged to use the complaints procedure but may make a protected disclosure when they feel necessary.
- Deleted: <#>Application  
This policy applies to NZUSA volunteers, executives, and employees (hereafter referred to as personnel) on-campus and off-campus, including work and social functions held outside of working hours, that arise from a workplace relationship or where persons represent NZUSA. <sup>1</sup>  
**Complaints**  
All NZUSA personnel are entitled to make a complaint. In doing so, they may follow internal processes, or they may decide to file a protected disclosure. NZUSA encourages all complaints to be resolved at the lowest level possible. [1]
- Deleted: <#>alignment
- Deleted: <#> The internal procedure available to NZUSA [2]
- Deleted: All complaints or disclosures of serious ... [3]
- Deleted: Act, in or by NZUSA should be submitted in... [4]
- Deleted: <#>The Protected Disclosures Act 2000 ("the... [5]
- Deleted: <#> or
- Deleted: or
- Deleted: or
- Deleted:
- Deleted:
- Deleted: protected disclosure
- Deleted: only
- Deleted:
- Deleted: the
- Deleted: and
- Deleted: the staff member
- Deleted: he/she wishes
- Deleted: and
- Deleted: the staff member
- Deleted:
- Deleted: the staff member
- Deleted:

3.2. All complaints or disclosures should be submitted in writing to:

3.2.1. The National President;

3.2.2. The National Vice President where someone does not feel comfortable approaching the National President; or

3.2.3. The Chair of the Finance, Risk and Audit Committee (FRAC) where someone does not feel comfortable approaching the National Vice President.

3.3. If the complainant reasonably believes that they cannot approach any of the above people because they may be involved or associated with serious wrongdoing, the complainant may approach an appropriate external authority, including but not limited to the Police or the Director of the Serious Fraud Office.

3.4. At all times, the complainant has the right to seek external support, request a support person or seek help from your union representative and/or Worksafe.

#### 4. Receiving a Complaint or Disclosure

4.1. Once a complaint or disclosure has been made, the person receiving the report (recipient) must formally acknowledge receipt of it within 48 hours and undertake an investigation into the facts of the disclosure.

4.2. The complainant should be informed, within seven days after receipt of the complaint or disclosure, whether or not the matter is to be investigated. If the matter is not to be investigated, the recipient must detail the reasons why.

4.3. The complainant can appeal any decision to another person or authority listed in clause 3.2 of this policy.

#### 5. Investigating a Complaint or Disclosure

5.1. Any investigation conducted to examine allegations of serious wrongdoing by within or by NZUSA is an employment investigation and must be conducted within the terms of the applicable employment agreement and the principles of natural justice. Before conducting an employment investigation, the recipient should seek advice.

5.2. The preliminary findings of the investigating shall be made within 20 working days of the commencement of the investigation into the complaint or disclosure, unless the circumstances of the investigation are such that a longer time frame is necessary. If more time is required, the complainant should be notified when the preliminary finding is expected and why the timeframe has been extended.

#### 6. Confidentiality

Deleted: Protected

Deleted:

Deleted: submitted

Deleted: manager

Deleted: of receiving it. The manager should

Deleted: (see section below).

Deleted: staff member

Deleted: manager

Deleted: A staff member can appeal NZUSA's decision in accordance with the 4.0 complaints process chart.

Deleted: Protected

Deleted:

Deleted: a staff member of

Deleted: a manager

Deleted: manager

Deleted: required to make a preliminary finding

Deleted: agreeing to conduct an

Deleted: protected

Deleted: staff member making the disclosure

Deleted: of

Deleted: a

Deleted:

Deleted:

6.1. NZUSA shall keep the identity of the complainant confidential unless otherwise required.

Deleted: will endeavour to

Deleted: employee making the protected disclosure

Deleted: .

6.2. If an employment investigation results from a complaint or disclosure, NZUSA is required to provide the alleged wrongdoer with any information or allegation relating to them in accordance with the principles of natural justice. This may include the identity of the complainant who alleged the serious wrongdoing and the information recorded on the complaint or disclosure.

Deleted: However, if

Deleted: the

Deleted: , under the principles of natural justice,

Deleted: .

Deleted: staff member

Deleted: formal protected

Deleted: form.

## 7. Protections

7.1. Any person who makes a complaint or disclosure under this policy is immune from criminal or civil proceedings.

Deleted:

Deleted: staff member of NZUSA

7.2. NZUSA will treat any allegation of victimisation or retaliation against a complaint seriously, and where a complainant feels they have been victimised or retaliated against for making a complaint or disclosure, they may take a personal grievance under the Employment Relations Act 2000 or make a complaint under the Human Rights Act 1993.

Deleted: Where a staff member

Deleted: victimized

Deleted: make

Deleted: NZUSA will treat seriously any allegation of victimization or retaliation.

Deleted: Alternatively, any staff member

Deleted:

7.3. Any complainant who makes a complaint or disclosure knowing that it is false or makes the complaint or disclosure in bad faith will not be protected.

Deleted:

Deleted: with a disclosure

## 8. Appeals

8.1. Where NZUSA decides not to take action in respect of a complaint or disclosure it has investigated, or does not make progress on an investigation in accordance with clause 5.2, the complainant may make their disclosure to an appropriate external authority.

Deleted: within the timeframes set by these procedures or extended for good reason under

Deleted: 8

Deleted: staff member

Deleted: protected

Deleted: ¶

To make a disclosure to an appropriate external authority, the staff member must continue to believe on reasonable grounds that the information disclosed is true or likely to be true. Special Circumstances A disclosure of serious wrongdoing may be made immediately to an appropriate external authority where the employee has reasonable grounds to believe this action is justified by the urgency of the matter, or some other exceptional circumstance.¶

### Relevant legislation¶

Employment Relations Act 2000¶

Health and Safety at Work Act 2015¶

Human Rights Act 1993¶

Privacy Act 1993¶

State Sector Act 1988¶

Protected Disclosures Act 2000 ¶

### Relevant documents¶

Employment Agreement¶

NZUSA Code of Conduct¶

NZUSA Health and Safety Policy¶

NZUSA Complaints Policy¶



# Complaints and Disclosures Policy **The New Zealand Union of Students' Associations**

Approved Date	
Review Date	October 2022

## 1. Purpose

- 1.1. This policy outlines the processes for NZUSA personnel, including elected representatives, staff, contractors, and volunteers, to complain about or disclose matters of serious wrongdoing in a safe and protected way.
- 1.2. This policy shall be read in conjunction with any employment agreement, and at all times, NZUSA will act in accordance with New Zealand law.

## 2. Definitions

- 2.1. Serious Wrongdoing, as defined in the Protected Disclosures Act 2000, includes:
  - 2.1.1. An unlawful, corrupt, or irregular use of NZUSA funds or resources;
  - 2.1.2. An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment;
  - 2.1.3. An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial;
  - 2.1.4. An act, omission, or course of conduct that constitutes an offence; or
  - 2.1.5. An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

## 3. Making a Complaint or Disclosure

- 3.1. Complaints or disclosures may be made where:
  - 3.1.1. The complaint or disclosure is about serious wrongdoing in NZUSA or by NZUSA;
  - 3.1.2. The complainant believes on reasonable grounds that the information they wish to disclose is true or likely to be true;
  - 3.1.3. The complainant wishes to disclose this information so that the serious wrongdoing can be investigated; and
  - 3.1.4. The complainant wishes the disclosure to be protected.

- 3.2. All complaints or disclosures should be submitted in writing to:
- 3.2.1. The National President;
  - 3.2.2. The National Vice President where someone does not feel comfortable approaching the National President; or
  - 3.2.3. The Chair of the Finance, Risk and Audit Committee (FRAC) where someone does not feel comfortable approaching the National Vice President.
- 3.3. If the complainant reasonably believes that they cannot approach any of the above people because they may be involved or associated with serious wrongdoing, the complainant may approach an appropriate external authority, including but not limited to the Police or the Director of the Serious Fraud Office.
- 3.4. At all times, the complainant has the right to seek external support, request a support person or seek help from your union representative and/or Worksafe.

#### **4. Receiving a Complaint or Disclosure**

- 4.1. Once a complaint or disclosure has been made, the person receiving the report (recipient) must formally acknowledge receipt of it within 48 hours and undertake an investigation into the facts of the disclosure.
- 4.2. The complainant should be informed, within seven days after receipt of the complaint or disclosure, whether or not the matter is to be investigated. If the matter is not to be investigated, the recipient must detail the reasons why.
- 4.3. The complainant can appeal any decision to another person or authority listed in clause 3.2 of this policy.

#### **5. Investigating a Complaint or Disclosure**

- 5.1. Any investigation conducted to examine allegations of serious wrongdoing by within or by NZUSA is an employment investigation and must be conducted within the terms of the applicable employment agreement and the principles of natural justice. Before conducting an employment investigation, the recipient should seek advice.
- 5.2. The preliminary findings of the investigating shall be made within 20 working days of the commencement of the investigation into the complaint or disclosure, unless the circumstances of the investigation are such that a longer time frame is necessary. If more time is required, the complainant should be notified when the preliminary finding is expected and why the timeframe has been extended.

#### **6. Confidentiality**

6.1. NZUSA shall keep the identity of the complainant confidential unless otherwise required.

6.2. If an employment investigation results from a complaint or disclosure, NZUSA is required to provide the alleged wrongdoer with any information or allegation relating to them in accordance with the principles of natural justice. This may include the identity of the complainant who alleged the serious wrongdoing and the information recorded on the complaint or disclosure.

## **7. Protections**

7.1. Any person who makes a complaint or disclosure under this policy is immune from criminal or civil proceedings.

7.2. NZUSA will treat any allegation of victimisation or retaliation against a complaint seriously, and where a complainant feels they have been victimised or retaliated against for making a complaint or disclosure, they may take a personal grievance under the Employment Relations Act 2000 or make a complaint under the Human Rights Act 1993.

7.3. Any complainant who makes a complaint or disclosure knowing that it is false or makes the complaint or disclosure in bad faith will not be protected.

## **8. Appeals**

8.1. Where NZUSA decides not to take action in respect of a complaint or disclosure it has investigated, or does not make progress on an investigation in accordance with clause 5.2, the complainant may make their disclosure to an appropriate external authority.

# Elected Representatives Policy

Approved Date	January 2018
Review Date	January 2020

## 1. Purpose

- 1.1. This policy outlines the responsibilities, remuneration and entitlements of Elected Representatives.

## 2. Scope

- 2.1. This policy applies to Elected Representatives, which include the following:

- 2.1.1. National President.
- 2.1.2. National Vice-President.

## 3. National President and Vice-President

- 3.1. Both the President and Vice-President are elected:
  - 3.1.1. As an officer of NZUSA in accordance with the NZUSA Constitution. The duties and responsibilities of the President are those as stated in the Constitution;
  - 3.1.2. For one calendar year; and
  - 3.1.3. For 40 hours or as appropriate and within reason, in order to perform the job effectively.
- 3.2. The President shall report regularly to the NZUSA National Executive on their activities.

## 4. Honorarium

- 4.1. The President and Vice-President shall be paid an honorarium of \$45,000 per annum paid fortnightly to the incumbent's bank account.
- 4.2. The honorarium will be reviewed by the NZUSA National Executive from time to time as they see fit as part of the budget setting cycle.

## 5. Entitlements

- 5.1. Leave
  - 5.1.1. Elected Representatives have a full-time entitlement of twenty whole working days annual leave per year pro rata. Any outstanding holiday pay will not be paid at the end of the their respective terms.
  - 5.1.2. Leave requests for elected representatives need to be approved by:

5.1.2.1. National executive for any leave more than three days cumulative.

5.1.2.2. President for any leave for the Vice-President less than three days.

5.1.2.3. Vice-President for any leave for the President less than three days.

5.1.3. Elected representatives are entitled to observe as paid holidays the statutory holidays detailed in the Holidays Act 2003 and days between 27 and 31 December inclusive.

5.1.4. Sick and bereavement leave will be at a maximum of 10 and 3 days respectively.

5.1.5. If any other leave is needed it shall be approved by National Executive.

## 5.2. Retirement Savings

5.2.1. NZUSA will make an employer contribution to Kiwisaver or other retirement savings schemes at a maximum of 3%.

## 5.3. Mobile communications

5.3.1. Any full time elected representative may be reimbursed up to \$60 per month for use of call and data costs.

# Elected Representatives Policy



Approved Date	
Review Date	October 2021

Deleted: January 2018

Deleted: January 2020

## 1. Purpose

- 1.1. This policy outlines the responsibilities, honorarium and entitlements of all NZUSA Elected Representatives.
- 1.2. Elected Representatives are those people democratically elected by the organisation's members to represent NZUSA, including the National President and National Vice President.

Deleted: remuneration

Deleted: <#>Scope<sup>†</sup>  
This policy applies to

Deleted: <#>, which include the following:<sup>†</sup>  
National President.<sup>†</sup>  
National Vice-President.<sup>†</sup>

## 2. Responsibilities

- 2.1. All Elected Representatives shall:
  - 2.1.1. Be elected in accordance with the NZUSA Constitution;
  - 2.1.2. Fulfil the duties and responsibilities stated in the Constitution, and job descriptions; and
  - 2.1.3. Act in the best interests of NZUSA at all times.
- 2.2. The President shall on behalf of all Elected Representatives, report to every National Executive on the activities of the National Office.

