



GENERAL BY-LAWS OF USPSA

The 19th Federal Council Meeting amended this General By-Laws in 2018, following amendments to the USPSA Constitution.

PART A - INTERPRETATION

- (a) Any resolution relating to the policy-making and administrative infrastructure of USPSA and passed by simple majority at any Meeting of USPSA Council constitutes a by-law of USPSA.
- (b) The word ‘Association’ is used hereafter means The University of the South Pacific Students Association (USPSA).
- (c) The words “USPSA Federal Constitution” or “USPSA Constitution” means the same thing and may be used interchangeably.
- (d) The words “USPSA Federal” or “USPSA” means the same thing and may be used interchangeably.

“Annual General Meeting” or “AGM” means the meeting of Branch Associations held in their respective locations and campuses;

“Association” and “USPSA” mean the University of the South Pacific Students’ Association established by the USPSA Federal Constitution;

“Branch” or “Branch Association” means a students’ association representing students at one of the campuses of the University which is a member of the Association;

“By laws” means any rules as to conduct of the Association, its branches or students made by the Association;

“Council” or “USPSA Council” means the governing body of the Association;

“Executive Committee” means the executive committee of the Association as established by article 13.1;

“Federal Office” means Office of the Association established by the Council under article 12, that is the administrative centre for the Association, assisting branch associations with compliance issues and promoting and supporting good governance throughout the branch associations;

“member” means any student enrolled in the University who pays a fee to the Association;

“Officer(s)” means the office bearers of the USPSA as prescribed by article 11 of the Constitution;

“region” means all the member countries of the University as defined in the University Charter;

“Secretary-General” means the Secretary-General of the Association appointed under article 12.3;

“student” means any full time or part-time student enrolled at the University at any of its campuses, and includes DFL students;

“University” means the University of the South Pacific” and includes all its campuses in the region.

PART B - POWERS OF THE USPSA STUDENT COUNCIL

[1] Notwithstanding the provisions of the Constitution of USPSA, the Student Council shall exercise its discretion to do all things it deems necessary in pursuit of the objects of the Association and in pursuance of this shall have the powers to:

1. To set up committees and to define their powers and functions.
2. To dissolve committees established through (i) above.
3. To affiliate or de-affiliate student organizations as it sees fit.
4. To formulate and/or enter into contracts with individuals or organizations.
5. To give financial assistance to organizations affiliated to USPSA.
6. To formulate, devise and approve the Associations budget.
7. To invest Association funds into investment schemes as it sees fit.
8. To create projects and schemes that it thinks fit for the benefit of students at large.
9. To recommend an increase or decrease in Association membership fees to the University Council.
10. To make regulations, by-laws and policies for the Association.
11. To move and pass a vote of no confidence in any member of Council, except the Officers, if it feels that any member to be unworthy and incapable of holding his/her responsibilities.
12. To move and pass a vote of no confidence in any executive member /officer of any of its branches except the Officers, if it feels that member to be unworthy and incapable of holding the designated responsibilities.

13. To suspend temporarily any officer for a period not exceeding one month by moving and passing a vote of no confidence in that officer, by a 2/3 majority.
14. To elect a member of council to act in the capacity of the suspended officer for the period that officer has been suspended.
15. To dismiss any member who fails to attend for the full duration of one meeting of the Council without previous leave of absence in writing to the Secretary General with evidentiary support which shall be either accepted or rejected at the discretion of council.
16. To endorse, accept and reject decisions of any USPSA standing committee and/or its sub-committees.
17. To demand and collect written reports from student representatives on Senate, University Council, Finance and other committees or undertakings on which USPSA is represented.
18. To demand and collect written reports from representatives or delegates representing USPSA on any seminar, tour, delegation or meeting either locally or overseas.
19. To seek affiliation with other student organizations or any other student organization or any other body, either locally or internationally which it feels is compatible with its own policies and as it sees fit.
20. To appoint representatives to the University Council and to select delegates to attend seminars, tours or meetings on behalf of USPSA either locally or internationally.
21. The Council shall request to the Vice-Chancellors office to appoint and Internal and External Auditors of the Association. The period of appointment for both the Auditor shall be for 3 years.
22. To require the Secretary General to present a financial report of the Association at any time, subject to adequate notice in advance, as determined by Council.
23. To require all branches of the associations to provide full reports as required in the USPSA branch report template.
24. To act as a disciplinary body or to appoint a committee which shall act as a disciplinary body to deal with disciplinary cases involving council members and their conduct as specified under Articles 18, 19 and 20 of the Constitution of USPSA.
25. To approve funds for entertainment purposes for visiting dignitaries or for Council or Executive or Officers meetings as Council sees fit.
26. To delegate any of its powers to any of its committees or officer(s) of the Association. Any such delegation of powers shall be well defined in terms of the issue to be resolved, the person involved, the time from when the delegated authority shall be exercised and the time when that authority shall cease to exist and when a report shall be presented to Council.

