

WITSA POLICIES

In this section are all the policies that you will need to kick off your term as the WITSA Executive Committee. Over the year you may initiate any policies that you, as a committee, think are necessary, make any policies redundant that you feel are no longer applicable and or adapt any current policies to better suit the need at the time.

It is important to note when you are going through the policies and or creating any, that all policies are designed to support the WITSA constitution. No policy is legally able to be created whereby they fall outside of the scope, objectives or other clause of the WITSA constitution.

Once approved policies are legally binding. Every member of WITSA or staff person of WITSA, are bound by all WITSA policies. Policies are functional documents, which should be referred to at all times (where applicable).

The following policies are not the sum total of all WITSA Policies, however the following policies are the policies which you will need to have with you at every meeting.

All WITSA policies are public information and available to all WITSA members. Should you have any students who require copies of these policies they should be directed to the WITSA office.

Some of the policies contained within this section refer to information which is not contained within this folder, however, this information is available from the WITSA office.

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Acting President Policy

Review date: June 2008

BACKGROUND

While making policy updates in 2007 it was noted that 7.a.20 and 10.2 of the WITSA Constitution was not clear and a policy was required for this instance.

PURPOSE

As per 7.a.20 and 10.2 of the WITSA Constitution this policy is designed to co-ordinate the role of the Vice President – External in the event that they are required to be the Presidents nominee or Acting President.

CRITERIA

To be elected from the Executive as the Vice President-External.

SCOPE

- To be the Presidents nominee in their absence and;
- To be Acting President should the President be absent for an extended period of time (3 weeks or longer) or;
- If the President resigns.

PROCEDURE

As nominee the Vice President – External shall:

- At the request of the President or Executive, Chair the meetings of the Executive with the same powers as 10.1 of the WITSA Constitution in the absence of the President.
- At the request of the President or Executive to attend meetings, except for Waiariki Council, with the same powers as 10.1 of the WITSA Constitution in the absence of the President.

As Acting President the Vice President – External shall:

- Be entitled to the same terms and conditions of employment as the President in line with the Presidents Employment Agreement.
- Chair all meetings of the Executive with the same powers as 10.1 of the WITSA Constitution.
- Be the Student Representative on the Waiariki Council.
- Be required to submit the yearly report at the following Annual General Meeting.
- Be responsible for directing the Office Manager through the Executive.

CONCLUSION

This policy is to reflect accurately the responsibilities and accountabilities of the Vice President – External in the event they are required to be the Presidents nominee or Acting President.

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Executive Member

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Executive Committee Election Policy

Review date: June 2008

BACKGROUND

While making policy updates in 2007 it was noted that section. 8 of the WITSA Constitution required a policy for the election of the Executive.

PURPOSE

This policy has been designed to give a clear process for the election of executive members.

CRITERIA

You must be a current student studying at Waiariki Institute of Technology as per the WITSA constitution section 5.

SCOPE

This policy will cover all members of WITSA wanting to stand for the executive committee.

PROCEDURE

- Advertising for the Executive Committee will be during orientation week, with class talks, any other student related talks or gatherings and notification of nominations opening on the website.
- Nominations are to be on an official nomination form and all nominations must have a seconder.
- Should there be more than 19 nominations then a special meeting of WITSA will be called with the only order of business to conduct a secret ballot with the intention of having an executive committee as per the composition in 8.2 of the Constitution.
- At the Annual General Meeting either the above 2nd or 3rd point will be declared and officially approved by a majority vote in favour and will take office immediately.

CONCLUSION

- The staff in WITSA will use any and all opportunities to notify members of elections.
- Nomination forms will be available.
- A special general meeting will be called prior to the AGM should there be more than 19 nominations for a secret ballot.
- The new members will be declared and officially approved at the AGM and will take office immediately.

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Executive Committee Composition Policy

Review date: June 2008

BACKGROUND

While making policy updates in 2007 it was noted that the conclusion of the policy for Executive Committee Co-option Policy was about the composition of the Executive. Also Waiariki over the years has made changes to campuses and the way they service students and this policy is designed to keep up to date with these changes.

PURPOSE

This policy has been designed to give a fair depiction that can keep current with any changes that Waiariki make from time to time within the Constitution of the composition of the Executive.

CRITERIA

You must be an Executive Committee Member officially approved at the AGM or co-opted on as per the Executive Committee Co-Option Policy

SCOPE

This policy will cover all members of WITSA Executive Committee.

PROCEDURE

- Constitutionally there shall be a maximum of 20 (twenty) members of the executive at any one time.
- These shall be broken down as follows:
 - The President automatically fills 1 (one) place
 - The Co-Vice President External is 1 (one) place and is also the Treasurer position
 - The Co-Vice President Internal is 1 (one) place and is the President's Employment Officer.
- Section 8 clause 3, a minimum of 4 (four) places on the executive for regional students, however, it is more realistic for there to be two places open for each of the regions as it has been proven that having two regional students has worked better.
- Therefore;
 - 2 places for Whakatane
 - 2 places for Tokoroa
 - 2 places for Taupo
 - 2 places for Tauranga
- At least 1 place per region must be left open if they are unable to be filled.
 - While under this same section there are 9 (nine) other places available, for Mokoia students.
 - However, it is not functional to have more than 3 (three) students from the same course or paper.

