

1. Name

- 1.1. The name of the organisation shall be “The Equal Justice Project”, in this document referred to as “EJP”.

2. Interpretation

- 2.1. In these rules, unless inconsistent with the context:

- (a) “Academic Year” shall mean “The Academic Year of the University of Auckland, commencing with the first day of the First Semester and ceasing on the last day of the Second Semester”.
- (b) “Calendar Year” shall mean “The period of one year commencing on January 1 and ceasing on December 31”.
- (c) “Constitution” shall mean “The Constitution of EJP as herein contained or subsequently lawfully amended”.
- (d) “Faculty” shall mean “The Faculty of Law of the University of Auckland”.
- (e) “Law Student” shall mean “Any person enrolled in Part II, III or IV as a law student of the University of Auckland in accordance with the Regulations of the University”.
- (f) “Member” shall mean “Member of EJP”.
- (g) “Team” shall mean “an activity or set of activities in furtherance of EJP’s object which are organised under the management of at least one Team Manager”.

3. Object

- 3.1. The object of EJP shall be to promote access to justice in Auckland by encouraging and facilitating volunteer legal work, research and assistance by law students in partnership with community groups and the legal profession, as well as raising awareness of social justice issues amongst law students and in the wider community. EJP shall be a non-partisan, charitable organisation.

4. Membership

- 4.1. Every law student Part II and above shall be eligible as of right to apply for membership of EJP.
- 4.2. The Executive shall have the discretion whether to accept an application for membership and may, in exercising this discretion, have regard to the skills, seniority, and experience of the applicant as well as the needs of each Team.

4.3. Members shall be entitled to participate fully in the Team or Teams to which the Member has been allocated to by the Executive.

4.4. Membership of EJP shall cease on the occurrence of any of the following:

- (a) Death of the Member;
- (b) The commencement of the Calendar year following that in which the Member last became a Member under this Article;
- (c) The voluntary resignation of the Member in accordance with Article 12; or
- (d) The termination of membership in accordance with Article 13.

5. The Executive

5.1. The Executive shall consist of:

- (a) The Student Directors; and
- (b) The Team Managers (the number of which will correspond to the number of Teams operating in a given year); and
- (c) The Treasurer

5.2. The Executive shall hold weekly meetings in order to carry out its function, which shall be to conduct the ongoing and day to day business and any other extraordinary business of EJP in accordance with the object of EJP.

5.3. The Student Directors shall have the authority to change the allocation of responsibilities between the other members of the Executive and to appoint further members to the Executive if, in their opinion, it is warranted in order to facilitate good administration.

5.4. If the Student Directors approve, the Executive shall have the authority to co-opt any additional members for special purposes at any point in the Academic year, before the usual period of recruitment .

6. The Student Directors

6.1. The Students Directors, acting in concurrence, shall have the general and overall responsibility for the management of EJP.

6.2. The term of office of each Student Director shall be two Calendar Years.

6.3. A person shall be eligible to apply for the position of Student Director only if they are, in the year of application, in the Part II or above stage of their law studies,

6.4. The Student Directors shall:

- (a) Oversee the operation and development of the Team so as to ensure that each Team furthers EJP's object in the most effective and efficient manner possible;

- (b) Set the direction and culture of EJP, and launch new Teams in furtherance of EJP's object as the opportunity and need arises;
- (c) Maintain and develop EJP's relationships with the Faculty, community groups, and the legal profession;
- (d) Prepare, in conjunction with EJP's Treasurer, as soon as practicable after taking office, a budget for the projected income and expenses of EJP during their term of office; and
- (e) Prepare and submit for adoption at the Annual General Meeting the Annual Report in accordance with Article 16.3(a);
- (f) Maintain this Constitution (including any amendments) and ensure that a copy of this Constitution is posted on the EJP website so that the Constitution may be inspected by all Members;
- (g) Before the end of the Academic Year, publicise the available position or positions for the Student Director of the following year, call for applications, interview suitable applicants, make the appointments, and announce the appointments at the Annual General Meeting.
- (h) As soon as practicable prior to the next Academic Year, publicise the available Team Manager and Treasurer positions, call for applications, interview suitable applicants, make the appointments, and announce the appointments to Members.