Deleted: <#>-

Deleted: Both the President and Vice-President are

Deleted: .<sup>†</sup>  
As an officer of NZUSA

Deleted: . The

Deleted: of the President are those as

Deleted: ;

Deleted: <#>For one calendar year; and<sup>†</sup>  
For 40 hours or as appropriate and within reason, in order to perform the job effectively.<sup>†</sup>

## 3. Honorarium

- 3.1. Elected Representatives shall be paid an honorarium equivalent to at least the living wage per hour, for the number of hours specified in the job description.
- 3.2. All honoraria shall be paid fortnightly to the incumbent's bank account.
- 3.3. All honoraria shall be reviewed every year by the National Executive as part of the budget setting cycle.

Deleted: regularly

Deleted: the NZUSA

Deleted: their

Deleted: .

Deleted: The President and Vice-President

Deleted: of \$45,000

Deleted: annum

Deleted: The honorarium will

## 4. Entitlements

- 4.1. All Elected Representatives are entitled to:
  - 4.1.1. Observe any relevant public holidays and have time off between 27 and 31 December inclusive;
  - 4.1.2. A maximum of 10 sick days;
  - 4.1.3. A maximum of 3 days off for bereavement; and
  - 4.1.4. A 3% contribution towards Kiwisaver.

Deleted: NZUSA

Deleted: from time to time as they see fit

Deleted: <#>Leave<sup>†</sup>

Deleted: a

4.2. All full-time Elected Representatives are entitled to:

4.2.1. A maximum of 20 working days of time off per year pro rata; and

4.2.2. A \$750 allowance paid at the beginning of their term to contribute towards mobile calling and data related costs, or other expenses required to fulfil the job.

4.3. Any requests for time off shall be approved by the:

4.3.1. National Executive for any time off more than three days cumulative; or

4.3.2. President or Vice President as appropriate for any time off for three days or less.

Deleted: entitlement

Deleted: twenty whole

Deleted: annual leave

Deleted: . Any outstanding holiday pay will not be

Deleted: end

Deleted: the

Deleted: respective terms

Deleted: Leave

Deleted: elected representatives need to

Deleted: executive

Deleted: leave

Deleted: .

Deleted: for any leave for the

Deleted: -

Deleted: less than

Deleted: <#>Vice-President for any leave for the President less than three days.<sup>1</sup>

Elected representatives are entitled to observe as paid holidays the statutory holidays detailed in the Holidays Act 2003 and days between 27 and 31 December inclusive.<sup>1</sup>

Sick and bereavement leave will be at a maximum of 10 and 3 days respectively.<sup>1</sup>

If any other leave is needed it shall be approved by National Executive.<sup>1</sup>

Retirement Savings<sup>1</sup>

NZUSA will make an employer contribution to Kiwisaver or other retirement savings schemes at a maximum of 3%.<sup>1</sup>

Mobile communications<sup>1</sup>

Any full time elected representative may be reimbursed up to \$60 per month for use of call and data costs. <sup>1</sup>

# Elected Representatives Policy

Approved Date	
Review Date	October 2021

## 1. Purpose

- 1.1. This policy outlines the responsibilities, honorarium and entitlements of all NZUSA Elected Representatives.
- 1.2. Elected Representatives are those people democratically elected by the organisation's members to represent NZUSA, including the National President and National Vice President.

## 2. Responsibilities

- 2.1. All Elected Representatives shall:
  - 2.1.1. Be elected in accordance with the NZUSA Constitution;
  - 2.1.2. Fulfil the duties and responsibilities stated in the Constitution and job descriptions; and
  - 2.1.3. Act in the best interests of NZUSA at all times.
- 2.2. The President shall, on behalf of all Elected Representatives, report to every National Executive on the activities of the National Office.

## 3. Honorarium

- 3.1. Elected Representatives shall be paid an honorarium equivalent to at least the living wage per hour, for the number of hours specified in the job description.
- 3.2. All honoraria shall be paid fortnightly to the incumbent's bank account.
- 3.3. All honoraria shall be reviewed every year by the National Executive as part of the budget setting cycle.

## 4. Entitlements

- 4.1. All Elected Representatives are entitled to:
  - 4.1.1. Observe any relevant public holidays and have time off between 27 and 31 December inclusive;
  - 4.1.2. A maximum of 10 sick days;
  - 4.1.3. A maximum of 3 days off for bereavement; and
  - 4.1.4. A 3% contribution towards Kiwisaver.



- 4.2. All full-time Elected Representatives are entitled to:
  - 4.2.1. A maximum of 20 working days of time off per year pro rata; and
  - 4.2.2. A \$750 allowance paid at the beginning of their term to contribute towards mobile calling and data related costs, or other expenses required to fulfil the job.
- 4.3. Any requests for time off shall be approved by the:
  - 4.3.1. National Executive for any time off more than three days cumulative; or
  - 4.3.2. President or Vice President as appropriate for any time off for three days or less.



The **New Zealand Union of Students' Associations** presents their...

## 2020 Policy Document

The New Zealand Union of Students' Associations (NZUSA) exists to fight for a barrier free education for all people in Aotearoa New Zealand. As Treaty partners, our work is guided by Te Tiriti o Waitangi. We are an influential and inclusive national voice for students that has the following values at our core. We are a non-partisan organisation that aims to work with the government of the day and all political parties to advance our vision.

- **Kotahitanga:** We are stronger together. We are a collective voice based on collaborations and partnership, while recognising that students are experts of their own lived experience, we act in solidarity with them.
- **Whanaungatanga:** We are family. We behave as a family and acknowledge that we are all connected by our whakapapa of student representation.
- **Manaakitanga:** We care for others. We are supportive, take an intersectional approach, and seek to make visible and address the various privileges and oppressions, to build a movement that is more just, inclusive and coherent.
- **Rangatiratanga:** We are leaders. We take our place as leaders of the student movement, and strive to be representative, democratic and to speak authoritatively when we are mandated to do so.

### Our landscape

The tertiary environment continues to change rapidly. New Zealand has seen a significant increase in the number of domestic and international tertiary students over the past few decades. There is no such thing as the 'average student' – students are diverse in ethnicity, age, socioeconomic background, and hopes and aspirations, and are learning in different spaces and timeframes across the country.

The Reform of Vocational Education is transforming the vocational learner experience, with the full effects of this transformational shift in the tertiary landscape not to be felt for a few years. Meanwhile, students nationally are increasingly being treated as a number and not a name through the steady 'privatisation' of tertiary education organisations (TEOs – universities, polytechnics and wānanga), who are prioritising budgets and profits over educational aspirations and student needs.

Over the past decade there has been a reduction in student voice nationwide as a result of Voluntary Student Membership, alongside a recalibration of association priorities, focusing more heavily on service provision. The cost of living as a student continues to climb, and discussion around the Governments' fees free policy intensifies.

Student experiences with mental health are worsening and becoming more apparent, the national discussion on sexual violence prevention on our campuses continues, and young people are beginning to stand up and demand climate action from their institutions and the government.

This Policy Document seeks to funnel our strategic direction and members' views into a clear and cohesive document that states our position on key policy arguments. Each policy has been scrutinized by all member associations.

This Policy Document is intentionally not all encompassing.

NZUSA recognises Te Mana Ākonga, Tauria Pasifika, and the New Zealand International Students' Association as the respective groups responsible for representing and being experts of Māori, Pasifika, and International students.

As the views of NZUSA generally align with those of Te Mana Ākonga, Tauria Pasifika, and the New Zealand International Students' Association, we recommend further discussion with them on topics beyond the scope of this document. NZUSA also recommends further consultation with other on campus groups, such as those representing women, the rainbow community, and disabled students.

### Role of Tertiary Education

We support a barrier free education for all. Education should be considered a right, not a privilege, for members of society. We recognize that tertiary education plays a major role as a critic and conscience of society through cultivating critical thinking, collaboration and communication. We also acknowledge the vital role that vocational education and training plays in benefiting society.

Financial barriers, in particular, should not be a deterrent to studying. We believe that tertiary education should be free.

### Cost of Living

We acknowledge that the student experience, as it stands, is extremely costly. Staggering average rent prices, cost of transport, exploitation by employers, and having to prioritise low-paying jobs over study have all become a part of the 'student norm'. We believe that education should be accessible and equitable for all students, to recognise the realities of student living and learning.

We also acknowledge the effects that accumulating student debt has on students in the long-term. This constrains decisions around working or living overseas or not, whether to have families or not, and whether to take out a mortgage on a house or invest in a business opportunity.

When pursuing employment, internship, and volunteer opportunities, we believe all students should work within environments that are safe, where they are valued, and where they are free from exploitation and discrimination.

We believe that all domestic students should have access to a Universal Education Income / Te Rourou Matanui-Wānanga (Universal Student Allowance). We believe that this should be universal in access, but not universal in amount given that particular students (i.e. students with dependents, disabled students) require more to live on each week. We believe that the weekly amount should be set at a liveable amount for students.

### Student Accommodation

We support students living in halls of residence and colleges being covered under the same protections given to tenants under the Residential Tenancies Act. We also support robust resourcing of all hall and college staff in the form of fair pay, safe working conditions, and comprehensive training to deal with the challenges of being caregivers for students of all ages, levels of study, and backgrounds.

We believe that students in halls of residence or colleges should be eligible for the student accommodation benefit, given the high cost of accommodation for these students.

### Student Voice

We believe that students' wellbeing, success, and holistic student experience should be at the heart of TEOs decision-making. To achieve this, students need to be partners in all decision-making processes relating to their experiences, and Māori student voice in particular should be amplified in these discussions.

Student organisations play a crucial role in holding tertiary institutes to account and in empowering students. We believe that institutions and the Government should play a lead role in enabling and supporting student organisations to be independent and effective, including independent Māori student organisations.

We recognise and acknowledge that the working conditions of staff at TEOs directly impact the success and wellbeing of students, and we support the aims of the Tertiary Education Union in developing a tertiary workplace culture that supports and benefits staff.

### Equity, Diversity and Inclusion

We believe that student consultation should be practised as an equitable engagement of opportunity. We believe that TEOs should engage in intentional, meaningful, extensive consultation with students and

student groups who are a part of or represent a marginalised community, including (but not limited to) Māori, Pasifika, rainbow, disability, low socioeconomic, and international student communities.

NZUSA has several relationships with independent representative bodies who represent some of these tertiary communities. We respect and support their autonomy and self-determination, and believe that it is in our best interests to allow them to define their goals in achieving equity for those they represent.

**Māori Students:** We acknowledge Te Mana Ākonga as our Treaty partners, who are the representative voice for all tertiary students in New Zealand of Māori descent.

**International Students:** We acknowledge the New Zealand International Student Association (NZISA) as the representative voice for all international tertiary students in New Zealand.

**Pasifika Students:** We acknowledge Taura Pasifika as the representative voice for all tertiary students in New Zealand who descend from Polynesia, Melanesia and/or Micronesia.

**Rainbow Students:** There is no independent national voice for rainbow students in New Zealand, and so NZUSA strives to listen to and represent their needs. We believe that all rainbow students have the right to study free from discrimination and violence. We support tertiary institutes using students' preferred pronouns and an increase in the availability of gender-neutral bathrooms on campus.

**Students with Disabilities:** There is no independent national voice for disabled students in New Zealand, and so NZUSA strives to listen to and represent their needs. We follow the social model of disability in thinking about and responding to disability, and urge government to do the same. We believe that all TEOs must be accessible for those with physical and mental disabilities, both visible and invisible. We believe that tertiary campuses should proactively accommodate the physical and technical requirements of students living with disabilities in the physical environment and in their pedagogy.

**Students with refugee backgrounds:** NZUSA recognises the unique struggles that students from refugee backgrounds face in Aotearoa. We strive to work with refugee support organisations to ensure that these students are being listened to and that their needs are being met.

## Mental Health

We acknowledge that New Zealand is experiencing an epidemic of poor mental health. For students, there are a range of factors that affect students' mental wellbeing, including but not limited to isolation, loneliness, financial stress, academic pressure, discrimination, and distress around employment prospects.

We support and acknowledge all types of mental health distress, both short-term and long-term.

We believe that mental health support should be free, accessible and culturally appropriate, and should not only conform to a Pākehā model of delivery.

### Menstruation

We acknowledge that the high cost of menstrual products creates an unfair financial barrier to many students for whom they are a necessity. We strongly support measures to reduce this financial burden, such as the provision of free or cost-reduced menstrual products by TEOs.

We support the funding of sanitary products in all state and state-integrated schools, and believe that this should be rolled out to TEOs as well.

### Sexual Misconduct

We strongly believe that sexual misconduct, sexual violence, and any sexually harmful behaviour have no place in New Zealand. We stand in solidarity with survivors and hold an expectation that TEOs should share our stance and pursue meaningful action towards eliminating these practices. All sexual violence prevention, support and advocacy initiatives need to be culturally appropriate and in line with the principles of Te Tiriti o Waitangi.