[2] The Executive Committee (EC) may as prescribed, shall exercise all these or specific powers on behalf of the Council.¹

[3] The Executive Committee may exercise any of these powers on behalf of the Council in matters of urgency and shall inform the Council of any such decisions taken².

PART C - MEETINGS OF THE USPSA FEDERAL COUNCIL

The USPSA Federal Council must convene at least two times a year, either by video or tele-conferencing, or in person.

PART D - SPECIAL MEETING OF THE USPSA FEDERAL COUNCIL

1. A Special Meeting of the USPSA Federal Council may be convened at any time as and when required on the written request of the Chairperson or upon receipt of a requisition in writing stating the business to be transacted addressed to the Secretary General by any 8 members of the USPSA Federal Council. The Secretary General in consultation with the Officers shall convene the Council.
2. All members of the USPSA Federal Council may attend a Special Meeting. The Chairperson, however, as and when required may allow the attendance of other any other stakeholder who, because of the nature of the business to be discussed, have in his/her opinion, some special knowledge of advantage to the USPSA Federal Council.

PART E - NOTICE OF MEETING

The Agenda for all meetings of the USPSA Federal Council shall be given to each member of the USPSA Federal Council entitled thereto not less than 14 clear working days before the day assigned. Business to be transacted at any meeting shall be specified in the Agenda and except with the leave of the Council no other business shall be transacted

PART F - USPSA FEDERAL COUNCIL

1. A quorum for all meetings of the USPSA Federal Council shall be in line with Article 10.9 of the USPSA constitution.
2. The chair shall be taken by the person entitled to do so at the time specified or as soon thereafter as a quorum (including the Chairperson) is present. If after Thirty (30) minutes from the time specified fewer than a quorum are present the Chairperson shall in consultation with the Secretary General declare the meeting adjourned. The adjournment may be:
 - (a) until a date specified, or for a fixed interval of time; or
 - (b) to another place; or
 - (c) for a given time and to a named place.
3. It is the responsibility of the Secretary General at any time during the course of the meeting to inform the Chairperson that a quorum does not appear to be present and the Chairperson shall forthwith direct

¹ Specific powers of Council conferred to EC at the 22nd Council meeting, 2020.

² These apply to powers that are outside the prescribed responsibilities of the EC.

a count of members. If fewer than the quorum are then found to be present the Chairperson shall declare the meeting adjourned. Options for the adjournment shall be as in 2 (a) – (c) above.

4. Manner

Members' behavior must be respectful and appropriate. Delegates should use and address others in diplomatic manner and language e.g. "The Honourable Councillor /honourable Chair". Delegates shall avoid using personal pronouns when addressing the chair or other delegates, e.g. "You/He/She/I".

5. Arriving late to Meetings

The penalty for late arrival shall be subject to the discretion of the Chairperson. Consistent lateness may be managed under the conduct system of the USPSA.

6. Leaving the Committee

(a) Members where appropriate, may leave a session of the Council at any time, without disrupting the Council session, e.g. for bathroom breaks.