CONCLUSION

- It is easier and more conducive to make changes within a policy than to make constitutional changes around Waiariki's business practices.
- This composition is relevant for/to the current Executive Committee and at any time may choose to change or add to the composition though the original officers cannot change as per Section 8 clause 3 of the WITSA Constitution.

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Executive Committee Co-Option Policy

Review date: June 2008

BACKGROUND

There was concern expressed over the way that we co-opted students onto the Executive Committee. It was asked that there was clarification and a policy, highlighting what the process is for co-option.

PURPOSE

This policy has been designed to try and ensure fairness and trying to ensure that as an executive committee, we are deemed to be representative of all campuses and of all students.

CRITERIA

You must be a current student studying at Waiariki Institute of Technology as per the WITSA constitution section 5.

SCOPE

This policy will cover all members of WITSA wanting to be co-opted on to the executive committee.

PROCEDURE

- Interested parties shall see the WITSA president and discuss the process of being co-opted on to the executive. The president is obliged to go through this policy and what is expected as an executive member.
- The president will advise of the next meeting of the executive. It is required that a letter is submitted before the agenda has been posted. This letter should contain your reasoning for wanting to be co-opted on and any relevant information about the skills you bring to the executive.
- You shall be required to attend the next meeting to speak to your letter and make yourself available for questions.
- At the meeting an executive member shall move a motion to co-opt you on and a seconder shall be sought, the motion will then require a two-thirds majority for the motion to pass.

CONCLUSION

- As the chair of the Executive it is the president's responsibility to advise any interested parties wanting to be a member on the Executive about the policy and expectations of an executive member and to also notify the interested party of when the next meeting of the Executive is.
- A letter is to be submitted by the interested party to the Executive before the agenda is posted about reasons and skills for wanting to part of the Executive Committee.
- The interested party must attend the meeting to speak to the letter and answer any questions.
- Regardless of the outcome of the motion for co-option the Executive Committee's decision is final.

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Executive Members Meeting Fee Policy

Review date: June 2008

BACKGROUND

WITSA recognise that being a part of the WITSA Executive committee is an integral and vital part of the running of WITSA and as such members should be entitled to a meeting fee in recognition of the work that each Executive member may put in during their term of office.

PURPOSE

This policy is designed to acknowledge the work performed by Executives and attendance at meetings.

CRITERIA

- You must be a duly elected or co-opted executive member of WITSA.
- Must attend up to Agenda Item 7.2 at Executive meetings
- A meeting fee form shall be filled out and handed to the Office Manager before the first meeting of the month

SCOPE

- The term of entitlement shall be from the 1st meeting after the AGM through to the AGM of the following year.
- Payment will be made at the first meeting of the month for meetings attended the month prior.
- Payment shall be made for inquorate meetings.
- Past minutes of the Executive Committee will ascertain attendance and amount to be paid.
- Past minutes of the Executive Committee will also ascertain verbal and/or written reports tabled by Vice President's giving an indication of additional work attended to.

PROCEDURE

- The payment amount shall be:
 - Ordinary Executive Members payment per meeting will be \$15 (fifteen dollars)
 - Vice Presidents' payments per meeting will be \$15 (fifteen dollars) with an additional monthly payment of \$15 (fifteen dollars) for additional responsibilities.
- A meeting fee form shall be filled out and handed to the Office Manager before the first meeting of the month and a cheque shall be given in return once attendance has been ascertained. NO CASH SHALL BE GIVEN
- Should a meeting be inquorate the Office Manager will note who attended for the meeting fee payment.

CONCLUSION

- The Executive Committee members and Vice Presidents shall receive a meeting fee for attendance up to Agenda Item 7.2, at Executive Meetings.
- The Vice Presidents shall receive an additional monthly sum for additional responsibility.
- This meeting fee shall be paid out by the Office Manager, at the first meeting of the month for previous months attendance on receipt of a filled out meeting fee form, by cheque.

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Exempting Students From WITSA Membership Policy

Review date: June 2008

BACKGROUND

As WITSA is a compulsory student association every student studying must pay a membership fee under the Education Amendment Act 2000 Section 229A. However in the Education Amendment Act 2000 Section 229A (7) "...every student association...must make rules for dealing in a fair, timely, and consistent way with applications for exemption...".

PURPOSE

As per Education Amendment Act 2000 Section 229A (7) this policy is designed to deal with students wanting to be exempt from membership on the condition of hardship or conscientious objection, in a fair, timely, and consistent way.

CRITERIA

WITSA office or President must receive an application in writing on or before completion of 10% or 3 weeks of programme, whichever is least, for the application to be valid.