All TEOs should be held accountable by an external independent body overseeing the reporting and disclosure process of sexually harmful behaviours. All TEOs should have a standardised, standalone policy addressing the reporting, response and prevention of sexually harmful behaviours.

We believe that:

- All TEOs should have a centre for sexual violence support and prevention.
- All tertiary staff should undergo mandatory training on how to deal with disclosures of sexual harm.
- All first-year tertiary students should undergo mandatory consent education.
- All secondary schools should have robust and consistent gender, sexuality, sex, and consent education.

### Environment and Climate Change

Tertiary Education Organisations should be at the forefront of progressive environmental change, reflective of their role of educating the next generation. NZUSA supports strong political and social action from government and all areas of society to respond to the current climate crisis, in both curbing rising temperatures and building resilience against the consequences that are unavoidable.

### Secondary School Leavers

NZUSA believes that secondary school leavers should be supported with the tools and career advice to transition into the next stage of their lives, whether it is further study, employment, or another path. This is important for helping them fulfil their goals and sense of purpose in life, and should centre the learner, not the desires of adults in their lives.

NZUSA also supports the introduction of Te Tiriti-guided non-partisan civics education programmes in all secondary schools across Aotearoa, so that students can enter adulthood having an understanding of how our country works and how they can participate as an active citizen.

### Living Wage

NZUSA is a member organisation of the Living Wage Movement Aotearoa. We believe that everyone in New Zealand should be paid at least a Living Wage. In support of this, NZUSA commits itself to paying all of its elected representatives (and staff) at least a Living Wage.

### Drug Law Reform

NZUSA supports a harm reduction and evidenced-based approach to drug law reform. NZUSA believes that cannabis should be legalised, and will actively campaign to support a yes vote in the referendum on the Cannabis Control Bill.

NZUSA also supports the legalisation of illicit drug testing at festivals and events, including Orientation Week events and parties on tertiary campuses.

### Covid-19 Border Management

NZUSA believes that New Zealanders studying overseas should be exempt from the managed isolated fee if they return to New Zealand, irrespective of the time that they spend in New Zealand. We believe that the cost of managed isolation is a barrier for students, studying abroad, to return to New Zealand.

## Manatu / Memorandum

**Ki a / To:** NZUSA Executive  
**Nā / From:** OUSA  
**Te rā / Date:** 02/10/2020  
**Te Kaupapa / Re:** NZUSA Policy Manifesto - proposed changes

---

Kia ora,

At the National Executive meeting on the 17th of July, I expressed my interest in expanding on NZUSA's Policy Manifesto in relation to harm reduction/drug law reform. This memo accompanies the proposed amendments for consideration at the National Executive meeting on the 9th of October.

This proposal is the result of consultation with the New Zealand Drug Foundation, MP's David Clark and Chlöe Swarbrick, and members of the University of Otago senior management, including Vice-Chancellor Harlene Hayne and University Registrar Chris Stoddart.

OUSA is proposing these changes as a means of ensuring our national student voice has consensus around the steps necessary to reduce substance-related harm for tertiary students. As you will all know, the implications for students who suffer substance-related harm can be dire, from poorer education and employment outcomes to deteriorating mental health.

If you have any questions about the substance (no pun intended) of the proposal, feel free to ask.



### Secondary School Leavers

NZUSA believes that secondary school leavers should be supported with the tools and career advice to transition into the next stage of their lives, whether it is further study, employment, or another path. This is important for helping them fulfil their goals and sense of purpose in life, and should centre the learner, not the desires of adults in their lives.

NZUSA also supports the introduction of Te Tiriti-guided non-partisan civics education programmes in all secondary schools across Aotearoa, so that students can enter adulthood having an understanding of how our country works and how they can participate as an active citizen.

### Living Wage

NZUSA is a member organisation of the Living Wage Movement Aotearoa. We believe that everyone in New Zealand should be paid at least a Living Wage. In support of this, NZUSA commits itself to paying all of its elected representatives (and staff) at least a Living Wage.

### Drug Law Reform

NZUSA supports a harm reduction and evidenced-based approach to drug law reform. NZUSA believes that cannabis should be legalised, and will actively campaign to support a yes vote in the referendum on the Cannabis Control Bill.

NZUSA also supports the legalisation of illicit drug testing at festivals and events, including Orientation Week events and parties on tertiary campuses.

[NZUSA also supports increased access to addiction treatment and rehabilitation programs for tertiary students.](#)

[NZUSA believes informed decision making around substance use is vital for tertiary students who choose to use substances. NZUSA supports increased education around the potential harm of substances and safety practices that students should implement should they choose to use substances.](#)

[NZUSA supports the Smokefree 2025 goal.](#)

[NZUSA believes that, where applicable, tertiary institutions should implement restorative-based processes in their Code of Student Conducts in cases of misconduct related to substance use or abuse. We believe that Codes of Student Conduct that are interpreted on a discretionary basis can lead to inequitable outcomes for students. When responding to cases of student misconduct related to substance use or abuse, NZUSA believes that tertiary institutions should embed rehabilitation and support for the student as a guiding principle and of the utmost priority.](#)

[NZUSA also believes that any informational material surrounding a Code of Student Conduct should clearly outline the responsibility of the tertiary institution in cases of misconduct, and outline the support avenues available to students.](#)

[NZUSA also believes that any adoption, amendment, or removal of a Code of Student Conduct - be it behaviour-based, academic-based, or otherwise – should only occur under consultation with student representatives.](#)

### **Covid-19 Border Management**

NZUSA believes that New Zealanders studying overseas should be exempt from the managed isolated fee if they return to New Zealand, irrespective of the time that they spend in New Zealand. We believe that the cost of managed isolation is a barrier for students, studying abroad, to return to New Zealand.

# Memorandum

To	National Executive
From	Sam Blackmore (LUSA President)
Date	25 September 2020
Subject	LUSA Membership

## Background

48% of our students at Lincoln are International students, and therefore we are looking at an extreme reduction of income next year. Our GM has been instructed to deliver a budget that returns as minimal a loss as possible, however as we have no alternative income streams and are expected to still deliver a student experience comparable to other universities, this is no easy feat. We are still looking at up to a \$60,000 deficit after mitigations. We run a tight ship, and do not have significant cash reserves to run deficits for very long, and the impact on student numbers is predicted to last for years to come.

The saving of approx. \$3700 will allow us to retain some of our core services that will otherwise be put on hold for 2021.

This is not a light decision, however it is one that will go towards helping us keep the essential services within LUSA and also keep LUSA as members of NZUSA and financially viable as an association for years to come.

## Recommendation

THAT LUSA become Associate Members on NZUSA in 2021

# Memorandum

To	National Executive
From	Jack Manning (OUSA President)
Date	25 September 2020
Subject	OUSA Membership

## Purpose

Please see [attachment](#).

## Recommendation

THAT OUSA become Associate Members from NZUSA in 2021

To the NZUSA National Executive,

2021 will mark the third year in a row that OUSA will have a deficit budget. This is a result of the increasing demand on the student services we provide and their necessary growth. This is now costing us more than we have been able to bring back in through our SLA agreement and commercial avenues. We have therefore recognised a need to increase our commercial income to compensate for this, without having to reduce or cut any of our services for students. Therefore, over 2021 OUSA will be embarking on a significant capital project and other crucial new initiatives that will generate increased income from 2022 onwards. We also have significant but necessary maintenance costs required in our buildings and facilities. Lastly, we have the addition of an Advisory Board, which is being implemented for 2021, this board will provide financial advice and help OUSA gain long term financial stability. Additional to all this, there has been a reduced annual income as a consequence of COVID-19 in 2020. This means that 2021 will not only mean a significantly reduced commercial income due to these assets being unable to operate and generate income and also a significant decrease in our overall net funds available. Although the steps we are taking in 2021, will cause temporary financial instability, we believe these steps are necessary for the longevity of OUSA.

We had initially budgeted for a \$200,000 deficit after significant reductions from the original forecasted deficit on our first draft budget. However, this has since become a \$250,000 deficit after changes to our SLA funding from the University which occurred after the budget was released and passed via referenda it has been confirmed that funding will not increase past this amount. Therefore, there are multiple avenues currently being explored to reduce our deficit for next year.

OUSA will retain enough capital in reserves to absorb this current deficit, however the deficit next year is particularly important to reduce. We cannot go another year with a deficit budget. Our long-term aim is continually reducing the deficit so we are back at a breakeven budget from 2022 onwards and therefore able to continue with key services while remaining financially viable. There are three key reasons for this:

1. Next year there will be a change in Otago's Vice-Chancellor. With this comes uncertainty as to the future of our SLA funding from 2022 onwards. We will be fighting to keep the system we have currently, and there will be members of university management that would support that, but there is inherent uncertainty, especially in light of the financial position of universities across New Zealand in light of COVID-19 and decreased international student numbers. This means every amount of money saved could represent another day of OUSA running and transitioning to a new structure in light of any change in this space.
2. As aforementioned, the capital projects we are committed to next year, which will increase our commercial income, will also reduce our capital reserves. These projects are necessary for the longevity of OUSA and moving to operating at break even or a profit. The reduction that comes in our reserves does limit how much money we will have to function in an emergency situation where we lose sources of funding. We will be retaining enough reserves to ensure a transition period of some length in the event of significant funding changes, but any money retained past this will lengthen this transition period.
3. OUSA has had to reduce costs across the board. This has been the case for all of our departments, the Executive, and in relation to any new initiatives we would have liked to have pushed as an

organisation. As a result, this the fairest approach we can take as an Executive is to apply this same approach to all of our budget lines, including our own, as well as assessing and weighing the value of their services in the same way as our internal departments. Once 2021 projects are underway and completed, we should be seeing an increase in commercial income.

We want to put emphasis the importance of reducing this deficit. We also want to emphasise the careful consideration that has gone into making these decisions. Fundamentally, our decision making is grounded in the firm belief that we shall continue the quality and availability of the services we provide to our students but that we need to be financially stable for the future.

As a result, the OUSA Executive would like to request that the NZUSA National Executive grant OUSA Associate Member status for 2021. As we have outlined, this will aid us in reducing our budgeted deficit and contribute to the financial security of OUSA going forward. The intention of the Executive is that OUSA will have increased capital flows by 2022 and therefore able to continue our relationship with NZUSA. We hope that NZUSA is able to help us in this difficult financial time.

**Context (budget)**



Budget Category	Budget name	Total budget 2020	Proposed Budget 2021	% Change
<b>Income</b>				
	Comm income	-\$79,808	-\$49,753	62%
	Investment income	-\$170,000	-\$88,761	52%
	Uni Contribution	-\$3,186,431	-\$3,239,431	102%
	Planet Media	-\$206,227	-\$308,601	104%
	DCBFF	-\$209,365	-\$235,852	113%
<b>Income Total</b>		<b>-\$3,941,951</b>	<b>-\$3,922,398</b>	<b>100%</b>
<b>Other Costs</b>				
<b>Administration</b>				
	Admin G	\$152,525	\$154,907	102%
	Admin M	\$660,875	\$734,154	111%
	UJL building lease	\$76,841	\$79,000	102%
	Admin total	<b>\$889,241</b>	<b>\$967,061</b>	<b>109%</b>
<b>Capital expense</b>	Capital	\$201,242	\$200,000	99%
<b>NZUSA</b>	NZUSA	\$45,500	\$45,500	100%
<b>Executive operating costs</b>				
	Exec Gen	\$163,863	\$194,395	119%
	Exec campaigns	\$12,038	\$11,000	91%
		<b>\$175,901</b>	<b>\$205,395</b>	<b>116.77%</b>
<b>Communication, Design and Marketing</b>	Comms	\$379,660	\$374,498	99%
<b>Other Costs Total</b>		<b>\$1,692,544</b>	<b>\$1,792,454</b>	<b>106%</b>
<b>Advocacy</b>				
<b>Student Support Centre</b>				
	SSC	\$480,896	\$421,525	88%
	SSC Queer	\$6,233	\$5,059	81%
	SSC Total	<b>\$487,129</b>	<b>\$426,584</b>	<b>88%</b>
<b>Advocacy Total</b>		<b>\$487,129</b>	<b>\$426,584</b>	<b>88%</b>
<b>Employment</b>				
<b>Student Job Search</b>	Student Job Search	\$15,000	\$15,000	100%
<b>Employment Total</b>		<b>\$15,000</b>	<b>\$15,000</b>	<b>100%</b>
<b>Media</b>				
<b>Critic</b>	Critic	\$346,641	\$336,477	97%
<b>Radio One</b>	Radio One	\$238,887	\$233,251	98%
<b>Media Total</b>		<b>\$585,528</b>	<b>\$569,728</b>	<b>97%</b>
<b>Clubs and Societies</b>				
<b>OUSA Clubs and Socs</b>				
	Aquatic Centre	\$92,452	\$90,324	98%
	Club dev	\$89,610	\$69,701	78%
	Rec Total	<b>\$182,062</b>	<b>\$160,025</b>	<b>88%</b>
<b>Clubs and Societies Total</b>		<b>\$182,062</b>	<b>\$160,025</b>	<b>88%</b>
<b>Sports and Recreation</b>				
<b>Clubs and Socs Operating</b>				
	Recreation	\$569,821	\$583,776	102%
	Rec programme	\$0	\$0	
<b>Recreation total</b>		<b>\$569,821</b>	<b>\$583,776</b>	<b>102%</b>
<b>Events</b>				
	Events Gen	\$426,003	\$441,881	104%
	Events Ori	\$61,625	\$31,534	51%
	Events Hyde	-\$43,375	-\$43,450	100%
	Events cap	\$10,800	\$12,120	112%
	Events RC&B	\$5,450	\$7,800	139%
	Events ReO	\$22,361	\$15,775	71%
	Events Art WK	\$14,600	\$9,950	68%
	Events other	\$0	\$0	
	Starters Bar	\$110,141	\$101,277	92%
	Events Total	<b>\$607,605</b>	<b>\$576,687</b>	<b>95%</b>
<b>Sports and Recreation Total</b>		<b>\$1,177,426</b>	<b>\$1,160,463</b>	<b>99%</b>
<b>Total Expenditure</b>		<b>\$4,139,689</b>	<b>\$4,124,254</b>	<b>100%</b>
<b>Operating Surplus/Deficit</b>			\$201,656	
<b>Extraordinary items: non-operating budget, to be funded from reserves</b>				
	Clubs and Socs roof and lift replacement		\$500,000	
	UBS building rebuild (full cost)		\$3,300,000	
	<b>Total extraordinary items</b>		<b>\$3,800,000</b>	

The full impact that OUSA changing to Associate Member would have on NZUSA is for the National Executive to determine. What is concrete is that if OUSA were to pay associate members rates for 2021 this would represent a reduction of \$20,802 from the membership fees received by NZUSA in 2021.