(b) Members wishing to leave a session permanently should notify the Chairperson in advance, and should inform him or her as to their expected time of return or whether they will rejoin the Council at the recommencement of the next session. The lodging of any proxy votes must be done prior to a delegate leaving the Council room. The Chairperson's discretion will determine the appropriateness of leaving a committee session.

7. Note Passing

Notes may only be passed during periods of formal debate, questions or moderated caucus. Notes shall not be frivolous or irrelevant. All notes must state clearly both to whom it is addressed and to whom it is from. No member may intercept or read a note that is not addressed to them. The Chair shall retain the right to read and confiscate any note.

8. Conduct System

The Chair may deliver a warning to any member that he or she feels is persistently out of order, acting undiplomatically, or severely misrepresenting the laws of USPSA or its Policies. Warnings shall apply to a particular meeting only, and thus shall not be accumulated across the conference. However, if a member is consistently out of order across multiple meetings and has already received two or more warnings in one meeting, the Secretariat may issue further sanctions, including removal from the Council.

The Penalty system is:

First Warning: No penalty;

Second Warning: The Member loses his/her voting rights for the Council Meeting.

Third Warning: The Member loses his/her speaking rights for the Council Meeting.

The Chair must let the Secretariat know of these warnings and may call upon a member of the Secretariat.

9. Roll Call

Roll call shall be taken before commencement of each session. When a Council Member is called, they shall respond with "present and voting" and they shall then be added to the list of members present and voting.

10. Right to statement

At the beginning of each session, Council Members may request to give a short speech on any topic other than the substantive issue under discussion. This shall be subject to the discretion of the Chairperson.

11. Position statements

Discussion shall begin with position statements, allowing each Council Member to introduce their country or organization's stance on the issue. They shall be no longer than one minute each, although this time limit may be modified at the discretion of the Chairperson. The Chairperson shall recognize Council Members of member states in alphabetical order and offer each the opportunity to give their statement. The Chairperson shall then call upon any observers present. Council Members may refrain from making a statement if they wish. Position statements shall only occur at the beginning of the first committee session on each topic.

PART G - MODERATED CAUCUS

1. Definition of Moderated Caucus

Moderated Caucus is a focused form of debate. It is comprised of a series of short speeches that alternate between different members of the Council on a particular topic or issue for a predetermined time.

2. Initiation of Moderated Caucus

Moderated Caucus must be initiated by motion. At the initiation of a moderated caucus, the maker of the motion shall specify the topic, duration and individual speech times of the moderated caucus.

3. Procedure in Moderated Caucus

Speakers shall remain at their seats within the council throughout the moderated caucus. Speakers shall stand only when recognized by the Chair. No speakers' list shall be drawn up. The Chair shall, at the completion of each speech, call for those wishing to speak to raise their hands and then recognize one such member, who shall then stand and speak. All speeches shall be made through the Chair, and speech time limits will be closely enforced. If the moderated caucus was initiated by motion from the floor, its proposer shall speak first.

4. Topic of Moderated Caucus

Moderated Caucus shall be specifically focused upon an issue within the scope of the topic. If a speaker deviates from this, the Chair may rule him or her as out of order, or another member may call a point of order.

5. Duration of Moderated Caucus

The duration of a moderated caucus shall be set by the Chair, considering any suggestion of duration from the proposer. The Chair may extend a moderated caucus without a motion or a motion to extend from the floor for a maximum of five minutes. The Chair may not extend a particular moderated caucus more than once. Members may propose a motion to return to formal debate, and if such a motion passes, the moderated caucus shall end.

PART H - UNMODERATED CAUCUS

1. Definition of Un-moderated Caucus

An un-moderated caucus is a period of discussion for a fixed length during which time delegates may circulate and informally discuss issues arising from the topic under discussion. No points or motion from the floor shall be entertained.

2. Initiation of Un-moderated Caucus

Un-moderated caucus must be initiated by motion. At the initiation of an un-moderated caucus, the Chair shall specify the duration to all members. The Chair may also, at his/her discretion; specify any limits to the location of the un-moderated caucus; and/or whether the general speakers list remains open.