SCOPE

- To cover students wanting exemption from membership on the grounds of conscientious objection;
 - You must object on the basis of religious, moral, or ethical beliefs;
 - Your objection must be to unionism in any form; and
 - You must be sincere,
- Or on grounds of hardship (financial)

PROCEDURE

- **Conscientious Objection**
 1. The student must supply a written statement explaining how they arrived at their belief's and the influence their belief's have on how they live their lives.
 2. The student must supply with the application written documentation or include personal appearances (before the Executive Committee) who can attest to their claims.
 3. A special meeting of the Executive committee will be called to discuss this specific business that the member may attend. Should the member attend it is recommended they seek to have support with them.
 4. Should the Executive Committee approve the exemption, this does not exempt the student from paying the Association membership fee, the membership fee will be paid to a charity of the Executive Committees choice, Education Amendment Act 2000 Section 229A (6) "...if exempted, the association must pay the student's membership fee to a charity of its choice"
- **Hardship**
 1. Education Amendment Act 2000 Section 229A (5) A student association may, on the grounds of hardship, exempt any student from the obligation to pay the membership fee of the association; and a student so exempted may nonetheless be a member of the association.
 2. Hardship may only be claimed if the student is unable to take out a student loan for this cost.
 3. The student must supply a written statement explaining their reasons for hardship.
 4. The student must also supply copies of bank statements and other evidence to prove hardship.

5. A special meeting of the Executive committee will be called to discuss this specific business that the member may attend. Should the member attend it is recommended they seek to have support with them.
6. Should a students hardship be of a confidential or of a sensitive nature the Executive Committee will not know the name or region that the student is attending class.

CONCLUSION

The student must supply proof to the Executive Committee for exemption.
The Executive Committee's decision is final.

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Foodbank Policy

Review date: June 2008

BACKGROUND

Due to 'free fee's' and a significant increase and perhaps abuse of the Foodbank a review of the policy was decided.

PURPOSE

This policy falls in line with WITSA's constitutional obligations and is designed to aid WITSA members with their overall wellbeing. WITSA has established an emergency foodbank to assist any WITSA member that is experiencing financial difficulty having proved to have exhausted all avenues and requires an emergency food parcel. The food parcels are designed to be a 'one off' 'stop gap', not a weekly requirement. Primarily the Foodbank is to assist students who have no other recourse, single, living away from home or alone and on student loan, however each application will be given due consideration.

CRITERIA

- Only WITSA financial members, and financial members of other associations that have a current MOU with WITSA for this service, are able to access food parcels from the WITSA foodbank.
- The foodbank parcels are for the member and any dependants under the age of 14yrs unless the partner is a WITSA financial member or member of a MOU with WITSA.
- In the event of member receiving a WINZ benefit or student loan/allowance a Letter of Decline must accompany an application.
- Students, after the first food parcel given in one academic year, shall be required to meet with a professional Budget Advisor and only on a written recommendation from a Budget Advisor will any further food parcels be given out.
- Should any of the contact people recommend to the recipients that they seek budget advice, only on a written recommendation from a Budget Advisor will the food parcels be given out.
- Food parcels shall only be given out to members who have a completed Foodbank Application form.

SCOPE

This policy will cover all WITSA members and MOU members studying at any of the Waiariki Institute of Technology main campuses (Currently Mokoia & Waipa, Taupo, Whakatane, Tokoroa, Tauranga, Waipa).

PROCEDURE

- The student will be required to fill out a Foodbank Assessment Form to establish eligibility.
- The student shall then meet with any one of the 'Contact People'.
- During this meeting the student's needs shall be assessed.
- If it is decided that there is a need for a food parcel the student shall fill in the 'WITSA Food Parcel Application Form' – this can be done with the help of the contact person and all boxes must be completed.
- The contact person shall fully complete the back of the interviewer part of application form. In the case of Mokoia & Waipa Campuses applications for the parcel requirements only the date and Whanau/Family size are to be completed before directing them to WITSA.
- In the case of Mokoia Campus students, the student shall then come to the WITSA Office to collect their food parcel: the recipient in front of a WITSA staff member must sign the parcel requirement part of the application form, for verification of signature

and acceptance of the parcel. Otherwise the contact person shall be responsible for this.

CONCLUSION

- WITSA Office staff reserve the right to reject any application made/given by a WITSA member or MOU member, however this shall only be done in consultation with the relevant contact person.
- A Letter of Decline from WINZ or Studylink must accompany any application form if the member is receiving a benefit/student loan or allowance.
- The food parcels are for financial members of WITSA or MOU members and any dependants under the age of 14 only.

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Meal Per Diem

Review date: June 2008

BACKGROUND

From time to time members of the WITSA Executive or members of WITSA may be required to travel while carrying out work on behalf of WITSA.

PURPOSE

This policy has been established to ensure that the association can cover any extra costs to members if required.

CRITERIA

You must be mandated by the Executive Committee or the WITSA President and be acting on behalf of the Association.