It is also a question for the National Executive as to what can be done to mitigate an impact like this, or how much of an impact can be mitigated. We are more than happy to continue our communications around this and help where necessary. However, our financial state cannot go ignored and we need to take action to ensure the longevity of OUSA.

Nga mihi,

Jack Manning and the OUSA Executive.



# Memorandum

To	NZUSA National Executive
From	Andrew Lessells (FRAC Chair)
Date	30 September 2020
Subject	Membership Levies for 2021 and NZUSA Budget 2021

## Membership Levies 2021

All proposed levies for 2021 have all been flagged with the National Executive. All members have been informed what their 2021 membership is likely to be pending National Executive approval. No concerns were raised about the levy structure or formula.

FRAC has reviewed the membership levies for 2021 and recommended the attached levies to the National Executive.

Following FRAC's levy review and recommendation, LUSA and OUSA wrote to the National Executive requesting to become Associate Members of NZUSA, and therefore pay an Associate Member fee in 2021.

These requests are attached below as separate memorandums, and should be considered before the following motion is agreed to. The following motion will reflect the outcome of the approval or rejection of the two requests.

## **Recommendation**

THAT the National Executive recommend the 2021 NZUSA membership levies to Congress.

---

## NZUSA Budget 2021

FRAC's have completed their 2021 Budget process. The changes to spending for 2021 are as follows:

### *Income*

- Increase in external committee revenue (AQA, SARB, SJS)
- Increase in levies from two new members
- Projected higher sales of TIB merchandise to clubs and the public

### *Less Cost of Sales*

- Big TIB merch order done this year, so we shouldn't need to buy much more stock in 2021

#### *Less Overheads*

- Audit Fees - NZUSA should have its accounts reviewed/audited next year. It has been a while since this has happened.
- Insurance - Budget for insurance has been removed as NZUSA does not have any current insurance policies, and after talking with State insurance, there are no insurance policy NZUSA is in need of at this point in time.
- Campaigns - As shown in the proposed 2021 budget, campaigns has been split into campaigns (general), Thursday's in Black, Tauria Pasifika, Design and Research. This is to provide more structure for how money its likely to be allocated.
- Salaries - Increase in cost of salaries to reflect two potential new roles (Education Officer and Welfare Office) at \$7300 per role (7.5 hours for 44 weeks). Tauria Pasifika President Honorarium extended to 10 hours per week for 52 weeks rather than 7.5 hours per week for 44 weeks.
- TMĀ - Increase in the funding NZUSA collects on behalf of TMĀ. The \$30,000 (including GST) figure has not changed in 30+ years, and in order to meet NZUSA's obligations under te Tiriti o Waitangi, the funding portion must increase so that TMĀ has the resourcing it needs to thrive and continue to be a strong voice for Māori students.
- Website - The website category reflects the fixed costs associated with website (domain/Squarespace costs).

#### *Surplus*

- In recent years, it has been important for NZUSA to maintain a healthy surplus in order to build up our reserves. The proposed surplus for 2021 recognises the need to contribute to our reserves in these tumultuous times, while also ensuring that income we receive from our members is put the good use by delivering beneficial services and carrying out strong campaigns.

#### Associate Member Requests

- If the National Executive approved either/both LUSA and OUSA's request to pay an Associate Member fee in 2021, then the proposed budget will be impacted.
- The financial impact of LUSA become Associate Members is a **loss of \$3,686.20**. If the National Executive agreed, we can either agree to reduce the budget surplus, or make minor adjustments to the budget without changing the nature of the spending.
- The financial impact of OUSA becoming Associate Member is a **loss of \$20,802**. If this request is approved, the budget will need significant re-working as we would be unable to budget for the increase in TMĀ's funding, extending the paid hours of the Tauria Pasifika President or introducing the Education and Welfare positions. If the request is approved, the budget should got back to FRAC to reconsider, and be brought back to the National Executive.

#### **Recommendation**

THAT the 2021 NZUSA Budget be recommended to Congress.

## NZUSA Membership Levies 2021

Organisation	Full Name	2019 EFTS*	2021 Levy
AUSA	Auckland University Students' Association	35,421	\$45,500
LUSA	Lincoln University Students' Association	2633	\$8,854.80
M@D	Massey @ Distance	6626	\$2,000
MAWSA	Massey at Wellington Students' Association	2526	\$5,031.20
MUSA	Massey University Students' Association	4553	\$13,837.80
OUSA	Otago University Students' Association	18,915	\$45,500
SAU	Students at UCOL	3033	\$5,639.60
SAWIT	Student Association at Wintec	5485	\$4,219
Student Connection	Student Connection	5680	\$11,000
USC	Unitec Student Council	6175	\$18,055
VUWSA	Victoria University Students' Association	17,861	\$45,500
Younited	Younited Students' Association at EIT	4975	\$3,974.20
<b>Total Levy Income</b>			<b>\$209,174.60</b>

Account	Total	2020 Budget	Change
<b>Income</b>			
Committee Revenue (220)	\$ 6,590.00	\$ 4,920.00	34%
Conference Income (240)	\$ 16,000.00	\$ 15,650.00	2%
Interest Income (270)	\$ 3,750.00	\$ 3,600.00	4%
Levies (200)	\$ 209,174.60	\$ 178,640.20	17%
Other Revenue (260)	\$ 9,000.00	\$ 9,000.00	0%
TIB Income (265)	\$ 1,000.00	\$ 800.00	25%
<b>Total Income</b>	<b>\$ 245,514.60</b>	<b>\$ 212,610.20</b>	<b>15%</b>
<b>Less Cost of Sales</b>			
TIB Merchandise (266)	\$ 250.00	\$ 300.00	-17%
<b>Total Cost of Sales</b>	<b>\$ 250.00</b>	<b>\$ 300.00</b>	<b>-17%</b>
<b>Gross Profit</b>	<b>\$ 245,264.60</b>	<b>\$ 212,310.20</b>	<b>16%</b>
<b>Less Operating Expenses</b>			
Shipping (110)	\$ 50.00	\$ 50.00	0%
<b>Total Operating Expenses</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>0%</b>
<b>Less Overheads</b>			
ACC (399)	\$ 150.00	\$ -	
Audit Fees (402)	\$ 3,000.00	\$ 270.00	1011%
Bank Fees (404)	\$ 360.00	\$ 360.00	0%
Thursday's in Black	\$ 1,500.00	\$ -	
Design	\$ 4,000.00	\$ -	
Research	\$ 4,000.00	\$ -	
Campaigns (45001)	\$ 6,000.00	\$ 20,000.00	-70%
Communication - Cellphones (408)	\$ 1,500.00	\$ 1,440.00	4%
Conferences and Training (433)	\$ 14,500.00	\$ 15,200.00	-5%
General Expenses (429)	\$ 1,000.00	\$ 1,200.00	-17%
Insurance	\$ -	\$ 2,000.00	-100%
Interest Expense (437)	\$ 1,260.00	\$ 1,260.00	0%
KiwiSaver Employer Contributions (478)	\$ 3,762.00	\$ -	
Light, Power, Heating (445)	\$ 2,140.00	\$ 2,140.00	0%
National Executive Meetings (4501)	\$ 750.00	\$ 750.00	0%
Salaries (45008)	\$ 125,400.00	\$ 108,207.00	16%
Office Expenses (453)	\$ 500.00	\$ 1,700.00	-71%
Professional Services (464)	\$ 2,200.00	\$ 2,160.00	2%
Rent (469)	\$ 14,117.52	\$ 14,117.52	0%
Subscriptions (485)	\$ 3,500.00	\$ 3,600.00	-3%
Tauira Pasifika	\$ 4,000.00	\$ -	
Te Mana Akonga (45012)	\$ 40,000.00	\$ 26,086.96	53%
Travel (470)	\$ 6,000.00	\$ 5,700.00	5%
Website (501)	\$ 850.00	\$ -	100%
<b>Total Overheads</b>	<b>\$ 240,489.52</b>	<b>\$ 206,191.48</b>	<b>17%</b>
<b>Total Expenses</b>	<b>\$ 240,539.52</b>	<b>\$ 206,241.48</b>	<b>17%</b>
<b>Net Profit</b>	<b>\$ 4,725.08</b>	<b>\$ 6,068.72</b>	<b>-22%</b>



# New Zealand Union of Students' Associations: 2020 Governance Review Proposals

## Contents

Introduction.....	2
Who are the governance review committee? .....	2
Why are we undertaking a governance review? .....	2
What has happened so far? .....	2
Findings from the Governance Review Survey and Interviews.....	3
What do members value about NZUSA? .....	3
Issues with our current governance structure? In members words' .....	4
Theme One: Governance Structures.....	4
Theme Two: Voice and Representation.....	6
Proposal One: A National Executive and Representative Council .....	8
A Representative Council.....	8
A Governing Executive .....	8
Who would do what?.....	9
Benefits .....	9
Risks .....	9
Proposal Two: Improvements to National Executive.....	10
An Elected Chair .....	10
Greater Representation of Marginalised Voice .....	10
Alumni Involvement.....	10
Benefits .....	10
Risks .....	10
Recommendations and conclusion.....	11

## Introduction

### Who are the governance review committee?

The Governance Review Committee is made up of a diverse range of student leaders from across Aotearoa. There is representation from universities, polytechnics, Māori and Pasifika student voice.

The Terms of Reference for the Governance Review Committee guaranteed at four representatives elected from the NZUSA National Executive including at least one university and ITP member President. There was also representation from Te Mana Ākonga, Taura Pasifika, and the NZUSA National Office.

*Andrew Lessells (Committee Chair)  
(President, Younited Students' Association  
at EIT) (FRAC Chair, NZUSA)*

*Ali Leota (President, Taura Pasifika)*

*Helen Vea (President, Unitec Student  
Council)*

*Matthew Schep (Vice President, NZUSA)*

*Sam Blackmore (President, Lincoln  
University Students' Association)*

*Jack Manning (President, Otago University  
Students' Association)*

*Mamaeroa Merito (Tumuaki Takirua, Te  
Mana Ākonga)*

Between them these members have eleven years' experience on the NZUSA National Executive and have served nearly two decades in student politics.

### Why are we undertaking a governance review?

NZUSA's current governance structure has been arrived at by circumstance, not design. Following the reforms to the National Office in 2018, there have been no changes to the National Executive to reflect these changes in responsibilities and composition. As NZUSA has had a couple of years to bed in these National Office changes, they felt timing was right to review if our governance structure supports them.

### What has happened so far?

Following discussions with National Executive, National Office and partner organisations about the state of NZUSA's governance structures, the Governance Review Committee was created at the NZUSA June National Executive meeting and its draft Terms of Reference were approved. The National Executive representatives were then elected, and the committee first met later that month.

## Findings from the Governance Review Survey and Interviews

As part of the governance review a wide-ranging survey was distributed to members and partner organisations. There was also a significant effort to gain feedback from National Office and those who did not complete the survey. The review also interviewed members whose submissions contained ideas that the committee felt warranted more in-depth discussion.

Below are the key themes and views gathered through the survey and interview process, expressed in members' own words.

### What do members value about NZUSA?

Members spoke highly of NZUSA's ability to harness and empower the collective voice of students at a national level. The theme of unifying student voice came through strongly in the survey.

*"[We value] the ability to engage, network and be inspired by other member organisations. The ability to have a unified student voice."*

FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY

National student campaigns such as the Universal Education Income/Te Rourou Matanui-a-Wānanga are seen as an incredibly valuable part of membership.