3. Duration of Un-moderated Caucus

The duration of the un-moderated caucus shall be set by the Chair. Members proposing an unmoderated caucus may suggest a time limit. These time limits shall be strictly applied, but the Chair may extend un-moderated caucuses at his/her discretion. The Chair may not extend a particular unmoderated caucus for more than ten minutes, and this shall not occur more than once. All members must return to their seats at the completion of the un-moderated caucus.

4. Location of Un-moderated Caucus

Members may leave the chamber during an un-moderated caucus. It is their responsibility to ensure that they return to the chamber at the completion of the caucus.

PART I - CHAIRPERSON AND SECRETARY GENERAL

1. The Chairperson shall be the chairperson of the Council. In the absence of the Chairperson, the Deputy-Chairperson shall take the chair and in the absence of both, the members present shall elect from amongst themselves a person to take the chair at that meeting. The person so elected shall have all the powers of the Chairperson.

2. The Secretary General shall take the chair for the purpose of conducting an election for the position of Chairperson and Deputy Chairperson and also in line with Article 9.15 of the USPSA Constitution.

3. Any person could be appointed as the Minute Taker of the Federal Council Meetings who shall take minutes of the Council. However the office of the Secretary General shall keep the minutes of all business transacted by the Council. At every ordinary meeting of the Council minutes of previous meetings not hitherto confirm shall be submitted for confirmation as a record before any other business is transacted. The Minute Taker must be impartial and ensure at all times that the Minutes reflect a true and correct record of the Meetings of the Federal Council.

4. The Chairperson may from time to time and where necessary and practical to do so, appoint on delegation, by way of motion a Co-opted Member to chair and facilitate a session of the General Meeting for that purpose only.”

5. It is the duty and responsibility of the Secretary General to gazette the USPSA Federal Council Resolutions to all Students Mail apart from all confidential matters which are to be kept strictly confidential.

PART J - FUNCTION AND POWERS OF THE CHAIRPERSON

1. The Chairperson shall have the following functions and powers:
 - (a) Informing himself/herself as to the business and objectives of the meeting.
 - (b) Determining that the meeting is properly constituted and a quorum is present.
 - (c) To decide who it is that is entitled to address the meeting.
 - (d) Preserving order, and to take care that the proceeding are conducted in a proper manner, and that the sense of the meeting is properly ascertained with respect to any question which is properly put before the meeting.
 - (e) To confine discussion within the scope of the meeting and reasonable limit of time.
 - (f) To decide and rule on point of order and any other incidental matter which requires decision at the time.
 - (g) To regulate discussion in the meeting.
 - (h) To adjourn the meeting where prevailing circumstances justify such as action;
 - (i) To delegate their powers to any other Member of the Council for the purposes of expediting the business of the Federal Council from time to time as necessary; and (j) To declare the meeting closed.
2. The Chairperson, exercising their executive discretion, may allow for new business to be included in the Agenda with leave of Council if the matter or business is Urgent and/or Important.

PART K - ORGANISATION OF BUSINESS

1. Subject to the provisions of these By-Laws, a member wishing to initiate any matter for discussion must give notice of his/her motion in writing to the Secretary General not less than Twenty One (21) clear working days before the date of the meeting at which he wishes the matter to be considered.
2. The items for the agenda shall be drawn up by the Secretary to Council and which shall be approved by the Chairperson and the Secretary General. The Agenda than shall be distributed 14 days prior to the council meeting.
3. Items for the agenda shall be arranged in the following order, but the Chairperson, with the leave of the Council, may take the business in any order:
 - Chairpersons Welcome and Obituaries (if any)
 - a. Introduction of council members
 - b. Adoption of Agenda
 - c. Confirmation of the Minutes from the last Meeting.
 - d. Matters Arising from the Minutes of the Last Meeting.
 - e. Officers Report
 - f. Financial Report