SCOPE

- The Executive member or Representative is required to be away from their residence on association related business for longer than a six - hour period.
- They shall be entitled to a meal per diem where no meals are provided for.
- Each Executive member or representative shall be entitled to:

\$45.00 per person per day:	\$10 Breakfast
	\$10 Lunch
	\$25 Dinner

PROCEDURE

- Proof of Mandate, which you are acting on behalf of the association, will be required to be handed in to the WITSA Office Manager before the per diem will be paid out.
- The relevant person will then be required to sign a WITSA receipt before the per diem will be paid out.

CONCLUSION

- This money is your responsibility. WITSA accept no responsibility for lost or stolen money. WITSA accept no responsibility for how the money is spent or how quickly.
- No receipts are required with a per diem.

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Presidents Choice Trophy Policy

Review date: June 2008

BACKGROUND

WITSA has a trophy, donated by a former WITSA President, to recognise that an executive member or members have gone over and above the call of duty on behalf of the Executives and all students. In addition the WITSA President may give a monetary reward.

PURPOSE

This policy has been established to reward an Executive Member/s with recognition for work over and above the call of duty

CRITERIA

You must be a duly elected Executive member of WITSA.

SCOPE

The Executive member should have been an Executive member for at least one semester.

PROCEDURE

- The President may award the trophy and monetary reward to an Executive member/s of their choice.
- When making the decision to award the trophy to one or more Executives the following criteria will be taken into account;
 1. length of service
 2. meetings attended (WITSA and Waiariki)
 3. portfolios held and actioned
 4. reports submitted
 5. contact, other then meetings, with the President, VP and staff
 6. social functions helped with and attended
- The amount of the reward will not exceed \$1000 in total.
- The amount shall be taxed as per the Inland Revenue Department tax schedule of .33 (thirty-three cents) cents in the dollar.
- The trophy and reward will be awarded at the last Executive meeting of that year.
- The trophy will be kept by WITSA.
- The Presidents choice is the decision of the President and the Executive shall be under obligation to accept the decision, however the President shall submit a full report highlighting criteria met. The Executive have the power to refute the Presidents choice and the amount of the reward. Should the Executive do so the rationale shall be motioned and minuted, and no further choice shall be made for that year.

CONCLUSION

The President's choice recognises that an executive member or members have gone over and above the call of duty on behalf of the Executives and all students. The choice the President makes shall be informed and only one choice shall be made based on the above criteria (section: Procedure 1-6).

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President Election Appeal Process Policy

Review date: June 2008

BACKGROUND

The Election of President is as per section 7.a Election of President in the WITSA Constitution.

PURPOSE

This policy is designed to provide an avenue for candidates who feel the process of Election for WITSA President has been unfair, biased or the President Election Policy has not been adhered to.

CRITERIA

You must be an official Candidate running in the election of WITSA President, as announced by the Returning Officer.

SCOPE

Ten (10) working days prior to election, through to three (3) working days after the finish of elections.

PROCEDURE

- Returning Officer
 1. Should a nominee feel that the Returning Officer has a conflict of interest in the election, they shall put to the Executive a letter outlining concerns.
 2. The letter must be tabled at an Executive meeting at least five (5) working days prior to elections.
 3. The Executive shall then recommend another Returning Officer and the elections shall continue.
- Election Process
 1. Should a candidate not adhere to the President Election Process Policy, an appeal may be lodged. No appeals may be lodged more than three working days after the finish of elections.
 2. The request for a recount must be given in writing to the WITSA Office Manager within seven working days of the original count.
 3. The Office Manager shall then present this letter to the Executive committee
 4. Any recount shall be conducted by a different Executive member and any two independent people in the presence of the original counters.
 5. Any discrepancies will result in the voting being null and void and new elections shall be called.

CONCLUSION

- This policy in no way replaces 7.a.18 and 7.a.19 of the WITSA Constitution.
- The Executive have the final say to endorse or negate an appeal.
- A letter appealing the Returning Officer needs to be tabled at an Executive meeting at least five (5) days prior to elections.
- Appeals must be received by the WITSA Office, signed through the mail book, by 3pm three (3) working days after the finish of elections.

WITSA President

Executive Member

President Election Ballot Box Monitor's Policy

Review date: June 2008

BACKGROUND

The Election of President is as per section 7.a Election of President in the WITSA Constitution.

PURPOSE

This policy is designed for the smooth operating of the voting process of the WITSA President.

CRITERIA

For persons' appointed by the Returning Officer for the monitoring of ballot boxes and voting students/members.

SCOPE

During voting week of WITSA President.

PROCEDURE

- The Ballot Box Monitor...
 1. Will be responsible for the Ballot box, voting forms and names list. The Ballot box and forms will remain in their possession until returned to the Returning Officer
 2. Will request confirmation of student status by either Student ID or written confirmation from tutor/student advisor/centre administrator.
 3. Will be responsible for the writing of name and course against a sequential number and then filling out that number on the voting form before giving it to the voting student/member. The campus is also required if student/members are not from that campus.
 4. Will be responsible for the cancelling, destroying and disposal of any forms that students/members have filled in incorrectly and the reissuing of a new form.
 5. Will not allow the opening or removal of any forms in the Ballot box.
 6. Will monitor the conduct surrounding the voting and if there is any problems notify the Returning Officer immediately.