*"Of most value [to us] is the ability to have input on issues and campaigns that directly impact our students."*

FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY

The workshops and educational chances that NZUSA offers are also regarded by members as extremely valuable. They also see NZUSA's subcommittees as a fantastic way to empower and grow both themselves and members of their Executives.

*"The networking and learning opportunities gained through executive interactions and subcommittees, as well as the opportunity to contribute to the national narrative surrounding student issues."*

FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY

Members also see the relationships that NZUSA has with partner organisations as incredibly valuable to both NZUSA and their organisations.

*"We also value the strong partnership that NZUSA (and by extension, member associations) have with Taura Pasifika and Te Mana Ākonga, and the benefits and opportunities these partnerships provide.."*

FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY

The responses to the Governance Review Survey demonstrate that members are extremely happy with the job NZUSA is doing. While they can see improvements that could be made to our governance structures, they made clear that this should not take away from the excellent work performed by National Office and NZUSA as a collective whole.

*"I value the collaboration and partnership that we've worked so hard to build and obtain. My brothers and sisters at NZUSA have been amazing with assisting us and I couldn't ask for a better team for support and joy."*

FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY

## Issues with our current governance structure? In members words’.

Alongside asking members and stakeholders what they valued about NZUSA, the governance survey also asked what issues they perceived with our governance structures and what changes they feel could be made.

As with the above section, the views articulated below are in members’ own words.

### Theme One: Governance Structures

Based on the feedback from our survey, members identified a significant number of improvements that could be made to our current structures.

A major theme that arose in the survey was that NZUSA’s National Executive was trying to fill the role of a representative body and a governing board at the same time. Members felt that this may lead to problems with strategic vision and leadership, as the National Executive is overstretched and filling too many roles.

*“NZUSA’s governance structure is unique in both a New Zealand context and internationally. Member-based organisations, particularly in the student space, traditionally have a membership council and a governing executive. NZUSA’s National Executive Committee currently fills both those roles.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

They also felt that the current structure did not adequately support the National Office in their roles. With Presidents often working full-time roles with their associations, members feel that the National Executive is currently not equipped to take responsibility for the health, safety and wellbeing of those in National Office.

*“The National Executive is made up of extremely committed student leaders. These leaders have a habit of becoming over-committed and NZUSA can be seen as an add-on to their core role as the representative for their students. This can lead to members disengaging from NZUSA and increasing the workload on others. Coupled with a large and cumbersome National Executive, often at arm’s length from National Office, it cannot hope to offer adequate support however much it may wish to.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

Alongside this were concerns about the effectiveness of National Executive at ensuring accountability. As National Executive members are overcommitted and under-resourced, in members views the issue of accountability is often lost. Coupled with this overcommitment is a perceived lack of ownership over governance decisions and actions.

*“[There is] little oversight from governance and no one person in-particular in-charge of overseeing governance activity.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*



Members also raised concerns about the National Office of NZUSA both leading the operational side of the organisation as well as chairing the National Executive. There were observations that this could lead to or is currently a conflict of interest. Members strongly felt that National Office chairing the National Executive was a structural issue and should be addressed.

*“We feel like that this [accountability] is an issue of conflict of interest at times. Especially, where NZUSA National Office is both the chair and operational arm of NZUSA.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

Some of those who submitted believe that NZUSA needs more governance experience to improve decision making and support member Presidents. Members also feel that NZUSA alumni could help to provide some of this experience and should be better utilised by our governance structure. Most felt that this should either take the form of our existing Advisory Board or as independent directors on the National Executive, as is done by Student Job Search.

*“NZUSA alumni often provide a wealth of expertise and support, and we welcome alumni supporting NZUSA in an advisory capacity. This has proven its worth at, for example, Presidents training. It should be noted, however, that any influence alumni have in NZUSA should not be to the detriment of the National Executive members ability to govern independently.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

Due to the member-based representative structure on the current National Executive, respondents also stated that there is a risk that it may grow too large to be an effective governor. The Institute of Directors states that the ideal size of a governing board is between 6 and 7 people, and members generally concur with this. They see significant risk that NZUSA growing could make our current structures unsustainable.

*“As NZUSA membership grows, the National Exec will grow, and that will only have a detrimental effect on the effective operation of the National Executive as a governing board.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

## Theme Two: Voice and Representation

The way that NZUSA represents Māori student voice is significant area that members think should be reformed. They feel the current structure does not meet our Te Tiriti obligations and does not adequately represent Māori learner voice. They view the single seat for Te Mana Ākonga as tokenistic and feel that NZUSA's governance structures should have a far greater focus on the participation and input of Māori taurira.

*"Having a sole seat for Te Mana Ākonga on a governing executive of 15 members is not an effective implementation of partnership."*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

Members also shared concerns about weak voice from Institute of Technology/Polytechnic (ITP) members. They pointed out that while these members have representation on the National Executive their voice is often not empowered.

*"Much like our current governance structure, we are not building in the opportunities to harness the potential of our ITP student association members. Often, we [university members] feel like we have more of a voice when it comes National Executive meetings."*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

These concerns also noted that ITP voices are often not heard effectively. Members feel that a transformational shift is required around how ITP learner voice is expressed and collected.

*"[NZUSA represents ITP voice] poorly. Sustainable and attractive models of representation are needed in the ITP sector in order to develop their voice. One voice is a very concerning way to conduct action for the ITP sector, especially given its diverse students."*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

Members also raised issues around the empowerment and voice of marginalised student communities. NZUSA's current governance structure is rigid as to who can sit on the National Executive and it is felt by many that this can be extremely disempowering and can lead to a lack of representation.

*"The current Nat Exec and sub-committee structure is very limited in terms of the ability to represent marginalised communities. It comes down to waiting for a member of a specific community to reach a leadership position to push issues before they come onto the radar of NZUSA. This is an approach that is akin to the "ambulance at the bottom of the cliff" metaphor."*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

The ability for member Presidents to advocate for marginalised student communities as our current structure requires was felt a significant issue by many. Members believe that NZUSA's governance structure should be more inclusive and actively empower marginalised student communities.

*“Often we assume that Presidents can speak for everyone as they are elected to do so. But this is rarely the case, if you don't have marginalised student community representatives in the room advocating for their communities. The current model leads itself to a system that benefits the majority of students but can often leave marginalised communities issues under-represented nationally. The Rainbow and Postgrad national student bodies are a great step. We should have their representatives as governors of NZUSA.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

The composition of NZUSA's subcommittees has also been flagged as a concern by some members. NZUSA represents an incredibly diverse range of students, however members feel that our subcommittee structures do not reflect this. While they recognise that the makeup of member Executives will define the composition of subcommittees, members feel that NZUSA should do more to address these issues when they arise.

*“We have concerns about how unrepresentative the sub-committees can be. From Executive members experience, the committees are very male-dominated, particularly Pākehā men. We are pleased to see work being done in this space through the creation of the Rainbow committee and with work being done to better advocate for students with disabilities. We think there is also an opportunity here to work on representation for mature students. We must, however, work to make all of our committees reflective of our diverse student body, and that committees are set-up to empower marginalised student voices. This could be through striving for a 50/50 model or if there is a committee that is male dominated, at least having a woman as the chair. Equitable representation must be a guiding principle in NZUSA's governance.”*

*FEEDBACK FROM THE GOVERNANCE REVIEW SURVEY*

## Proposal One: A National Executive and Representative Council

The theme that came through consistently from the governance review survey was that the current National Executive is overcommitted and suffers from competing priorities. Many members suggested that splitting NZUSA governance into a *representative council* and a *governing executive* may help to address what they see as a significant issue.

### A Representative Council

The Governance Review Committee recommends that NZUSA creates a Representative Council consisting of NZUSA members and partner organisations such as Te Mana Ākonga. In effect this would be a miniaturised version of Annual Congress or “Congress in motion”.

This body would be responsible for setting NZUSA’s strategic plan and vision, deciding on stances and the political positions NZUSA takes. As the peak body of NZUSA outside of Congress it would also hold the Governing Executive accountable to the wider membership.

The Representative Council would also be an empowering space for student leaders to share their experience, run workshops and engage in holistic strategic planning.

As a representative body, the Council would have a more fluid construction and would be able to invite members of marginalised student communities to their meetings if there is a pre-existing lack of voice from these communities.

The Representative Council would be empowered to elect a Chair from among its members.

### A Governing Executive

The National Executive would be transformed into a slimmed-down governing body with NZUSA members elected by Annual Congress. Where vacancies occur mid-term, the Representative Council would be empowered to elect replacement members.

The Governing Executive would be responsible for the financial and governance oversight of NZUSA’s operational arm and ensuring accountability to members. It would also be the body that the Finance, Risk and Audit and Policy Committees report to.

The Governance Review Committee feel that the ideal size for this body is between 8 and 9 members and propose the following structure:

- The NZUSA President
- The NZUSA Vice President
- 2 General Member Representatives
- 1 Member University Representative
- 1 Member ITP Representative
- 1 Tauria Pasifika Representative
- 1 Te Mana Ākonga Representative
- 1 NZUSA Alumni

Te Mana Ākonga and Tauria Pasifika would be empowered to decide their representatives on the Governing Executive.

The NZUSA alumni on the Governing Executive would be elected by members at Annual Congress. The NZUSA President would be the default chair of the Governing Executive.

## Who would do what?

Below is a sample National Executive agenda similar to many of those seen this year. Agenda items in green would be considered by the Representative Council, while those in red would go before the Governing Executive. Yellow items would be presented to both.

### Strategic Items & Decision-Making

1. Approval of Meeting Minutes
2. Approval of FRAC Minutes
3. Approval of Policy Committee Minutes
4. Approval of National Education Committee Minutes
5. Approval of National Education Committee Minutes
6. NZUSA President Report
7. NZUSA Vice President Reports
8. Oral Reports
  - Te Mana Ākonga
  - Tauria Pasifika
  - Thursdays in Black
9. NZUSA Stance on the Cannabis Referendum
10. Universal Education Income/Te Rourou Matanui-a-Wānanga
11. COVID-19 Update
12. National Rainbow Student Representation
13. Policies recommended for Approval
14. NZUSA Annual Plan
15. NZUSA Governance Review
16. NZUSA Income and Expenditure Survey

As can be seen above, most agenda items would go to the Representative Council and be discussed by a wide range of members and partners. The often-overlooked items such as finances, risk assessments and health, safety and wellbeing items would go to the Governing Executive as is standard practice for a member-based NGO.

Many of the agenda items that would go to both governing bodies would be passed by one body and noted by the second. The agenda documents from each governing body would be mutually available to each other. We envisage both bodies meeting approximately the same number of times per year.

## Benefits

Creating two new governance bodies with clearly defined roles will help to address the significant overlap between governance and operations that NZUSA currently struggles with. An independent chair of the Governing Executive would also help to address the challenges that the NZUSA National Office faces with chairing an Executive that should ostensibly be holding them accountable. With a member as a chair of the Governing Executive,

Such a change would also allow NZUSA to empower and harness the voices of currently marginalised student communities in ways not before possible. The NZUSA Representative Council would provide a space for student leaders from across Aotearoa to contribute and share their experience and knowledge in an inclusive and empowering space.

## Risks

Radical structure change has inherent risk that would need to be carefully managed. Creating two different governing bodies could lead to inconsistencies in NZUSA's decision making and processes unless addressed.

There is also the possibility for confusion to arise between the Governing Executive and Representative Council if their roles are not properly demarcated. Any change would need to cautiously define the specific roles of each body and alter this if issues were to become apparent.

## Proposal Two: Improvements to National Executive

As a counterpoint to the “revolutionary” proposals outlined above, there is also the option to make limited reforms to the current National Executive structure. These reforms would help to address some of the more pressing concerns raised by members, however more work would need to be done to fully reflect the issues members want addressed.

### An Elected Chair

A significant issue that members perceive is that the NZUSA National Office chairs the body that should hold them to account. Making the Chair of the National Executive a member representative would help to address this concern. This Chair would be elected at Annual Congress and any mid-term replacements would be appointed by the National Executive.

### Greater Representation of Marginalised Voice

Members strongly feel that NZUSA’s governance structures do not adequately represent the voices of marginalised student communities. The National Executive should be able to appoint members from these communities to ensure that their voices are heard and empowered.

### Alumni Involvement

The NZUSA Advisory Board would be actively encouraged to meet regularly and provide guidance and support to the National Executive. Many members feel that the NZUSA Advisory Board has not been well utilised in the past and have expressed a view that it should play a more active role in NZUSA decision making.

It would be up to next year’s National Executive to ensure that the Advisory Board met more regularly, however the Governance Review Committee would recommend that the Terms of Reference for the Advisory Board be changed to compel it to meet more frequently.

### Benefits

Simply altering the composition of the National Executive would be a smaller change than the creation of two new bodies. The constitutional and policy changes required would be smaller and there is less risk of confusion if NZUSA broadly retains its current structure.

The administrative overhead would also be reduced with only the existing National Executive to meet. The planning required to host meetings would also be reduced with only one body.