- g. Report from the Branch Associations to be received and discussed
- h. (Reports to be tabled in the order in which it was received)
- i. Standing Committee Matters (if any)
- j. General Student Matters (if any)
- k. Next Meeting Date and Venue Discussion
- l. Any Other Business (AOB) as per the requirements of the By- Laws.
- m. Chairperson's Closing Remarks

PART L - CONDUCT OF MEETINGS

1. Student Council shall meet in 1 week semester breaks of the University and any other times, the council thinks fit pursuant to the Constitution of USPSA. A time table for Council meetings for the whole year shall be drawn up in the first meeting of Student Council each year.
2. The Secretary General or delegate shall in writing notify or remind all councillors about a Council Meeting. Such notice shall include the Agenda, Venue, Time and Date of the meeting and shall be issued not later than 14 days before the meeting.
3. The Secretary General may upon the direction of the Chairperson or upon a written request signed by any 8 councillors, call an extraordinary Student Council meeting but subject to the procedure laid down (2) above.
4. The Chairperson may in consultation with the other officers, call an “**EMERGENCY STUDENT COUNCIL MEETING**” to consider a matter which the officers deem needs urgent attention and cannot be effectively dealt with by the Executive Committee or any other standing committee of the Student Council.
5. The Secretary General or delegate shall inform all council members about the meeting as soon as possible through the best means of communications available at that time.
6. A general meeting or Student Council in resolving controversial issues shall adopt the following “a-e” sequence in action:
 - (a) Issue introduced
 - (b) Issued clarified and questioned
 - (c) Motion called for
 - (d) Discussion and amendments, if any, on the motion
 - (e) VOTE on the motion
7. Every resolution made shall be properly recorded in the minutes showing:
 - (a) the background information
 - (b) the votes casted in favor and against, and abstentions
8. **ANY COUNCILLOR, OTHER THAN OFFICERS**, if unable to attend a Student Council meeting, may send a nominee subject to the provisions of the USPSA Constitution .

PART M - PROCEDURE AT MEETINGS

1. Subject to the provision of these By-Laws, all business of the Council shall be decided by resolution moved and seconded by members of the Council and a simple majority of the members present and voting at any meeting shall be sufficient to carry any resolution or amendment.
2. The following motions or resolutions shall not require to be seconded:
 - (a) motions of which due notice has been given
 - (b) resolutions to the Council by any Committee of the Council
 - (c) motions moved from the chair and
 - (d) motions relating to the order of business
3. Notice shall not be required of amendments to motions but all amendments must be seconded.
4. Any motion (other than a motion not required to be seconded by virtue of these By-laws) and any amendment which is not seconded shall not be discussed and shall not be entered in the minutes unless the Council specifically so resolves.
5. The debate on any motion may be interrupted by the raising of a question of order or by a motion for the reading of any document relevant to the matter. Such question or motion shall not be required to be seconded.
6. The debate on any motion may be superseded by a motion, in any of the following instances: (a) that the council adjourns; or (b) that the question be put; or (c) that the Council proceed to the next business provided that if such motion be not carried the previous business shall be resumed forthwith.
7. If any question or order be raised it shall be dealt with by the Chairperson before any further considerations of the motion before the Council.
8. If an amendment to a motion under consideration is proposed and seconded the debate henceforth shall be addressed to the amendment and not the original motion, but a member may give notice of his intention to move a further amendment to the original at the conclusion of the debate on the first amendment (which shall be deemed to be the original motion for the purpose of the Standing Order 9.10) unless a further amendment is moved and seconded.
9. Every member when speaking shall address the Chairperson and in form of respect as Mr. Chairperson or Madam Chairperson depending on the gender of the chairperson at the time of the meeting.
10. The proposer of the original motion shall be at liberty to reply to the debate before the motion is put to vote.