CONCLUSION

The Ballot Box Monitor is responsible for the Ballot Box while it is in their care.

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Presidents WITSA Cellphone Use Policy

Review date: June 2008

BACKGROUND

WITSA recognise that in order to function effectively in the role of President, the President will be required be contactable by WITSA members.

PURPOSE

To ensure that the President can conduct business by phone on behalf of WITSA and be contactable by WITSA members.

CRITERIA

You must be the duly elected President of WITSA.

SCOPE

This policy will cover any cellphone purchased by WITSA for the use of the President on WITSA business.

PROCEDURE

- The President shall receive the WITSA cellphone at the start of their term.
- Prior to receiving the cellphone the outgoing President will make sure the cellphone is in working condition for the incoming President to use and during handover will ensure that the incoming President knows how to use the phone and has all passwords.
- The cellphone is for WITSA business use only. Any private calls are to be highlighted on a copy of the monthly invoice and paid by the President either by cash or through deduction of wages. This will be signed off by the Co-Vice President Internal who will communicate any discissions to the Office Manager of action to be taken.
- The cellphone is to be treated with respect as it belongs to the employer, WITSA.
- Should there be any problems regarding the functioning of the cellphone the President must first consult with the Co-Vice Presidents Internal who then will arrange with the Office Manager any action required.
- Should there be any problems over the cellphone use, the Co-Vice Presidents Internal will notify the Executive immediately.

CONCLUSION

The WITSA cellphone is for the Presidents use during their term and is the Presidents responsibility to look after and pass on when their term is ended.

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Executive Member

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Sponsorship Policy

Review date: June 2008

BACKGROUND

WITSA sets aside a portion of its yearly budget to accommodate sponsorship requests which fit in with its objective “to promote the social, recreational, cultural and intellectual interests and welfare” of its members.

PURPOSE

This policy is designed to give students / student groups another avenue by which to access monies in order to:

- Aid in existing fundraising activities.
- Top up monies from fundraising activities.

CRITERIA

1. Students / student groups must be members of WITSA - proof is required.
2. The relevant ‘Sponsorship Application Form’ must be filled out before application will be accepted.
3. An official ‘Sponsorship Minutes Form’ must accompany, if applicable, the sponsorship application.
4. This policy also covers sponsorship of the WITSA van mileage, however this does not extend to sponsorship of any petrol for the WITSA van.

SCOPE

This policy will cover all students enrolled with the Waiariki Institute of Technology.

PROCEDURE

- A student
 1. The student shall pick up a sponsorship form and fill in every space provided, clearly highlighting the reason for applying and attaching a budget of income and expenditure.
 2. The accurately filled in ‘Sponsorship Application Form’ must be handed to the WITSA Office Manager along with proof of WITSA membership.
 3. The WITSA Office Manager will then advise the student of the next WITSA Executive Committee Meeting.
 4. If the student studies on Mokoia campus, the student will be required to attend the meeting to present the application for sponsorship. Should the student not appear then they would have been deemed to forfeit the application for sponsorship.
 5. A letter of the decision of the Executive will be sent to the student.
- Student Groups
 1. A student representative of the group shall pick up a ‘Sponsorship Application Form’ and ‘Sponsorship Minutes Form’.
 2. The group are required to hold a meeting with regarding the application for sponsorship. This meeting is required to be minuted on the ‘Sponsorship Minutes Form’.
 3. A two thirds majority vote must be reached by the group on any motion put for:
 4. The reason for applying for sponsorship
 5. The amount being applied for attaching a budget of income and expenditure.
 6. A representative shall hand the form and minutes to the WITSA Office Manager accompanied by proof of WITSA membership or copy of the

Waiariki Institute of Technology class, programme or school student register if applicable.

7. The WITSA Office Manager shall then advise the representative of the next WITSA Executive Committee Meeting.
8. If the group studies on Mokoia campus a representative shall be required to attend the Executive meeting to speak to the sponsorship application.
9. The Executive Committee reserves the right to reject any proposal, as per the WITSA constitution clause 22 section 1-4. The Executive Committee is to clearly outline any reason for denial of an application and are bound to offer suggestions on alternatives.

CONCLUSION

- When applying for sponsorship know that the Executive keep in mind that this fund is for all members of WITSA and that this fund is limited.
- The Executive reserves the right to amend, approve or repel any application, as per the WITSA constitution clause 22 Expenditure section 1-4.

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Travel Allowance Policy

Review date: June 2008

BACKGROUND

From time to time members of the WITSA Executive or members of WITSA may be required to travel in their own vehicle while carrying out work on behalf of WITSA.

PURPOSE

This policy has been established to ensure that the Executive members or ordinary members petrol is covered and wear and tear on their private vehicles is contributed towards.

CRITERIA

You must be mandated by the Executive Committee or the WITSA President and be acting on behalf of the Association or on Association business.
The WITSA van must be unavailable or deemed inappropriate for travel by the WITSA President or Office Manager.