### Risks

In the view of many members the National Executive is already too large to govern effectively. To make it more representative would inherently add more seats at the table. The member-based representation on this body makes it inevitable. This presents both a risk to the governance of NZUSA and could lead to members voices not feeling valued. One of the consistent themes from members was that our National Executive was too large, and this change only increases that.

As mentioned above, simply altering the composition of the National Executive may not be seen as a sufficient change for many members. Throughout the survey and interview process they have raised many fundamental concerns with the nature of the National Executive and to not change this may lose their buy-in.

## Recommendations and conclusion

While the shift to a Representative Council and Governing Executive is not a panacea, the Governance Review Committee feel that it is an important shift towards improving NZUSA's governance ability and culture. For too long we have avoided the question of "*what is the ideal governance structure for NZUSA?*". Through this review we gained a significant mandate for change from our members, and we ignore this wish at our peril.

That is why the Governance Review Committee recommends that the National Executive endorses *Proposal One: A National Executive and Representative Council*. We have an opportunity as an organisation to shape the future of our governance and leave the organisation in a better place than we found it. This is what all governors want to be able to achieve in their time and we must seize this prospect.

Finally, the committee would like to thank members of the NZUSA National Executive, National Office and our partner organisations. Without your support and empowerment, this process would not have been possible.

# Memorandum

To	National Executive
From	National Office
Date	1 October 2020
Subject	NZUSA Constitution

## Purpose

National Office have reviewed the NZUSA Constitution to see whether any updates/changes were needed to reflect the current practices of the organisation. The recommended changes are as follows:

### Section 2

- Recommendation to remove the ability for members of the National Executive to move motions of vote by fax or post.

### Section 5.6.1

- If a member wishes to withdraw their NZUSA membership, it has been a NZUSA convention and tradition that a referendum or general meeting must be held prior to any notice of withdrawal to prove. The referendum or general meeting must show that withdrawing reflects the wish of the majority of students represented by the Member.
- Although this process is customary, this year saw an example of a member giving their notice of withdrawal without consulting their student body. We therefore recommend this section be added to reflect current practice and ensure that any notice of withdrawal has the backing of a Member's student body.

### Section 6 and 7

- Addition of three new elected representative roles: Education Officer, Welfare Officer and Rainbow Officer. These roles will be elected in accordance with the National Education Committee, National Welfare Committee and National Rainbow Student's Committee Terms of References respectively.
- The job descriptions for these roles are attached.
- **Option** – alternatively, the Education Officer and Welfare Officer roles could be elected at Congress, in which case an amendment to section 15.1 would be required. For background, the these roles is replace positions that are currently elected by the national Executive at the first meeting of each year (committee chairs, external boards and committees etc.).



## Section 8

- This section will largely be dependent on the outcome of the Governance Review decisions made by the National Executive.
- In the case that no changes are made and the Constitution is unchanged, the President of Tauria Pasifika should be added to the National Executive to reflect our MOU

## Section 13 and 20.2.2

- The Constitution currently requires that the financial statements presented to Congress are audited or reviewed. Due to the size and operational spending of NZUSA, we are not required by law to audit or review or accounts. This process is very expensive and instead, accounts should only be audited or reviewed when required, either by law or by the National Executive.

## Section 18.3

- Votes that Associate Members are allocated at NZUSA AGMs or SGMs are determined year to year by the National Executive

### **Options –**

1. Associate Members be granted 1 less vote than they would have if they were Full Members
  2. Associate members be granted 2 votes, and those paying less than the full Associate Membership fee be granted 1 vote
  3. Keep the status quo – decided year to year by the National Executive
- Any constitutional change to recommend to Congress will be circulated after the meeting  
→ **Whatever outcome is decided should be used to determine Associate Member voting allocation at 2020 Congress.**

## Section 18.4

- A vote given to Tauria Pasifika at General Meetings to reflect our MOU

## Part Four (formerly Section 20)

- The 'Policy' Section meant that NZUSA policy on external matters can only be decided at Congress or other General Meeting. In reality, policy on external matters needs to be considered by the National Executive
- The process for making policy decisions already exists in the Meeting Policy and Section 9 and 12 of the Constitution – a majority of votes. We recommend this section be taken out.

## **Recommendation**

THAT the updated Constitution be recommended to Congress.

NZUSA Job Descriptions  
**National President**

**Location:** Wellington  
**Reports to:** National Executive  
**Hours:** 40 hours per week  
**Term:** 1 January 2020 – 31 December 2020  
**Honorarium:** \$46,000

**Key Responsibilities**

<b>LEADERSHIP</b>	
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Undertake strategic and annual planning for NZUSA</li> <li>• Manage relationships with key stakeholders involved in the tertiary and advocacy sectors</li> <li>• Lead change and adapt in changing external environment</li> <li>• Be the 'face' of NZUSA</li> <li>• Support the Vice-President in their work</li> <li>• Support the Thursdays in Black representative in their work</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Chair and manage board meetings and agendas</li> <li>• Chair and manage AGM and SGMs</li> <li>• Oversee strategic risks and capture opportunities</li> </ul>
<b>ADVOCACY</b>	
<b>Representation</b>	<ul style="list-style-type: none"> <li>• Act as media spokesperson</li> <li>• Prepare press releases</li> <li>• Represent NZUSA on external boards and committees</li> <li>• Keep connected with students and their issues</li> <li>• Represent NZUSA at events and other public forums</li> </ul>
<b>Lobbying</b>	<ul style="list-style-type: none"> <li>• Represent NZUSA with Ministers, MPs and government agencies</li> <li>• Keep up-to-date with policies and issues affecting students</li> <li>• Prepare submissions on Bills and other policy processes</li> </ul>
<b>Campaigns</b>	<ul style="list-style-type: none"> <li>• Prepare campaign strategies and plans</li> <li>• Lead the implementation of campaign strategies</li> <li>• Coordinate people involved in the campaign activities</li> </ul>

## MEMBER RELATIONSHIPS

<b>Member Support</b>	<ul style="list-style-type: none"><li>• Actively engage with member executives</li><li>• Provide advice on areas where NZUSA has expertise</li><li>• Prepare and manage a document library of resources for member executives</li><li>• Prepare Members' Briefings for any activities of significance</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Prepare and distribute a regular form of communication with suitable people including members</li></ul>

# National Vice President

**Location:** Wellington  
**Reports to:** National Executive  
**Hours:** 40 hours per week  
**Term:** 1 January 2020 – 31 December 2020  
**Honorarium:** \$46,000

## Key Responsibilities

### LEADERSHIP

- Undertake strategic and annual planning for NZUSA
- Support the President in their work
- Support all other elected representatives in their work
- Alongside the President, prepare campaign strategies and help lead their implementation

### OPERATIONAL DUTIES

- Prepare minutes, agendas and relevant reporting documents for National Executive meetings
- Act as secretary for National Executive meetings
- Create invoices, pay bills, keep on top of the accounts and ensure the organisation is keeping to the budget
- Actively seek opportunities to lower costs for the organisation without effecting its outcomes
- Lead the organisation for all NZUSA events (including: ITP Summit, Congress and Conference)
- Create an operational manual and keep it up to date with the correct processes
- Be on top of all risks the organisation faces and any mitigating factors
- Ensure the health and safety of the organisation

### COMMUNICATIONS

- Provide regular contact to member organisations around NZUSAs activities
- Ensure all messaging is aligned for the organisation
- Create content for NZUSAs communication channels including design work
- Update the website
- Be the key contact for Presidents

# National Education Officer

**Location:** Anywhere in Aotearoa  
**Reports to:** National Executive  
**Hours:** 7.5 hours per week  
**Term:** 15 January 2020 – 15 November 2020  
**Honorarium:** \$7,300

## Key Responsibilities

### LEADERSHIP

- Chair the National Education Committee
- Lead the support and coordination of education-related roles in local students' organisations
- Manage relationships with tertiary education-related organisations
- Assist with education-related campaigns
- Manage education-related events including the ITP and Student Voice Summits

### ADVOCACY

- Represent NZUSA on education-related boards and committees as they arise (for example the Academic Quality Agency Board, CUAP, and the Tertiary Teaching Excellence Awards)
- Prepare submissions on Bills and other policy processes related to education matters
- Conduct research from time to time into education-related issues

### COMMUNICATIONS

- Communicate with the National Education Committee on education matters that arise
- Prepare the agendas for the National Education Committee
- Report to the President on weekly activities
- Report to National Executive

# National Welfare Officer

**Location:** Anywhere in Aotearoa  
**Reports to:** National Executive  
**Hours:** 7.5 hours per week  
**Term:** 15 January 2020 – 15 November 2020  
**Honorarium:** \$7,300

## Key Responsibilities

### LEADERSHIP

- Chair the National Welfare Committee
- Lead the support and coordination of welfare-related roles in local students' organisations
- Facilitate the Student Advocates Network
- Assist with welfare-related campaigns and events

### ADVOCACY

- Represent NZUSA on the Student Allowance Review Panel
- Represent NZUSA within the Tenant Advocates Network
- Represent NZUSA on other welfare-related boards and committees as they arise
- Prepare submissions on Bills and other policy processes related to student welfare
- Conduct research from time to time into welfare-related issues

### COMMUNICATIONS

- Communicate with the National Welfare Committee on student welfare matters that arise
- Prepare the agendas for the National Welfare Committee
- Report to the President on weekly activities
- Report to National Executive

# National Rainbow Representative

**Location:** Anywhere in Aotearoa  
**Reports to:** National Executive  
**Hours:** 7.5 hours per week  
**Term:** 15 January 2020 – 15 November 2020  
**Honorarium:** TBC

## Key Responsibilities

### LEADERSHIP

- Chair the National Rainbow Students' Committee
- Lead the support and coordination of rainbow student representatives on tertiary campuses in Aotearoa
- Lead campaigns and projects to support rainbow students nationally

### ADVOCACY

- Represent NZUSA on rainbow student issues
- Prepare submissions on Bills and other policy processes on issues that affect rainbow students
- Conduct research from time to time into issues that affect rainbow students

### COMMUNICATIONS

- Sit on the National Welfare Committee and represent rainbow students
- Prepare the agendas for the National Rainbow Students' Committee
- Report to the President on weekly activities
- Report to National Executive

# National Thursdays in Black Representative

**Location:** Anywhere in Aotearoa  
**Reports to:** National Executive  
**Hours:** 7.5 hours per week  
**Term:** 15 January 2020 – 15 November 2020  
**Honorarium:** \$7,300

## Key Responsibilities

### LEADERSHIP

- Follow Thursdays in Black Strategic Plan
- Create a Thursdays in Black Annual Working Plan
- Manage relationships with key stakeholders involved in the sexual violence prevention and advocacy sectors
- Chair monthly National Thursdays in Black Committee Meetings
- Organize an annual event to bring together leaders of Thursdays in Black in Aotearoa
- Pursue alternative revenue streams that is in the best interest of the Thursdays in Black movement and NZUSA
- Lead the implementation of any campaign strategies and coordinate any people involved

### ADVOCACY

- Act as media spokesperson on any tertiary related sexual violence issues
- Prepare any relevant press releases
- Represent NZUSA and Thursdays in Black on external boards and committees
- Represent NZUSA and Thursdays in Black at events and other public forums
- Discuss issues and solutions with Ministers, MPs and government agencies
- Prepare submissions on Bills and other policy processes

### COMMUNICATIONS

- Communicate through Thursdays in Black online channels regularly
- Create a social media communications plan
- Manage Thursdays in Black Website and its communications

### GROUP RELATIONSHIPS

- Actively engage with Thursdays in Black groups
- Help create Thursdays in Black clubs on campuses





CONSTITUTION OF THE  
NEW ZEALAND UNION OF STUDENTS'  
ASSOCIATIONS INCORPORATED

[DATE]

# TABLE OF CONTENTS

<b>PART ONE: FOUNDATION .....</b>	<b>2</b>
1. Name.....	2
2. Interpretation.....	2
3. Objects and Powers.....	3
4. Recognition of Parallel Representative Organisations .....	4
5. Membership .....	4
<b>PART TWO: MEETINGS AND ELECTED REPRESENTATIVES .....</b>	<b>7</b>
6. Elected Representatives.....	7
7. Responsibilities of Elected Representatives .....	7
8. NZUSA National Executive.....	8
9. Proceedings of the National Executive.....	9
10. Common Seal .....	10
11. E-Voting.....	10
12. General Meetings.....	11
13. Congress.....	11
<b>PART THREE: ELECTIONS.....</b>	<b>13</b>
15. Election .....	13
16. Returning Officer.....	13
17. Dismissal of an Elected Representative.....	14
18. Voting.....	14
19. Proxy voting.....	15
<b>PART FOUR: ADMINISTRATION.....</b>	<b>16</b>
20. Finance and Levies .....	16
21. Alterations of the Constitution.....	16
22. Non-compliance with the Constitution.....	16
23. Validation.....	17
24. Winding Up.....	17

## PART ONE: FOUNDATION

### 1. Name

- 1.1. The name of the association will be "The New Zealand Union of Students' Associations Incorporated". It will more commonly be referred to as "NZUSA".