11. No motion or amendment shall be proposed except with the leave of the Council if it is the same in substance and any question with which during the same meeting has already been resolved by the Council.
12. After a motion or amendment has been moved and seconded it shall not be withdrawn without the leave of the Council.
13. Every question before the Council, the Chairperson shall have a deliberative vote, and in the case of equality votes shall also have a casting vote.
14. Voting shall be by voices and the Chairperson shall declare the result of the voting unless a division is called.
15. If a division is called for by any member, the Chairperson shall call for a show of hands and shall declare the result thereof, provided however that if any member requests a secret ballot instead of a show of hands, the question before the meeting shall be determined by secret ballot. This shall be conducted by the Secretary General who shall declare the result of the ballot.
16. If a member who has voted against a resolution or has abstained from voting thereon requests that this fact be recorded in the minutes it shall be recorded accordingly.
17. When a motion, amendment or issue is decided by a show of hands the division list shall be recorded in the minutes if any member so requests before or immediately after the vote is taken.
18. Except with the approval of the meeting no member shall speak on a motion in which he has an interest that is personal to himself; and the Chairperson may request a member with such an interest to leave the meeting during the discussion of that motion.
19. Unsuccessful motion or amendments shall not be recorded in the Minutes unless desired by any member present.
20. No resolution of the Council shall be rescinded or varied until twelve (12) months have elapsed since it was passed except with the consent of two-thirds ($\frac{2}{3}$) of those present and voting.
21. The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
22. Except by leave of at least two-thirds ($\frac{2}{3}$) of the members present at any ordinary meeting of the Council, business shall not be taken at that meeting after the meeting has been in progress for 3 Hours.
23. These By-Laws or any of them may be suspended by resolution supported by not less than three quarters of the members present.

24. These By-Laws or any of them may be added to, rescinded or varied by resolution of the Council moved and agreed to in accordance with these By-Laws.
25. These By-Laws shall be read subject to and in accordance with the USPSA Constitution.

PART N - COUNCIL APPOINTMENTS

1. With regards to the fair distribution of appointments from amongst the members of the council. A resolution was passed in the 11th Council Meeting³ that as of immediate effect and for the future. For appointment of officers and all the other committees of the association or the university or anywhere the association is represented:
 - (a) If one member from the council is to be appointed from the council, then the whole council would make a decision on the appointment.
 - (b) If two members are to be chosen or elected then the council would divide into two committees. Committee One would be made out of the USPSA Laucala Campus Reps and Committee Two of all the other Regional Campus Reps.
 - (c) The responsibility of both the committees to elect one person for the position in question and bring his or her name to the council for endorsement.
 - (d) It was further resolved that for the position of Chairperson and Deputy Chairperson, both positions would be rotational in nature for its complete terms.
 - (e) Further to appointing the Chairperson and deputy Chairperson the council resolved to automatically chose the Chairperson and Deputy Chairperson to the University council, from the second meeting onwards. Meaning, in the future whoever gets elected as the Chairperson and Deputy Chairperson of the Association becomes members of the USP council.
2. **Term of Office of Chair and Deputy Chair:**
 - (a) The Incoming Chairperson and Deputy Chairpersons terms begins at the Conclusion of the 2nd University Council Meeting in the particular year (usually November).
 - (b) The Handover process is of 14 days commencing on the first day after the official meeting.
 - (c) The term of office of the Chair and Deputy Chair shall be 1 year commencing on the date of office taken and compliance with d below.
 - (d) For purposes of continuity and smooth handing over, and in particular relation to the Office of the Chair, in any given year whereby the term of the Chair ends, he or she must only cease to carry out official duties after they have participated in The USP Council Meeting of November of that year, in presenting the USPSA Report. Only after occasion and event shall they be deemed to have relinquished their official role as Chair.”

PART O - APPOINTMENT OF COMMITTEES

1. The Council may from time to time establish such other standing, joint or special committees which may include persons who may not be members of the Council or as the Council may think fit.
2. The Council may delegate any of its powers, duties and functions to any committee established under 1 above or any other body or person and any such committee or person may, without confirmation by

³ 11th Federal Council Meeting, 8th to 12 September, 2014

the Council, exercise those powers or perform those duties or function in a like manner and with the same effect as the Council could itself have exercised or performed them; provided that all such committees or persons shall report to the Council on the exercise of any powers and the performance of any duty or function which the Council was delegated thereto.

