

## SANITI Constitutional Amendments October 2019

### Section 3 Mission and Objectives Clause 3.1

Which Reads:	SANITI's primary object and mission is to provide support, advocacy, representation and other services to all students at the Nelson-Marlborough Institute of Technology
Now to read:	SANITI's primary object and mission is to provide advocacy, employment services, events, representation, support and other services to all students at the Nelson-Marlborough Institute of Technology
Reason for change:	Adding of Events and employment services as a main provision, and alphabetizing.

### Section 3 Mission and Objectives Clause 3.8

Which Reads:	<i>(Deleted)</i>
Now to read:	To keep membership levies to a minimum by cost effective management and by seeking alternative funding
Reason for change:	Returning after removal at last constitution update, but deemed necessary

### Section 3 Mission and Objectives Clause 3.9

Which Reads:	<i>(Deleted)</i>
Now to read:	To budget for prudent reserves to ensure prudent financial management
Reason for change:	Returning after removal at last constitution update, but deemed necessary

### Section 4 Powers of the Association Clause 4.1

Which Reads:	To Purchase, take on, lease, exchange or otherwise acquire any land, buildings, easements, licenses or any real or personal property which may be required or conveniently used in connection with any activities of SANITI and to sell, convey, transfer, assign, grant easements, hire or otherwise dispose of the same
Now to read:	To Purchase, take on, lease, exchange or otherwise acquire any land, buildings, easements, licenses or any real or personal property which may be required or conveniently used in connection with any objectives of SANITI and to sell, convey, transfer, assign, grant easements, hire or otherwise dispose of the same
Reason for change:	Aligning wording with Section 3 Mission and Objectives

### Section 5 Membership Clause 5.1(e)

Which Reads:	SANITI will not restrict the privileges and rights of membership to members only.
Now to read:	<i>(Deleted from constitution)</i>
Reason for change:	Statement stands in direct contradiction to clause 4.5 which extends services only to members.

### Section 7 Association Accountability Clause 7.1

Which Reads:	SANITI will ensure that its current Constitution and Annual Audited Accounts are presented to the Registrar of Incorporated Societies and the Nelson Marlborough Institute of Technology as soon as possible after the audit process has been completed.
Now to read:	SANITI will ensure that its current Constitution and Annual Audited Accounts are presented to the Registrar of Incorporated Societies, Charities Register, and the Nelson Marlborough Institute of Technology as soon as possible after the audit process has been completed.
Reason for change:	Inclusion of Charities Register, a legal requirement.

### Section 7 Association Accountability Clause 7.2

Which Reads:	If twenty (20) fully financial members of the SANITI sign a petition asking for external audit, the President and/or executive must submit that request to SANITI's Auditor for investigation within two (2) days of the petition being presented to the SANITI office.
Now to read:	If twenty (20) fully financial members of SANITI sign a petition asking for external audit, the President and/or executive must submit that request to SANITI's Auditor for investigation within two (2) days of the petition being presented to the SANITI office.
Reason for change:	Removal of first [the] for grammatical correction

### Section 8 Association President Clause 8.3

Which Reads:	The ultimate responsibility for ensuring that SANITI's Strategic Plan is planned effectively, efficiently and expeditiously implemented, reviewed and reported on a regular basis
Now to read:	The ultimate responsibility for ensuring that SANITI's Strategic Plan is planned effectively, efficiently and implemented, reviewed and reported on a regular basis, with the assistance of the General Manager of SANITI.
Reason for change:	Inclusion of General Manager as the operational implementor responsible for delivery

### Section 8 Association President Clause 8.9

Which Reads:	Ensuring the Association's policies are in place and are current
Now to read:	Together with the General Manager, ensuring the Association's policies are in place and are current
Reason for change:	As General Manager is held to account on policies as the most continuous role in the association, inclusion is imperative to safeguard long term.

### Section 8 Association President Clause 8.10

Which Reads:	Ensuring that the hand over process will include the introduction of the appointee to appropriate people within NMIT, SANITI, and the local community and an introduction to the Association's systems and procedures.
Now to read:	Ensuring that the hand over process will include; (a) the introduction of the appointee to appropriate people within NMIT, SANITI, and the local community and an introduction to the Association's systems and, (b) a handover manual, updated each term with the assistance and input of the General Manager
Reason for change:	Due to the nature of the position a manual is imperative and the appropriate handover can save a lot of energy wasted for the appointee. Input from the General Manager assists in continuation and guidance.

## Section 9 Vice President Clause 9.1

Which Reads:	Deputise for the President when she/he is absent or unable to act or at such other times as requested by the President
Now to read:	Perform the duties of the President in their absence or inability to act, or at such other times as requested by the President
Reason for change:	Removal of word "deputise" to remove ambiguity in interpretation Removal of Gender pronouns to ensure non bias approach

## Section 11 Employment Boundaries Clause 11.1

Which Reads:	A President or Executive Committee Member will normally not be employed as the Association Manager for a minimum of one year after his or her term has ended.
Now to read:	A President or Executive Committee member will not be employed as the General Manager for a minimum of one year after his or her term has ended.
Reason for change:	[normally not] is too ambiguous and leaves association vulnerable.