### 2. Interpretation

- 2.1. "**Act**" means the Incorporated Societies Act 1908 and any subsequent amendments or statute passed in substitution therefore and/or regulations passed under such legislation
- 2.2. "**Association**" means the New Zealand Union of Students' Association (Incorporated).
- 2.3. "**NZUSA**" means the New Zealand Union of Students' Associations (Incorporated).
- 2.4. "**Association Year**", "**Calendar Year**", "**Financial Year**" or "**Year**" are used interchangeably and means the period commencing 1 January and continuing until 31 December of the same year.
- 2.5. "**President**" means the President of the Association or the President of NZUSA.
- 2.6. "**TMA**" or "**Te Mana Ākonga**" means the National Māori Tertiary Students' Association.
- 2.7. "**Tauira Pasifika**" means the National Pasifika Students' Association.
- 2.8. "**Rules**" means the Rules of the Association as herein contained or subsequently lawfully amended.
- 2.9. "**Casting Vote**" means a vote cast by the Chair where the votes for and the votes against a motion are equal in number. A Casting Vote must be cast in accordance with the majority of s, or in favour of the status quo.
- 2.10. "**Chairperson**" means the President of NZUSA or such other person as may be in the Chair.
- 2.11. "**Member**" or "**Members**" means any full member or associate member.
- 2.12. "**Student**" means any person enrolled as a student at any tertiary institution in New Zealand.
- 2.13. "**EFTS**" means Equivalent Full-Time Student, as provided by the Ministry of Education.

2.14. "**Motion**" means a proposition beginning with the word 'that', which has been both moved and seconded by members entitled to do so or by the Chair; 'Amendment' has a corresponding meaning.

2.15. "**National Executive**" means the NZUSA National Executive in office from time to time.

2.16. "**NZUSA Congress**" or "**Congress**" means the Annual conference in which the Annual General Meeting of Members is held.

2.17. "**Notice**" means notice in writing to the President and all members by email.

Deleted: fax, post or

2.18. "**Ordinary Resolution**" or "**Resolution**" means a motion carried by a simple majority of the total number of votes exercised by those Members entitled to vote, whether exercised in person, by email vote, or by proxy (except as otherwise expressly provided).

Deleted: postal/

2.19. "**Objects**" means the objects of NZUSA set out in rule 3.1.

2.20. "**Rules**" means the rules of NZUSA herein contained and includes the Schedule to these Rules.

2.21. "**Special Resolution**" means a motion carried by a two-third majority of the total number of votes exercised by those Members entitled to vote, whether exercised in person, by email vote, or by proxy (except as otherwise expressly provided).

Deleted: postal/

2.22. "**Total number of votes exercisable**" means the total possible number of votes that could be cast in respect of the motion if all voting Members were present at the General Meeting and voting on the motion in question (but does not include any casting votes of the Chairperson, where applicable).

2.23. "**Total number of votes exercised**" means the total votes that are cast either for or against a motion (including any casting vote of the Chairperson, where applicable).

2.24. "**Voting Member**" means all Full Members, and any Associate Member that the National Executive has granted voting rights to.

### 3. Objects and Powers

3.1. Any income, benefit or advantage must be used within New Zealand for the following charitable objects of the Association to:

- 3.1.1. Ensure tertiary students are well represented and supported across the tertiary sector by NZUSA and local students' organisations, who are influential, visible, principled, well-resourced and informed;
  - 3.1.2. Encourage world-class learning and teaching practices;
  - 3.1.3. Promote outstanding student experiences and learning environments;
  - 3.1.4. Develop adequate levels of student support;
  - 3.1.5. Ensure there are no unfair barriers to education;
  - 3.1.6. Promote equitable access and support for achievement; and
  - 3.1.7. Ensure students are valued members of an academic community that contributes to the creation and dissemination of knowledge.
- 3.2. The vision of NZUSA is to be an influential and inclusive national voice for students.
  - 3.3. The mission of NZUSA is to exist to fight for a barrier-free education for all.
  - 3.4. NZUSA shall act consistently with Te Tiriti o Waitangi.
  - 3.5. NZUSA has the widest possible powers to do all lawful things that it considers necessary in the pursuit of its Objects.
  - 3.6. NZUSA has the power to borrow or raise money by any means and upon such conditions as to security or otherwise as the General Meeting considers necessary.

#### 4. Recognition of Parallel Representative Organisations

- 4.1. NZUSA recognises:
  - 4.1.1. Te Mana Ākonga as the autonomous and parallel representative organisation for Māori tertiary students;
  - 4.1.2. ~~Taura Pasifika as the autonomous and parallel representative organisation for Pasifika tertiary students;~~
  - 4.1.3. New Zealand International Students' Association as the autonomous and parallel representative organisation for international tertiary students; and
  - 4.1.4. Thursdays in Black as a campaign within NZUSA that is directed by the Thursdays in Black National Council.

**Deleted:** <#> Tertiary Women New Zealand as part of NZUSA and mandates them to take the lead on issues that affect women and gender and sexual minorities;†  
 Thursdays in Black as a campaign within NZUSA that is directed by the Thursdays in Black National Council;†

#### 5. Membership

- 5.1. NZUSA has the following classes of membership:
  - 5.1.1. Full Membership;

- 5.1.2. Associate Membership;
  - 5.1.3. Affiliate Membership; and
  - 5.1.4. Honorary Life Membership.
- 5.2. A Full Member is a recognised body of students:
- 5.2.1. That applies in writing to the President for Full Membership;
  - 5.2.2. Whose membership is approved by the ~~National Executive~~;
  - 5.2.3. That pays a membership fee, from a levies structure, set by the National Executive; and
  - 5.2.4. Whose membership will automatically be renewed annually.
- 5.3. An Associate Member is a recognised body of students:
- 5.3.1. That applies in writing to the President for Associate Membership;
  - 5.3.2. Whose membership is approved by the National Executive;
  - 5.3.3. That pays a membership fee, set by the National Executive;
  - 5.3.4. Whose membership will automatically be renewed annually; and
  - 5.3.5. Whose membership reflects the financial stability of their organisation.
- 5.4. An NZUSA Affiliate is an organisation that:
- 5.4.1. Represents a defined portion of students nationally;
  - 5.4.2. Has objects consistent with the Objects of NZUSA;
  - 5.4.3. Is recognised by a two-thirds majority vote of the National Executive;
  - 5.4.4. Has the right to attend and speak at all NZUSA General and National Executive Meetings and propose policy and actions on issues relevant to the students they represent, provided such policy and actions are consistent with the Objects of this Constitution.
- 5.5. The following are Honorary Life Members of NZUSA:
- 5.5.1. All Presidents upon relinquishment of office as such, provided that such office is held for a full term; and
  - 5.5.2. Any person provided a motion at a General Meeting is passed by the majority of the total number of exercisable votes.
- 5.6. Any Membership may be terminated if:
- 5.6.1. The majority of voters at the Member's official referendum or general meeting vote to withdraw from NZUSA; and

**Deleted:** General Meeting

- 5.6.2. The Member gives 12 months' notice in writing to the President and discharges all financial obligations to NZUSA within that 12-month notice period; or
- 5.6.3. A motion is put forward at a General Meeting to terminate a Membership and is carried by two third majority vote of the total number of votes exercisable by Members at a General Meeting (other than the Member being voted on).

## PART TWO: MEETINGS AND ELECTED REPRESENTATIVES

### 6. Elected Representatives

6.1. The following are elected representatives of NZUSA:

6.1.1. President;

6.1.2. Vice President;

6.1.3. Education Officer;

6.1.4. Welfare Officer;

6.1.5. Rainbow Officer; and

6.1.6. Thursdays in Black Representative.

6.2. The President and Vice-President of NZUSA will:

6.2.1. Be elected at a NZUSA AGM or SGM;

6.2.2. Have voting rights on National Executive; and

6.2.3. Be paid an honorarium as outlined in the Elected Representatives Policy and job description.

6.3. The Education Officer, Welfare Officer, Rainbow Officer and Thursdays in Black

Representative will be elected in accordance with Part Three of the Constitution or internal policy and be paid an honorarium as outlined in the Elected Representative Policy and relevant job description.

**Deleted:** ; and

**Deleted:** <#>Tauria Pasifika National President.†

**Deleted:** and the Tauria Pasifika National President

### 7. Responsibilities of Elected Representatives

7.1. President's Responsibilities:

7.1.1. Convene and chair National Executive and General Meetings;

7.1.2. Be NZUSA's primary spokesperson;

7.1.3. Enhance NZUSA's profile and represent NZUSA's interests; and

7.1.4. Fulfil NZUSA's core goal of achieving a barrier free education for all.

7.2. Vice President's Responsibilities:

7.2.1. Fulfil the responsibilities of the President in their absence; and

7.2.2. Ensure NZUSA can achieve its core goals by leading the operations of the Association.



7.3. Education Officer's Responsibilities:

7.3.1. Represent NZUSA on a range of education-related external boards and committees; and

7.3.2. Convene and chair the National Education Committee,

**Deleted:** Taura Pasifika National President

**Deleted:** Be the lead on any Pasifika student issues; and

7.4. Welfare Officer's Responsibilities:

7.4.1. Represent NZUSA on a range of welfare-related external boards and committees; and

7.4.2. Convene and chair the National Welfare Committee.

**Deleted:** Convene and chair meetings quarter for Pasifika students.

7.5. Rainbow Officer's Responsibilities:

7.5.1. Representing rainbow students and leading campaigns on rainbow student issues; and

7.5.2. Convene and chair the National Rainbow Students' Committee.

7.6. Thursdays in Black National Representative Responsibilities:

7.6.1. Be the lead on any tertiary sexual violence issues; and

7.6.2. Convene and chair the Thursdays in Black National Council.

**Deleted:** monthly meetings with Thursdays in Black leaders across Aotearoa

## 8. NZUSA National Executive

8.1. The governing body of NZUSA shall be the National Executive, whose members shall be:

8.1.1. NZUSA President, Chair;

8.1.2. NZUSA Vice President;

8.1.3. Te Mana Ākonga Tumuaki;

8.1.4. Taura Pasifika President;

8.1.5. All Member (Full and Associate) Association Presidents or their nominees;

8.1.6. Up to two further people appointed by the National Executive; and

8.1.7. The NZUSA President Elect.

8.2. In addition to the National Executive, representatives from the following organisations may attend and speak at Board meetings because of their representative or functionary nature:

8.2.1. Te Mana Ākonga;

8.2.2. Taura Pasifika;

8.2.3. New Zealand International Students' Association;

8.2.4. ~~Thursdays in Black; and~~

8.2.5. ~~All Member Presidents~~ Elect.

**Deleted:** <#><sup>f</sup>  
Tertiary Women New Zealand;<sup>f</sup>

**Deleted:** <#>Tauria Pasifika National President; and<sup>f</sup>

## 9. Proceedings of the National Executive

- 9.1. The National Executive shall meet at least six (6) times a year, at such time and place as the National Executive from time to time determines.
- 9.2. Seven (7) working days' notice of a National Executive meeting shall be given to all National Executive members.
- 9.3. The Chairperson of the National Executive shall be the President or their nominee who must also be a member of the National Executive.
- 9.4. The National Executive may regulate its own procedure, subject to the provisions of this Constitution.
- 9.5. The quorum for a meeting of the National Executive shall be half of National Executive members. No business shall be transacted unless a quorum is present.
- 9.6. The National Executive has the following powers:
  - 9.6.1. Manage and control all property, real and personal, and the affairs of NZUSA, and to act for the benefit or welfare of NZUSA;
  - 9.6.2. Take all steps and proceedings and do all acts and things it may consider necessary or advisable for carrying into effect the Objects;
  - 9.6.3. Appoint or employ staff;
  - 9.6.4. Instigate, conduct, defend, compound or abandon any legal proceedings by or against NZUSA;
  - 9.6.5. Make recommendations to the NZUSA Congress, including recommendations on NZUSA policy, annual levies, and the NZUSA annual budget;
  - 9.6.6. Control invest and deal with any of the funds or moneys of NZUSA in such manner as the National Executive thinks is fit but consistent with these rules, NZUSA's policies, and budget, as set by the NZUSA Congress;
  - 9.6.7. Borrow or raise money and give security for payment of the same;
  - 9.6.8. Appoint representatives to sub-committees for such purpose as the National Executive in its discretion shall determine;

- 9.6.9. Establish any trust, the objects of which are consistent with NZUSA's goals and Objects;
  - 9.6.10. Establish criteria for categories of membership;
  - 9.6.11. Delegate any of these powers to any specified officer or employees of the NZUSA or National Executive sub-committee.
- 9.7. The National Executive has the following powers that cannot be delegated to any specified officer or employees of the NZUSA or National Executive sub-committee:
- 9.7.1. Approving the terms of any deed;
  - 9.7.2. Executing any deed of other document required to be executed under the Common Seal; and
  - 9.7.3. Signing contracts that expands over more than one calendar year.