3. When appointing Committees Council may determine an appropriate quorum for each Committee.
4. The list of all such Committees and their delegated powers shall be placed before the Council at its first meeting for approval.

PART P - APPOINTMENT OF MEMBERS/STUDENT REPS TO UNIVERSITY COUNCIL/SENATE AND OTHER COMMITTEES

1. Notwithstanding the provisions of article 15 of the USPSA Constitution, the Council has delegated its appointment powers of student reps/members to the Secretary General with immediate effect.

PART Q - PUBLICATIONS

1. The Association may take out publications such as newsletters or newspapers or any other mode as it sees fit for enhancing student welfare or for public purposes of the Association.
2. Any such publications will be coordinated by the Secretary General.

PART R - IMPARTIALITY OF OFFICERS

1. The Officers of the Association shall have the interest of the Association at heart and shall give priority to their responsibilities to the Association.
2. To prevent a split of loyalty the officers of the Association shall not hold any posts as members of any other organization affiliated to the Association other than being an ordinary member of that organization.

PART S - USPSA BRANCHES

1. As per the resolution of the 2nd USPSA Federal Council and further endorsed by the 70th meeting of the USP Council. All Branches of USPSA are to have the following clauses in order to be recognized as a Branch.

A) ARTICLE 1 - ESTABLISHMENT OF A STUDENT'S ASSOCIATION

- (1) There shall be within The University of the South Pacific's (Campus Name), a Students' Association.*
- (2) The name of the Association SHALL BE THE UNIVERSITY OF THE SOUTH PACIFIC STUDENTS' ASSOCIATION (Campus Name), herein after referred to as the USPSA (Campus Name).*
- (3) This Association Shall be a Branch of the main students body of the university that is The University of the South Pacific Student Association, or in abbreviated form, the USPSA, which shall be its parent and highest governing body.*

(4) Therefore the USPSA (Campus Name) is obliged and committed to:

a) Observe the constitution of USPSA, by laws, By-Laws and resolutions.

b) take part in the activities of USPSA and all its work or its bodies

c) financially contribute to the maintenance and operation of the USPSA by paying membership dues to the USPSA

B) ARTICLE ON : AMENDMENT OF THE CONSTITUTION

(1) Article 1 including all its sections and subsections and Article 30 (1) in this Constitution can never be amended at a Special General Meeting or at the Annual General Meeting of the Association.

(2) The rest of this Constitution or any of its provision including its sections and subsections may be amended at a Special General Meeting or at the Annual General Meeting of the Association.

(The above article on the clause for Amendment of Constitution for the branches have been adopted and endorsed in the 7th Federal Council meeting.)

2. That where a branch is referred to as for example USPSA Laucala Campus Students Association with immediate effect the branches shall be referred to as USPSA Laucala or in other words as USPSA followed by the campus name.

3. That with immediate effect the USPSA and USPSA Federal Office/Body would mean the same thing.

4. The following to be logo of USPSA/ USPSA Federal Body

5. The Branch logo shall be as follows, only having the name of the written underneath the USPSA /USPSA Federal Logo



6. All Branches shall as of immediate effect rename its Student Council or any Body of its equivalence to '(insert Branch name) Student Senate' of the Branch. For example, USPSA Laucala Student Council will now be 'USPSA Laucala Student Senate'.



PART T- USPSA MEMBERSHIP FEES

Any student enrolled in any modes of studies in any USP Campuses allocated to pay \$FJ33.50 per semester for Student Association Fees. In that \$FJ33.50, \$FJ5.00 is deducted to the USPSA Federal Body and \$FJ 1 to be further directed towards an investment fund that is to be managed by the USPSA Federal through the Councils Finance Committee. The residue to remain with the Branch Association to carry out its Administration and other activities decided for the benefits of its members.