7. Team Managers

- 7.1. A person shall be eligible to apply for the position of Team Manager only if they are, in the year of application, in the Part II or above stage of their law studies
- 7.2. The role of Team Managers is strictly for one year, unless approved by both the returning and incoming Student Director
- 7.3. Each Team Manager shall, in relation to the Team they have been appointed to manage:
 - (a) Manage the operation and development of the Team so as to ensure that the Team furthers EJP's object in the most effective and efficient manner possible;
 - (b) Liaise with and meet with the Student Directors on as regular a basis as necessary to facilitate the oversight of the Project by the Student Directors;
 - (c) Maintain and develop the Project's relationships with the Faculty, partner community groups, and the legal profession.

8. The Treasurer

- 8.1. A person shall be eligible to apply for the position of Treasurer only if they are, in the year of application, in the Part II or above stage of their law studies.
- 8.2. The role of the Treasurer is strictly for one year, unless approved by both the returning and incoming Student Director.
- 8.3. The Treasurer, with the support of the Student Directors, shall have the general and overall responsibility for the financial management of EJP.

8.4. The Treasurer shall:

- (a) Keep the books of accounts and other such records necessary for the accurate preparation of all financial statements, and ensure that the books of accounts and other such records are available for inspection by Members on request;
- (b) Apply for funding at the start of the calendar year from: Campus Life, The Faculty of Law, and the Auckland District Law Society.
- (c) Ensure that all monies received by or on behalf of EJP are promptly banked in any account authorised by the Executive and, if the monies received are a donation, that a receipt is given to the donor;
- (d) Comply with the requirements of any external stakeholders;
- (e) Approve a budget of revenues and costs before any events run by EJP take place to ensure that the such events are run in a prudent manner;
- (f) Promptly file financial statements and associated documents with the Charities Office;
- (g) Be responsible for the EJP EFTPOS card, be a signatory of the EJP Bank account (alongside the Student Directors) and ensure all invoices are banked in the Treasurer Google Drive and all reimbursement forms are promptly and correctly filed;
- (h) Prepare and submit for adoption at the Annual General Meeting a Financial Report, in accordance with Article 16.3(b); and
- (i) Ensure that, following adoption at the Annual General Meeting, a copy of the Annual Report and Financial Report are forwarded to:
 - a. Any person or organisation who has donated monies to EJP during the year covered by the reports; and
 - b. The Faculty.

9. Decision-making

9.1. Decisions regarding the management of EJP should, as far as possible, be made by consensus between the members of the Executive.

9.2. Where consensus cannot be reached, the Student Directors shall nevertheless have the exclusive authority to make any decision regarding the management of EJP, with the exception of the following decisions for which specific authorisation (as prescribed in the Articles referred to) is required:

- (a) Whether a member of the Executive should be removed from office in accordance with Article 13.1.
- (b) Whether a membership should be terminated, in accordance with Article 13.2.
- (c) Whether the Constitution should be amended, in accordance with Article 18.
- (d) Whether EJP should be dissolved, in accordance with Article 19.

9.3. If necessary, the Student Directors can call upon a member(s) of the Advisory Board for guidance in making a decision.

10. Advisory Board

10.1. An Advisory Board shall be formed for the purposes of advising the Student Directors on the management and focus of EJP.

10.2. The Advisory Board shall consist of a combination of:

- (a) Practitioners from the legal community;
- (b) Academic staff from the University of Auckland Law School;
- (c) Any other person that the Student Directors deem fit to provide advice to the running of EJP.

10.3. The Advisory Board and the EJP Executive shall meet no less than quarterly

11. Vacancies

11.1. The office of any person shall be considered vacant if no person is appointed to the relevant office.

11.2. The Student Directors shall endeavour to fill the vacant office until the vacancy is filled or until the vacant office is removed from the Constitution.

11.3. The Executive shall be responsible for the performance of the duties of every vacant office.

12. Resignation

12.1. Resignation of a Student Director

- (a) A Student Director may resign from office by giving written notice to the Executive.
- (b) Resignation shall be deemed to occur on receipt of the notice given in accordance with Article 12.1(a).
- (c) The office after resignation shall be vacant for the purposes of Articles 11.
- (d) The resigning Student Director must give a minimum of 4 weeks' notice.

12.2. Resignation of any member of the Executive that is not a Student Director

- (a) A member of the Executive may resign from office by giving written notice to the Student Directors.
- (b) Resignation shall be deemed to occur on receipt of the notice given in accordance with Article 12.2.
- (c) Every such office after resignation shall be vacant for the purposes of Articles 11
- (d) The resigning member of the Executive must give a minimum of 2 weeks' notice.