SCOPE

This Travel policy will cover the usage of any private owned vehicle used by the appropriate Executive member or representative.

PROCEDURE

- The mandated Executive member or ordinary member of WITSA must see the WITSA Office Manager with proof of mandate.
- The Executive member or ordinary member must provide details including date and kilometres to be travelled.
- The amount payable shall be 35 cents per kilometre.
- Executive members or Ordinary members of WITSA travelling to Executive meetings or WITSA functions shall be required to car pool, WITSA shall only be obliged to pay for one car per region.
- Regional Executive members travelling to the Mokoia campus for a meeting shall be paid from the campus of their study to the Mokoia campus.

CONCLUSION

Executive members, representatives or ordinary members shall endeavour to keep costs down when travelling ideally choosing the cheapest option.

WITSA President

Executive Member

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Vice Presidents (Co-) Phonecard Policy

Review date August 2007

BACKGROUND

WITSA recognise that in order to function effectively in the role of Co-Vice Presidents, the Co-Vice Presidents will be required to make calls made on behalf of WITSA and that these calls shall be fiscally neutral to the Co-Vice Presidents.

PURPOSE

To ensure that that the Co-Vice Presidents can conduct business by phone on behalf of WITSA.

CRITERIA

You must be the duly elected Vice President of WITSA.

SCOPE

- The term of entitlement for claiming of phone cards shall be from during their time as Vice President.
- The maximum number of phone cards able to be claimed per month shall be up to \$20.00 (twenty dollars) each.

PROCEDURE

- The Co-Vice Presidents shall see the Office Administrator for any matters with regards to phone cards.
- The Co-Vice Presidents shall be required to fill out a receipt form when accessing a phone card.

CONCLUSION

The Executive Committee shall be notified immediately if there is cause for concern with regards to the usage of phone cards.

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Executive Member

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Vice President Election Policy

Review date: June 2008

BACKGROUND

The Vice President has traditionally been elected out of the Executive Committee members after the March elections.

PURPOSE

This policy is designed to have 2 Vice Presidents elected one with an interest in representation and the other with an interest in human resources.

CRITERIA

- You must be a current member of the Executive Committee.

SCOPE

This policy will cover any current members of the WITSA Executive Committee who is running for the position of Co-Vice President Internal or External.

PROCEDURE

- Nominations shall be called for at the first meeting of the Executive committee after the AGM.
- The WITSA Office Manager shall ensure that nomination forms are ready and available at the meeting.
- Election of the Co-Vice President shall be at the next ordinary meeting of the Executive committee.
- The term of office for the Co-Vice President shall be through to the 31 March of the following year.
- The running Vice President/s shall be required to submit a CV to go out with the Agenda for the next meeting.
- All candidates shall be required to be present when nominations are called for. There will be no proxy nominations.
- All candidates shall be required to be present for the elections and give a 5-minute plenary prior to voting.
- Nominations shall be filled out on an official 'Vice Presidents Nomination' form. All nominations shall be required to have a nominator and seconder.
- All nominees and seconders shall be members of the Executive Committee.
- The President and WITSA Office staff shall not nominate nor second any application.
- The WITSA office manager shall be the returning officer for the elections.
- The vote shall be by secret ballot, on the appropriate ballot forms.
- All nominees shall run against a vote of 'no confidence'. The voting process shall be 'first past the post' majority votes wins.
- Should there be a tie for each position, then voting will commence again, until there is a clear winner.

CONCLUSION

- There shall be no proxy voting, Executives must attend the elections to vote.
- Candidates have the right to appeal the process of elections by submitting their rationale in writing to go out with the agenda papers for the next Executive meeting.
- Any Candidate appealing the decision must attend the Executive meeting and speak to their appeal. The decision of the Executive is final.

WITSA President

Executive Member

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WITSA Code of Conduct

Review date: June 2008

BACKGROUND

There was concern expressed over the conduct of the occasional WITSA Members on business paid for by WITSA. It was asked that there was clarification and a policy, highlighting actions not acceptable and what the process is for disciplining the person involved.

PURPOSE

This policy has been designed to indicate the level of responsibility and seriousness of the conduct of its members away on WITSA business.

CRITERIA

Any person attending business on behalf of WITSA who has used student funds and are representing all WITSA members while away.

SCOPE

This code of conduct covers any member or staff member of WITSA attending any business of WITSA. This code of conduct will be adhered to from the time of signing the Code of Conduct Agreement Form until the member has returned to their place of residence.