PART U - BRANCH REPORT SUBMISSIONS

1. All branches are to submit their branch reports in accordance with the branch report template on a date specified by the Secretary General or his /her delegate, should a branch fail to do so, the President shall not be allowed to attend the meeting of the Council however the branch is still required/liable to submit a report to be tabled at the Federal Council.
2. In the Case of USPSA Laucala specifically the Council resolved to allow 2 out of 5 of its members to be able to attend the meeting. The President and Treasurer of Laucala are not to be this representatives, furthermore all expense incurred for the attendance of this Council members in the Federal Council shall be fully met by USPSA Laucala.
3. All branch reps serving as representatives of the USPSA in any body/organization shall within 14 days after the meeting of the said body/organization, submit a report to the USPSA Federal office in Suva, Fiji. Failure to do so shall result in appropriate actions be taken against the said representative.
4. After the Federal Council meeting all branch Presidents or Representatives in that Particular meeting shall submit to its members and to the Federal office a detailed report of his participation in the Federal Council within 14 days after the conclusion of the meeting.
5. All Branches are to submit monthly a Branch Sub-Report in accordance with the Branch Sub-Report Template at every end of the month for the purposes of raising updated and current student issues at the various Campuses to USP Committees. The Federal Office will disperse monthly updates to the Council on USP Committee Meetings.

PART V - OFFICIAL CORESPONDENCE OF THE FEDERAL OFFICE

All Official correspondence of the Federal Office shall be done through email correspondence. This from Official USP email address of USPSA and all its staff to All official USP email addresses of the branches. All Council members are to respond to their emails within 3 working days of the email being sent or the subject or matter of the email sent shall be deemed approved.

PART W - CO-OPTION OF COUNCIL MEMBERS

A bio data of the person to be co-opted shall be circulated 14 days prior to the meeting of the Federal Council.

PART X- DISCIPLINARY POWERS OF THE COUNCIL

1. Pursuant to article 18 of the Constitution, all members of the USPSA Council must:
 - (a) Act consistently with the interests of the Association;
 - (b) Administer the resources of the Association in a prudent and effective manner;
 - (c) Not place the Association under any obligation, financial or otherwise, without the approval of the Council;
 - (d) Not speak on behalf of the Association without the approval of the Council;
 - (e) Declare any conflict of interest, including but not limited to any financial interest, in any matter being dealt with by the Association, and stand aside from any decisions taken in relation to that matter;
 - (f) Not use or divulge any information held by the Association without proper authorisation;
 - (g) Not act in any personal way which is likely to bring the Association into disrepute.
2. Notwithstanding article 18 and any of its sub-sections in the USPSA Constitution, any council member who has been removed by the Council via a resolution for breaching the code of conduct, financial by-laws or any laws of the Association shall not be allowed to contest elections for any positions within the USPSA and its branches⁴.
3. The Executive Committee may immediately suspend any branch officer(s) upon sufficient cause that the person has acted in contrary to and in breach of the rules/policies of the University or that of Association. Such suspension may last for up to one (1) month and a full investigation must be completed within this timeframe, and the findings presented to the Council for a final decision⁵.
4. Where branch officer(s) have been temporarily suspended in accordance with 3 above, acting appointments shall be made by the relevant branch executive or senate body in accordance with the provisions of the relevant branch constitution.
5. Upon removal by the Council, the member shall immediately cease to hold any Council and or branch level position/office and such office(s) shall be immediately declared vacant by the Secretary General. By-election processes shall follow thereafter to fill in the vacancy where required.

PART Y- SUPERIORITY OF THESE BY-LAWS

1. These by-laws are only inferior to the USPSA Constitution and apply to all USPSA branches and its members.
2. In the event of any inconsistency between the provisions of these by-laws and that of a branch constitution/policies, these by-laws shall prevail to the extent of such inconsistency.

⁴ Refer to part b, 11 of these by-laws

⁵ Refer to part b, 12 of these by-laws