13. Removal from Office and Termination of Membership

13.1. Removal from Office and Termination of Membership of a Student Director or any other Executive Member

(a) Where any Member submits a notice to the Executive that a member of the Executive has acted or intends to act contrary to the EJP Code of Conduct, or has acted or intends to act in a manner contrary to the object of EJP, or has failed to or intends to not perform any of their duties, or has acted or intends to act in any other manner to the detriment of EJP, the Executive shall bring the notice to the attention of the member of the Executive named in the notice and provide a full opportunity for the member to be heard, following which the Executive may:

- i. Remove the member of the Executive from office by passing a resolution to that effect; or
- ii. Reject the notice.

The resolution for removal from office of a member of the Executive in Article 13.1(a) must pass with the unanimous vote of all members of the Executive (with the exception of the member of the Executive who is the subject of the notice), following which the member of the Executive concerned shall be removed, and their respective office vacant for the purposes of Article 11, and their membership terminated.

13.2. Removal from Office and Termination of Membership of an EJP Member that is not an Executive Member

(a) Where any Member submits a notice to the Executive that a non Executive Member has acted or intends to act contrary to the EJP Code of Conduct, or has acted or intends to act in a manner contrary to the object of EJP, or has failed to or intends to not follow the reasonable instructions of the Team Manager(s) of the Team to which the Member is allocated, or has acted or intends to act in any other manner to the detriment of EJP, the Student Directors and relevant Team Manager(s) shall bring the notice to the attention of the Member named in the notice and provide a full opportunity for the Member to be heard, after which the Student Directors and relevant Team Manager(s) may:

- (a) Terminate the membership of the Member by passing a resolution to that effect; or
- (b) Reject the notice.

13.3. The resolution for termination of the membership of a Member in Article 12.3(a) must pass with the unanimous vote of the Student Directors and the relevant Team Manager(s), after which the membership of the Member shall be deemed to have been terminated.

14. Compliance with the EJP Code of Conduct

14.1. The EJP Code of Conduct policy outlines expectations regarding EJP member's behaviour towards fellow volunteers, Advisory Board members, partners in the Auckland legal community, and all other members of the community.

14.2. The EJP Code of Conduct applies to all EJP members, including all volunteers and Executive members. All members are bound to follow the EJP Code of Conduct while performing their duties.

15. Consequences for breaching the EJP Code of Conduct

- 15.1. Reprimand; or
- 15.2. Removal from Team/Executive for more serious offences pursuant to s13 of the EJP Constitution

16. Annual General Meeting

- 16.1. As close as practicable to the end of the Academic Year, an Annual General Meeting shall be held to which all Members shall be entitled to attend.
- 16.2. All Members present shall be entitled to one vote.
- 16.3. There shall be submitted for adoption by EJP at the Annual General Meeting the following:
 - (a) The Annual Report, which shall detail and evaluate the performance of each of the Projects in furthering EJP's object, and describe the opportunities and challenges foreseeable for EJP in the following year; and
 - (b) The Financial Report, which shall consist of a Statement of Income and Expenses and a Statement of Assets and Liabilities, and which shall, prior to submission for adoption.
- 16.4. Both the Annual Report and Financial Report shall be forwarded to Members for inspection within no less than seven days before the Annual General Meeting.
- 16.5. The Student Directors, after having appointed the new Student Director for the following year in accordance with Article 5.5, shall announce the successful applicants at the Annual General Meeting.
- 16.6. Any other matters of general business may be conducted at the Annual General Meeting.
- 16.7. The quorum of the Annual General Meeting shall be one-third of the Members.

17. Funds

- 17.1. All expenditure by EJP shall be applied only in the furtherance of EJP's object.
- 17.2. Only the Student Directors and the Treasurer shall be signatories to EJP accounts.
- 17.3. A minimum of two signatories shall be required to operate any account.
- 17.4. Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation.

17.5. No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit or advantage.

17.6. Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made to unrelated parties.

18. Constitution

18.1. The whole or any part of this Constitution may be altered, added to, or rescinded by the unanimous decision of the EJP Executive and Advisory Board.

19. Dissolution

19.1. EJP may be dissolved by passing by a two-thirds majority a resolution to that effect at the Annual General Meeting.

19.2. On dissolution, the distribution of all assets of EJP, after the payment of any expenses, shall be used for the benefit of any charitable organization that has the object of promoting access to justice in Auckland.

19.3. Any Member is strictly precluded from receiving any surplus or assets.