PROCEDURE

- The following is a list of actions not acceptable;
 1. Drinking (of alcohol) during or before workshops, morning/afternoon tea or at lunchtime
 2. Gambling during or before workshops, morning/afternoon tea or at lunchtime
 3. Verbal, physical, mental or emotional abuse of another person
 4. Harassment of another person
 5. Disrespect of the conference/accommodation buildings or grounds
 6. Arriving late or non attendance to workshops
 7. Unlawful actions including but not limited to:
 - The taking/selling of illegal substances
 - Disrespect and/or theft of others and their property (including allowing strangers into accommodation shared with others without their approval).
- Depending on the allegation made about a member displaying or partaking in the above actions the following remedies may apply;
 1. A special meeting discussing the alleged conduct with disciplinary outcomes at the venue eg
 - A verbal apology to the other WITSA attendees or people involved
 - Immediate removal from the venue and sent home
 - Reported to the police

CONCLUSION

- Students of Waiariki have paid for WITSA representatives to attend meetings and conferences on their behalf and trust that the WITSA representatives will conduct themselves in a positive and constructive way.
- Any breach to the Code of Conduct agreement will be dealt with in a serious and timely manner as per the WITSA Disciplinary Process.

WITSA President

Executive Member [BACK TO TOP](#)

WITSA Van Hireage Policy

Review date: June 2008

BACKGROUND

- A Toyota Hiace Van has been purchased by WITSA for:
 1. WITSA staff and executive committee members conducting association related business.
 2. Use by student groups on course related activities and or student activities approved by the executive.

PURPOSE

This policy is designed to make hireage of the WITSA van possible for any member of WITSA or Waiariki staff.

CRITERIA

- You must be a current WITSA member, WITSA staff member or Waiariki staff member.
- You must be over 25 and hold a full drivers license and present your license when booking the van.

SCOPE

- This policy will cover all WITSA members, WITSA staff and the staff of Waiariki Institute of Technology for the hireage of the WITSA van.
 1. WITSA students shall be required to pay .15 (fifteen cents) per kilometre.
 2. WITSA staff shall be required to pay .15 (fifteen cents) per kilometre.
 3. Waiariki staff shall be required to pay .35 (thirty five cents) per kilometre.

PROCEDURE

- Bookings shall be made through the WITSA Office Manager and the office manager will advise on availability.
- The 'WITSA van usage form' must be filled out along with the 'WITSA mileage declaration' before an application for usage of the van will be permitted.
- A Bond of \$100.00 (one hundred dollars) must be received before usage of the van will be permitted. Bond will be refunded if the van is returned clean and tidy and undamaged as stated in the WITSA van usage form that the driver signed.
- Should the van be bought back late without notification or without proper reason a late fee of \$30 will be incurred.
- The WITSA van must be returned with a full tank of petrol.

CONCLUSION

- Students shall still be required to return the van with a full tank of petrol.
- The Office Manager is to monitor the movements of the vehicle and ensure that Warrant of Fitness, Registration and Insurance are kept current.
- A log book shall be filled in giving date, purpose of travel, drivers name and kilometres travelled, by WITSA staff.
- Anybody travelling on Association business or on behalf of the Association are to be given priority unless the vehicle has already been booked for use.

WITSA President

Executive Member

Appendices

OFFICIAL NOMINATION FORM

WAIARIKI INSTITUTE OF TECHNOLOGY STUDENT ASSOCIATION 2007 VICE-PRESIDENT



NOMINATOR

I nominate
 Print name of person nominated

to be the Vice President Internal / External (please circle) of WITSA for 2007.

Name of nominee & Student ID #

Signature Date

SECONDER

I second
 Print name of person nominated

to be the Vice President Internal / External (please circle) of WITSA for 2007.

Name of seconder & Student ID #

Signature Date

NOMINEE

to be the Vice President Internal / External (please circle) of WITSA for 2007.

Name & Student ID#

Signature Date

OFFICE

I accept the nomination for Vice President Internal / External (please circle) of WITSA 2007.

Name Signature Date

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OFFICIAL NOMINATION FORM

WAIARIKI INSTITUTE OF TECHNOLOGY STUDENT ASSOCIATION 2008 PRESIDENT



NOMINATOR

I nominate
Print name of person nominated

to be the President of WITSA for 2008.

Name of nominee & Student ID #

Signature Date

SECONDER

I second
Print name of person nominated

to be the President of WITSA for 2008.

Name of seconder & Student ID #

Signature Date

NOMINEE

I accept the nomination for President of WITSA 2008.

Name & Student ID#

Signature Date

OFFICE

I accept the nomination for President of WITSA 2008.

_____	_____	_____
Name	Signature	Date

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MEETING FEE FORM

Review date: June 2008

Every space must be filled on this form

WITSA Executive Member WITSA VP-Internal WITSA VP-External
(Please circle)

Name: _____

Have you read the Meeting Fee Policy? _____

How many meetings of the WITSA Executive did you attend last month? _____

Did you attend any other WITSA/Waiariki meetings last month and if so what did you attend? (eg WITSA Finance/Audit, programme committee's, meeting with President or Office staff)

Did you give any verbal or written reports at any meetings attended?

Signed: _____

Date: _____

OFFICE

Amount of Meeting Fee: _____

Date _____ Chq #: _____ Line Item #: _____

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SPONSORHIP APPLICATION FORM

Review date: June 2008

Every space must be filled on this form

Waiariki Student
(Please circle)

Waiariki Student Group

Name: _____
(Student/class/programme/school/campus)

Student ID number: _____
(please attach class register if applicable, as per sponsorship policy)

Have you read the Sponsorship Policy? _____

Have you filled in the minutes form and attached? (if relevant) _____

How did you hear of the sponsorship available from WITSA?