## Section 11 Employment Boundaries Clause 11.2

Which Reads:	The President may normally hold office for a maximum of three years
Now to read:	The President may normally hold office for a maximum of two years with an additional one year if requested by the Executive and General Manager
Reason for change:	Due to the nature of the role two years is appropriate to allow President to graduate and move into further employment without much disruption to the Association

## Section 12 Annual General Meeting Clause 12.2(b)

Which Reads:	[Deleted]
Now to read:	(b) To appoint an auditor for the ensuing year.
Reason for change:	Auditor changes need to be made at an AGM where possible for transparency, unless unforeseen circumstances arise.

## Section 18 The Association Manger (Whole Section)

Which Reads:	The Association Manger
Now to read:	The General Manager
Reason for change:	Executive decision to rename the role as the association services multiple campus locations as well as online. Whole document to be adjusted to replace Association Manager with General Manager

## Section 18 The Association Manger Clause 18.2

Which Reads:	The Association Manager reports to the Association President and is accountable to the Executive
Now to read:	The General Manager reports and is accountable to the Executive
Reason for change:	GM is accountable to the governance team, through the chair as apposed to reporting to the chair and then falls accountable to the executive.

### Section 18 The Association Manager Clause 18.3

Which Reads:	The primary responsibilities of the manager are to manage the Association's day to day operations and to support the Executive with the implementation and the management and of SANITI's affairs
Now to read:	The primary responsibilities of the General Manager are to manage the Association's operational tasks and support the Executive with implementation and management of SANITI strategic goals and objectives
Reason for change:	Clarification and grammatical correction

### Section 18 The Association Manger Clause 18.4

Which Reads:	<p>The association manager's Key tasks include:</p> <p>(a) To have a working knowledge of SANITI's Constitution so as to be able to give accurate advice to the President and Executive about the terms and conditions of the constitution</p> <p>(b) the Association Manager will normally have speaking rights at meetings.</p> <p>(c) The Association Manager has the delegated responsibility for appointing staff, ensuring staff have current employment contracts, and coordinating and managing their work, negotiating employment contracts, obtaining legal advice about student advocacy, the general administration of SANITI, office procedures, health and safety matters, and producing the annual budget with the President and the Vice President.</p> <p>(d) The manager is responsible for ensuring that the Association is compliant in respect of all relevant regulatory obligations and acts.</p> <p>(e) the association manager may assist with the criteria for awarding honoraria to Executive members</p>
Now to read:	<p>The General Manager's Key tasks include:</p> <p>(a) To have a working knowledge of SANITI's Constitution and relevant NZ Legislation to advise the President and Executive in decision making</p> <p>(b) The General Manager has speaking rights at meetings and shall not seek to influence decisions, but give as much information on all sides of an argument to allow an informed decision.</p> <p>(c) The General Manager has the delegated responsibility for</p> <p>(i) Appointing staff, negotiating and updating their employment contracts to remain current, and</p> <p>(ii) Coordinate and manage Association Staff work, and</p> <p>(iii) Obtain Legal advice pertaining to Association matters</p> <p>(d) General administration of SANITI business, Health and Safety matters, and Association procedures</p> <p>(e) Producing the annual budget alongside the President and Vice President for following year</p> <p>(f) Assisting with the criteria for awarding honoraria to executive members</p> <p>(g) Ensuring the Association is compliant in respect of all relevant regulatory obligations and Acts.</p>
Reason for change:	Tidying up and removing limitations, placed upon the role in last amendment, in order to safeguard the Association

### Section 19 Common Seal Clause 19.2

Which Reads:	The President and Association Manager shall be responsible for its safe custody and control
Now to read:	The President and General Manager shall be responsible for its safe custody and control
Reason for change:	Role adjustment

## Section 20 Control and use of Funds Clause 20.10

Which Reads:	An Association debit card will be managed by the association's President and Manager for the sole purpose of making approved emergency payments. The use of the card must observe the regulations that are specified in the "use of Association Debit Card Policy."
Now to read:	An Association credit card will be managed by the association's President and General Manager for the sole purpose of making approved payments. The use of the card must observe the regulations that are specified in the "use of Association Credit Card Policy."
Reason for change:	Due to rules surrounding incorporated societies, credit cards are to be used under the association name as apposed to debit cards which are issued in the name of the individuals. Removal of "emergency" to allow for online purchases which are currently done on staff personal cards for association business and needing reimbursement.

## Schedule 2 – Standing Orders and Policies

### 1 The Chairperson clause 1.3

Which Reads:	[Deleted]
Now to read:	Should the Chairperson decide to take part in the debate, other than to make an explanation as to the matter under debate, they shall vacate the Chair in favour of an acting Chairperson until the matter under debate has been disposed of.
Reason for change:	Safeguards the association from scrutiny and misuse of position.

### 7 Committee of a Whole Clause 7.2

Which Reads:	Such action should normally be taken when staffing matters are being discussed and at other times at the discretion of the meeting
Now to read:	Such action should always be taken when staffing matters are being discussed and at other times at the discretion of the meeting
Reason for change:	Ensuring information is kept private where staff are concerned

## Schedule 4 Election Procedure

### Section 2 Returning Officer clause 2.2

Which Reads:	This decision can only be overturned by 80% vote of the Executive at a properly convened Executive meeting
Now to read:	This decision can only be overturned by 80% vote of the Executive at a properly convened Executive meeting. The President may participate in the debate but is excluded from that Executive vote.
Reason for change:	Ensures all information is given on all sides.

### Section 11 Ballot Papers Clause 11.3

Which Reads:	[New Clause]
Now to read:	The applicants for Executive positions will stand against a vote of no confidence as a group rather than individuals
Reason for change:	To avoid tactical voting