

---

## Council Membership Statute

---

### 1. Purpose

The purpose of this Statute is to ensure that the overall composition of Council reflects the knowledge, skills, experience and diversity necessary for the effective governance of the University and for that governance to adapt successfully to changes in the tertiary education environment.

### 2. Organisational Scope

This is a University-wide statute.

### 3. Definitions

For the purposes of this Statute, unless otherwise stated, the following definitions will apply:

Act	Means the Education Act 1989.
Council:	Means the Council of the University.
Council Constitution:	Means the Constitution of the Council as published in the Gazette from time to time.
Permanent Member	As defined in section 159(1) of the Act - meaning, in relation to the teaching or general staff <sup>1</sup> of the University, a member of the staff who:  (a) is employed on either a full time or part-time basis, for a period ending, unless sooner terminated, on his or her resignation or retirement; or  (b) has been employed, on either a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for at least 3 months; or  (c) has been employed, on either a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment.
Staff Member	Means a Permanent Member of the teaching or general staff <sup>1</sup> of the University.
Student	As defined in section 2(1) of the Act - meaning a person enrolled at the University.
University:	Means Victoria University of Wellington.

---

<sup>1</sup> The University uses the terms *academic staff* and *professional staff* rather than *teaching staff* or *general staff* as used in the Education Act 1989

## Statute Content

### 4. Composition of Council

- 4.1 Under the Council Constitution, the Council comprises 12 members as follows:
- (a) 4 members appointed by the Minister, by written notice to the Council, under section 171 of the Education Act 1989; and
  - (b) 8 members appointed by the Council by resolution, in accordance with this Statute, under section 171 of the Education Act 1989.
- 4.2 When appointing members, the Council must comply with the requirements of section 171B of the Act.
- 4.3 Once all appointments have been made, the overall composition of Council is intended to include:
- (a) at least 2 Staff Members;
  - (b) at least 2 Students;
  - (c) at least 2 people who are Māori and have a recognised standing within the Māori community and among iwi networks;
  - (d) at least 2 people who are graduates of the University; and
  - (e) at least 5 women.
- 4.4 If, after any appointment of a Council member by the Council, the composition of Council does not reflect that intended in clause 4.3, the Council must, when the appointment is announced, publish an explanation of the reasons why it does not.

### 5. Appointment of members by Council

- 5.1 Council must, by resolution, appoint as a member of Council:
- (a) the Vice-Chancellor of Victoria University of Wellington;
  - (b) at least 2 Staff Members following an election held in accordance with the Council Elections Procedure;
  - (c) at least 2 Students following an election held in accordance with the Council Elections Procedure; and
  - (d) such number of other persons appointed in accordance with this Statute so as to bring the total number of members appointed by the Council to 8.
- 5.2 The Council must decide on the appointment of Council members under clause 5.1(d) in its own discretion, in accordance with the purpose of this Statute and guided by the intended composition of the Council in clause 4.3.

### 6. Recommendation of Candidates

- 6.1 The Nominations Panel, a Committee of Council, will be responsible for identifying, and recommending to the Council, potential candidates for Council membership to be appointed, or reappointed (in the case of existing Council members), under clause 5.1(d).
- 6.2 In carrying out its function under clause 6.1, the Nominations Panel:

- (a) must give effect to the purpose of this Statute in clause 1 and must be guided by the intended composition of the Council specified in clause 4.3.
- (b) must evaluate the desired balance of knowledge, skills, experience and diversity on Council and publish them from time to time;
- (c) must call publicly for applications from interested persons (and determine the process and timeframe in which applications must be provided) and may also identify suitable candidates of its own initiative;
- (d) must ensure that potential candidates are considered on merit and against objective criteria agreed by the Council;
- (e) must have regard to the importance of diversity of Council membership (including as provided in section 171B(1) of the Act); and
- (f) may only recommend to Council people who, in the Panel's opinion:
  - (i) have knowledge, skills or experience relevant to University governance; and
  - (ii) are likely to be able to fulfil their individual duties to the Council; and
  - (iii) together with the other members of the Council, will be capable of undertaking its responsibilities, duties, and functions; and
  - (iv) have an understanding of, and a commitment to, the role and purpose of universities and to the values of the University.

## **7. Term of office**

- 7.1 In accordance with section 173(1) of the Education Act 1989, a member of Council may be appointed for any period of not more than 4 years, as is specified in the notice or resolution appointing that member.
- 7.2 As provided in the Constitution, no person may be appointed as a member of the Council on more than 3 occasions.
- 7.3 The Council's expectation is that Student members of Council would serve for a term of 2 years, with one Student being elected every year.
- 7.4 The Council's expectation is that no member of Council would be appointed on more than 2 occasions. If this expectation is not met with the appointment of any Council member, the Council must, when the appointment is announced, publish an explanation of the reasons why.
- 7.5 A Vice-Chancellor's appointment to the Council ends when he or she ceases to hold office as Vice-Chancellor.

## **Related Documents and Information**

### **8. Related Documents**

[Education Act 1989](#)  
[Te Tiriti o Waitangi Statute](#)  
[Council Elections Procedure](#)

**9. Document Management and Control**

Approval Agency	Council
Approval Date	24 August 2015
Last Modified	29 July 2019
Review Date	29 July 2022
Sponsor	Vice-Chancellor
Contact Person	Secretary to Council Ext 5196