Please put down your reasons for applying for sponsorship (use an attached paper if required):

List other places / activities you have tried, to raise the funds required:

Amount of Sponsorship being sought: _____

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SPONSORSHIP MINUTES FORM

DATE

WHERE HELD

PRESENT: (Students)

NAME: _____ SIGNED: _____
Chair

NAME: _____ SIGNED: _____
Minute Taker

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

Note: Use an attached paper for further names and signatures. The amount of names and signatures are indicative of class, programme or school as explained within the policy.

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IN-ATTENDANCE: (eg Tutors, etc at meeting)

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

NAME: _____ SIGNED: _____

MEETING OPENED: (Time) _____

KARAKIA:(Name) _____

APOLOGIES: (Name/s) _____

THAT APOLOGIES BE ACCEPTED.

Mover _____ **Second**er _____

For/Against/Abstentions (No.'s) _____ **Carried Yes/No (circle)**

CALL FOR GENERAL BUSINESS

Name Business

Name Business

SPECIFIC BUSINESS (Reason for Meeting, attached for any purchase requirements)

Name Business

Name Business

(Write discussion on issues on additional paper)

MOTIONS PUT TO THE MEETING....

(Note: each motion needs a mover/seconded & 2/3's majority vote as per policy)

Mover _____ **Second**er _____

For/Against/Abstentions (No.'s) _____ **Carried Yes/No (circle)**

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Mover _____ **Second** _____

For/Against/Abstentions (No.'s) _____ **Carried Yes/No (circle)**

GENERAL BUSINESS

(Write discussion on issues on additional paper)

MOTIONS PUT TO THE MEETING....

(Note: each motion needs a mover/seconded & 2/3's majority vote as per policy)

MOTIONS PUT TO THE MEETING....

(Note: each motion needs a mover/seconded & 2/3's majority vote as per policy)

Mover _____ **Second** _____

For/Against/Abstentions (No.'s) _____ **Carried Yes/No (circle)**

Mover _____ **Second** _____

For/Against/Abstentions (No.'s) _____ **Carried Yes/No (circle)**

CLOSE MEETING: (Time) _____

THESE MINUTES ARE CORRECT.....

Signed Date
Chair

Signed Date
Minute Taker

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|

VAN MILEAGE DECLARATION FORM

Review date: June 2008

Waiariki Student

Waiariki Staff Member

WITSA Executive Member
(Please circle)

WITSA Staff Member

Name: _____

Student ID number: _____

Other Proof of WITSA membership: _____

(Please attach a copy of student ID card or other proof of WITSA membership)

Drivers License number: _____
(Please attach a copy of Drivers License)

Destination: _____

Mileage: (as per AA 'Times and Distances') _____

Mileage rate: (.15 cents / .35 cents) Amount charged: \$ _____

Amount in words: _____

Sponsorship granted: (Please attach a copy of such a motion) Yes No
(circle)

Booking date: _____

Pick up time: _____ Drop off time: _____

(Should the van be bought back late without notification a \$30 fee will be charged)

Note any comments on the state of the van before you leave:

I understand, accept and have signed the rules and regulations as set out in the WITSA van usage form. I have paid the mileage amount or received sponsorship of the mileage. I am 25 years or over. I accept full responsibility for any damage done to the van. I accept full responsibility for any tickets I may get while driving the van.

Signed: _____

Date: _____

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WITSA VAN USAGE FORM

Review date: June 2008

- No alcohol or drugs are to be consumed inside the vehicle and no person is permitted to drive the vehicle if they have consumed any alcohol or drugs.
- No smoking permitted in vehicle.
- Any damage or defects are to be reported to the WITSA Office Manager as soon as possible.
- Driver to ensure that the Radiator and Battery water, Oil and Tyre pressure are maintained at the correct level while the vehicle is in their care.
- All traffic fines including speeding and parking fines are the responsibility of the driver listed on the booking sheet at the time of the offence.
- Drivers are to ensure that all reasonable care is taken in handling and parking the vehicle and that it is left securely locked at all times.
- No persons other than the driver(s) nominated at the time of booking are permitted to drive the vehicle.
- If the vehicle is booked overnight it must be returned by 9.00am the following day.
- Vehicle must be left in a clean and tidy condition.
- Keys to be handed back personally to the WITSA Office Manager, President or the WITSA Shop.
- Drivers to be 25 years of age or over, excluding WITSA staff or the WITSA President.
- The .15 (fifteen cents) or .35 (thirty five cents) per kilometre has been paid and I agree that any outstanding kilometres shall be paid on the return of the van.

I have read and agree to abide by the above conditions of use and I have attached the 'WITSA VAN MILEAGE DECLARATIONFORM'.

Signed: _____

Witness: _____

Date: _____

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