#### **10. Common Seal**

- 10.1. The Common Seal must be affixed to any:
  - 10.1.1. Deeds entered into by the Association;
  - 10.1.2. Memorandum of Understandings held by the Association; and
  - 10.1.3. Official copies of these Rules.
- 10.2. The affixing of the Common Seal to a document must first be authorised by Resolution of the Executive.
- 10.3. The President shall be responsible for the safe custody of the common seal.
- 10.4. The common seal shall only be used with the authority of the National Executive.
- 10.5. Every document to which the common seal is affixed shall be signed and dated by the President or the Vice President.

#### **11. E-Voting**

- 11.1. A Member may send the text of a motion, along with the name of the seconder, to the NZUSA President. The NZUSA President shall then send a copy of the motion to all Members. Notice shall be deemed to take effect from the date on which the notice is sent.
- 11.2. Members shall have five (5) working-days after the effective date of the notice to advise, by email, the NZUSA President how they vote on the motion. If no vote is

received from a Member by 5pm on the fifth day, that Member is deemed to have abstained from voting.

11.3. A motion carried by e-vote shall be ratified to the next National Executive Meeting and must be recorded in the minutes of that meeting.

## 12. General Meetings

- 12.1. Quorum for any General Meeting is two thirds of all Members.
- 12.2. Other than NZUSA Congress (Annual General Meeting), which is held annually, a General Meeting can be called if:
  - 12.2.1. National Executive calls for one;
  - 12.2.2. At least one third of Members make a written request, with the reasoning, to the President to hold a Special General Meeting; or
  - 12.2.3. There is a motion of no-confidence.
- 12.3. All General Meetings need to provide members with notice no later than thirty (30) days before the meeting. This must include the time, date, location and reason.
- 12.4. The NZUSA National President will be the Chairperson of any General Meeting unless National Executive appoint someone else.
- 12.5. Proxy votes for any motion can be received by the Chairperson at least 24 hours in advance with the exception of any unforeseen circumstances.
- 12.6. The Chairperson will have the casting vote at General Meetings.

Deleted: Full

## 13. Congress

- 13.1. Congress will be held annually to:
  - 13.1.1. Receive and consider the Annual Report of the National Executive;
  - 13.1.2. Receive and consider the financial statements for the year;
  - 13.1.3. Elect the representatives for the next calendar year in accordance with this Constitution;
  - 13.1.4. Consider any motions on policy, or constitutional amendments, put forward by the NZUSA National Executive, NZUSA workshops and Members;
  - 13.1.5. Set the annual levy for Full Members as recommended by the National Executive;
  - 13.1.6. Set the annual budget as recommended by the National Executive; and

Deleted: audited or reviewed

13.1.7. Consider any other business as may be accepted by all the Members present at the NZUSA Congress.

13.2. National Executive will recommend the following to Congress for approval:

13.2.1. The following years levies;

13.2.2. A budget for the next calendar year; and

13.2.3. Any constitutional changes.

## PART THREE: ELECTIONS

### 15. Election

- 15.1. The Election of the following representatives must be held each year by secret ballot at NZUSA Congress:
  - 15.1.1. President;
  - 15.1.2. Vice President; and
  - 15.1.3. Thursdays in Black National Representative.
- 15.2. Any person may stand to be an elected representative of NZUSA.
- 15.3. A candidate for President may only be elected if they receive a two-third majority of the total number of votes exercised by Members at a General Meeting.
- 15.4. A candidate for any other elected position may only be elected if they receive a simple majority of the total number of votes exercised by Members at a General Meeting.
- 15.5. If no candidate is elected, there may be a second ballot. If no candidate is elected on the second ballot, there may be a third ballot. If no candidate is elected on a third ballot, then that election shall be terminated, and a new election must be held and nominations must be reopened.

### 16. Returning Officer

- 16.1. At least sixty (60) days prior to the date of the proposed election, the National Executive shall appoint a returning officer who will be responsible for the conduct of the election ('Returning Officer').
- 16.2. The Returning Officer may not be a candidate in the election.
- 16.3. The Returning Officer may generally do all things they consider necessary, expedient or advisable for the proper conduct of the election (including as to the application process), consistent with these rules.
- 16.4. The Returning Officer shall:
  - 16.4.1. Give at least thirty (30) days' notice of an election to each Member and call for nominations.
  - 16.4.2. Advise the time, date and place for close of nominations.
  - 16.4.3. Remain fair and consistent throughout the elections.

16.4.4. Inform all Members of the names of all the candidates at least seven (7) days before the election.

16.5. Any Member may complain in writing to the NZUSA National Executive about any of the decisions of the Returning Officer.

16.5.1. On receipt of a complaint, the National Executive must appoint three disinterested people to enquire into and investigate the causes of the complaint. The three appointed persons shall act as arbitrators. The decision of the arbitrators must be final and there shall be no appeal from their decision.

#### **17. Dismissal of an Elected Representative**

17.1. Any elected representative may be dismissed following a vote of no-confidence passed at a General Meeting.

17.2. No Confidence Motion Proceedings:

17.2.1. The Member or elected representative proposing the motion must speak to the motion for up to five minutes;

17.2.2. The person being taken to a vote of No Confidence has up to 7 minutes for right of reply;

17.2.3. Anyone further may speak; and

17.2.4. Vote will go to all Members.

17.3. A motion of no-confidence may only be passed if it receives a two-third majority of the total number of votes exercised by Members present at a General Meeting.

#### **18. Voting**

18.1. The following voting allocations apply to votes at General Meetings and Elections:

18.2. Full Members

18.2.1. The voting rights for each Full Member shall be based on the number of Equivalent Full Time Students ('EFTS') who attended the tertiary institution that the Full Member is associated within the previous calendar year that the vote takes place.

18.2.2. Full Members shall have the following votes:

EFTS	Votes
0-9,999	3
10,000-19,999	4
20,000-29,999	5
30,000+	6

### 18.3. Associate Members

18.3.1. This Constitution seeks to recognise that there are a number of reasons why an incorporated body of students may seek Associate Membership rather than Full Membership. In principle, voting allocations should be based on the number of students a Member represents, as well as the financial and other contributions that the Member makes to NZUSA (taking into account the ability or means of the Member to make a contribution to NZUSA).

18.3.2. Associate Member voting allocations will be set by the National Executive, provided that no Associate Member will be allocated more votes than they would be entitled to if they were a Full Member.

18.3.3. The National Executive will, in consultation with all Full Members, maintain a policy that will govern its decisions relating to its power to allocate votes, consistent with the principles articulated in this document.

18.4. Te Mana Ākonga [and Tauira Pasifika](#) will have one vote [each](#) at all General Meetings.

### 19. Proxy voting

19.1. A Member may exercise the right to vote either by being present in person or by proxy. A proxy must be appointed by notice in writing, and such notice must state whether the appointment is for a particular meeting or a specified term.

[19.2.](#) No proxy is effective in relation to a General Meeting unless a copy of the notice of appointment is given to the President at least 24 hours before the start of a General Meeting, and a further copy is produced before the start of the General Meeting, with the exception of any unforeseen circumstances.



## PART FOUR: ADMINISTRATION

### 20 Finance and Levies

- 20.1. All funds, income and property of NZUSA must be applied towards the promotion and achievement of the Objects and mission of NZUSA.
- 20.2. The Annual Accounts must be:
- 20.2.1. Presented to the Annual General Meeting by the President; and
- 20.2.2. Audited or reviewed by NZUSA's auditor or reviewer, who must be a chartered accountant, when required.
- 20.3. NZUSA must reserve an amount of funds exclusively for use in unforeseen situations. The amount of reserved funds is to be no less than six (6) months of the budgeted operational expenses for NZUSA for that year. The reserved funds will be noted in the Annual Accounts.

### 21. Alterations of the Constitution

- 21.1. The Constitution may be altered:
- 21.1.1. If notice of a motion to alter the Constitution is received by the President and sent to Members thirty (30) days before a General Meeting, and the motion is carried by a two-third majority of the total number of votes exercisable by Members at the General Meeting; or
- 21.1.2. By unanimous vote of the total number of votes exercisable by Members at a General Meeting.
- 21.2. Before a motion to alter the Constitution can be confirmed, the President needs to produce a letter from a solicitor to certify the proposed amendment is consistent with these rules.

### 22. Non-compliance with the Constitution

- 22.1. Where the Constitution has been breached, or when a breach is inevitable for any reason, it is the responsibility of the National Executive to call a Special General Meeting and report the breach or likelihood of the prospective breach. The

#### **Deleted: Policy**

The NZUSA Congress will set NZUSA's policy on matters external to NZUSA. All policies of NZUSA must be consistent with the Objects.†  
The National Executive may propose a motion to a General Meeting setting, rescinding or amending NZUSA policy. †  
Affiliates have the specific power to propose motions to a General Meeting setting, rescinding or amending NZUSA policy. †  
Subject to rule 13.5, the President must receive notice of a proposed motion to set, rescind or amend policy no less than seven (7) days prior to the commencement date of the NZUSA Congress or any other General Meeting. Such notice must include the proposed policy or amended wording.†  
The President or Vice President will:†  
Assess a motion to set, rescind or amend policy received by notice in accordance with rule 13.4 to ensure that the proposed policy change is consistent with the Objects of NZUSA and there is no reason that it should not be put forward for consideration by Members.†  
Subject to (a) above, send notice of the proposed motion to each Member seven (7) days prior to the commencement date of the NZUSA Congress.†  
A NZUSA workshop held at the NZUSA Congress has the specific power to propose motions to a General Meeting to set, rescind, or amend policy. In the event such a motion is proposed as a result of a workshop held at the NZUSA Congress, subject to the President or Vice President being satisfied that the proposed policy change is consistent with the Objects of NZUSA and there is no reason that it should not be put forward for consideration by Members, the motion shall be put forward for voting on at the next General Meeting, or by postal/email vote for that purpose.†  
If the required notice of a proposed motion to set, rescind or amend policy has not been given, the motion may only be carried by unanimity of the total number of votes exercisable by Members.†

**Deleted:** the President

Members as represented at the Special General Meeting may determine to remedy the breach (or prospective breach) by either:

- 22.1.1. Validation of the breach (or prospective breach) through Special Resolution;
- or
- 22.1.2. Determining the appropriate course of action, where such action is be consistent with the Constitution.

### 23. Validation

23.1. If any part of this Constitution is breached, or when a breach is inevitable for any reason, ~~the Members as represented at the Special General Meeting~~ may validate the breach if:

- 23.1.1. The breach was in pursuit of the Objects;
- 23.1.2. The breach could not have reasonably been (and/or cannot be reasonably) avoided in light of the information known at the time;
- 23.1.3. The breach has not materially affected, and/or will not foreseeably materially affect, the rights or interests of any person; and
- 23.1.4. There has nonetheless been substantial compliance with the Constitution.

23.2. It will not be a breach of the Constitution to use reserved funds, ~~where Members at the Special General Meeting~~ by a Special Resolution, resolve to use the reserved funds if:

- 23.2.1. The use of the reserved funds will be in pursuit of the Objects;
- 23.2.2. There exists no reasonable alternative to the use of the reserved funds; and
- 23.2.3. The use of the reserved funds as proposed is otherwise consistent with this Constitution.

### 24. Winding Up

24.1. In the event of the winding up or dissolution of NZUSA, not less than thirty (30) days' notice must be given to the Members of any Motion resolving NZUSA be wound up, and any such Ordinary Resolution when carried by a General Meeting must be confirmed (again by Ordinary Resolution) at a subsequent General Meeting called together for that purpose and held not earlier than thirty (30) days after the date on which the Ordinary Resolution to be confirmed was carried.

**Deleted:** and

**Deleted:** are satisfied that

**Deleted:** ; ¶

The Members as represented at the Special General Meeting may, by a Special Resolution at the Special General Meeting, validate the breach.

**Deleted:** ,

**Deleted:** are satisfied that

**Deleted:** <#>In the circumstances contemplated by clause 16.4, the Members as represented at the Special General Meeting may, by a Special Resolution at the Special General Meeting, resolve to use the reserved funds. ¶

24.2. In the event of the winding up or dissolution of NZUSA, all property both real and personal must after payment of all costs, debts and liabilities vest in trustees to be appointed by the General Meeting. The trustees will hold such property on trust pending transfer to any association having objects comparable to the Objects of NZUSA. The trustees must be specified before the winding up or dissolution takes effect.

# Memorandum

To	NZUSA National Executive
From	Isabella Lenihan-Ikin
Date	2 October 2020
Subject	Annual General Meeting

## Purpose

The purpose of this recommendation is to call the New Zealand Union of Students' Associations (NZUSA) Annual General Meeting – Congress.

Congress will be held in Wellington on 21<sup>st</sup> and 22<sup>nd</sup> of November.

As per clause 16.1 of the NZUSA Constitution, the Returning Officer shall be appointed at least 60 days prior to the date of the proposed election. As per the email motion, David Cuthbert (NZUSA President 1971-1972) has been approved as the Returning Officer and will preside over the elections.

As per clause 16.4, the Returning Officer shall give at least thirty days' notice of the election to each member and call for nominations. This will occur by Thursday 22<sup>nd</sup> October.

The Congress Agenda will be sent out by Monday 9<sup>th</sup> November.

## Recommendation

- THAT the National Executive call an Annual General Meeting on the 21<sup>st</sup> and 22<sup>nd</sup> of November.