



Constitution

of

Takatu LandCare Group Incorporated

[October] 2024

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1 Introductory Rules

1.1 Name

The name of the society is Takatu LandCare Group Incorporated (in this **Constitution** referred to as the '**Society**').

1.2 Definitions

In this **Constitution**, unless the context requires otherwise, the following words and phrases have the following meanings:

'**Act**' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

'**Annual General Meeting**' means a meeting of the **Members** of the **Society** held once per year which, among other things, will receive and consider reports on the **Society's** activities and finances.

'**Chairperson**' means the **Officer** responsible for chairing **General Meetings** and committee meetings, and who provides leadership for the **Society**.

'**Committee**' means the **Society's** governing body.

'**Constitution**' means the rules in this document.

'**Deputy Chairperson**' means the **Officer** elected or appointed to deputise in the absence of the **Chairperson**.

'**General Meeting**' means either an **Annual General Meeting** or a **Special General Meeting** of the **Members** of the **Society**.

'**Interested Member**' means a **Member** who is interested in a matter for any of the reasons set out in section 62 of the **Act**.

'**Interests Register**' means the register of interests of **Officers**, kept under this **Constitution** and as required by section 73 of the **Act**.

'**Matter**' means:

1. the **Society's** performance of its activities or exercise of its powers; or
2. an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the **Society**.

'**Member**' means a person who is a landowner or occupier within the **Geographical Area of Interest** and any other person with an interest in the Purposes of the Society, who has consented to become a **Member** of the **Society** and has paid the membership annual subscription and has been properly admitted to the **Society** and who has not ceased to be a **Member** of the **Society**.

'**Notice**' to **Members** includes any notice given by email, post, or courier.

'**Officer**' means a natural person who is:

- a member of the **Committee**, or

- occupying a position in the **Society** that allows them to exercise significant influence over the management or administration of the **Society**, including any Chief Executive or Treasurer.

‘Register of Members’ means the register of **Members** kept under this **Constitution** as required by section 79 of the **Act**.

‘Secretary’ means the **Officer** responsible for the matters specifically noted in this **Constitution**.

‘Treasurer’ means the **Officer** responsible for financial matters noted in this **Constitution**.

‘Special General Meeting’ means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.

‘Working Days’ mean as defined in the Legislation Act 2019. Examples of days that are not **Working Days** include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

1.3 Geographical Area of Interest

The Society will involve all those persons who own or occupy land on Takatu Peninsula in between the Matakana River and Whangateau Estuary (referred to as the **‘Geographical Area of Interest’** in this **Constitution**). Bordered to the east by Tongue Farm Road, Leigh Road, Omaha Flats Road and Broadlands Drive to where it meets the Whangateau Harbour, and to the west by the Tāwharanui Regional Park boundary. The **Geographical Area of Interest** may be reviewed for operational reasons from time to time, but any change must be passed by majority vote at a **General Meeting**.

1.4 Purposes

The principal purpose of the Society is to promote and facilitate the preservation and conservation of the natural environment in the **Geographical Area of Interest** and its surrounds and to support and enhance the activities and conservation efforts of like-minded organisations and individuals including the Tāwharanui Open Sanctuary Society Inc. in relation to the **Geographical Area of Interest**. To achieve this principal purpose, the Society will carry out the following:

- Engage with registered **Members** to put in place measures that control pest mammals and invasive exotic weeds on land owned or occupied by registered members of the Society and that encourage the establishment of populations of native species of flora and fauna in the **Geographical Area of Interest**.
- Engage with registered **Members** to put in place measures that minimise sediments, nutrients, pollutants, and contaminants entering creeks, streams, rivers, or sea, on or from land owned or occupied by registered members of the Society.
- Encourage non-registered members of the **Society** who own or occupy land within the **Geographical Area of Interest** to put in place measures and adopt practices that mirror those of registered **Members** described in (a) and (b) above.
- Provide a forum for communication, and a means of coordinating activity, among community members concerned about the environmental preservation of the **Geographic Area of Interest**.

The **Society** must not operate for the purpose of, or with the effect of:

- i. distributing, any gain, profit, surplus, dividend, or other similar financial benefit to any of its **Members** (whether in money or in kind); or
- ii. having capital that is divided into shares or stock held by its **Members**; or
- iii. holding property in which its members have a disposable interest (whether directly, or in the form of shares or stock in the capital of the society or otherwise)

But the **Society** will not operate for the financial gain of **Members** simply if the **Society**:

- I. engages in trade,
- II. pays a **Member** for matters that are incidental to the purposes of the **Society**, and the **Member** is a not-for-profit entity,
- III. distributes funds to a **Member** to further the purposes of the **Society**, and the **Member**—
 - a. is a not-for-profit entity, and
 - b. is affiliated or closely related to the **Society**, and
 - c. has the same, or substantially the same, purposes as those of the **Society**.
- IV. reimburses a **Member** for reasonable expenses legitimately incurred on behalf of the **Society** or while pursuing the **Society's** purposes,
- V. provides benefits to members of the public or of a class of the public and those persons include **Members** or their families,
- VI. provides educational scholarships or grants to **Members** or their families,
- VII. pays a **Member** a salary or wages or other payments for services to the **Society** on arm's length terms (terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting independently, and each acting in its own best interests; or are terms less favourable to the **Member** than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of the **Society**),
- VIII. provides a **Member** with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of the **Society**.
- IX. on removal of the **Society** from the Register of Incorporated Societies having its surplus assets distributed under subpart 5 of Part 5 of the **Act** to a **Member** that is a not-for-profit entity.

1.5 Tikanga, kawa, culture, values and practices

The tikanga or culture of the Society is as follows:

- Honour Te Tiriti o Waitangi: The Society will acknowledge the Māori world view and seek to explore how to integrate when appropriate mātauranga Māori into our work;
- Kaitiakitanga: The Society will be environmental stewards and guardians of Te Taiao, leading by example;
- Diverse and Inclusive: The Society will recognise the diversity of groups and be open to everyone having the opportunity to participate without limitation, bringing people together and listening to our community's concerns about our environment and incorporating these where possible into our plans and actions;

- Integrity and Respect: The Society will act with integrity and respect for others, committing to pursuing these values in dealings with each other, as a group and with third parties

and this Constitution shall be interpreted having regard to that tikanga, kawa, culture, values and practices.

1.6 Act and Regulations

Nothing in this **Constitution** authorises the **Society** to do anything which contravenes or is inconsistent with the **Act**, any regulations made under the **Act**, or any other legislation.

1.7 Registered Office

The registered office of the **Society** shall be at such place in New Zealand as the **Committee** from time to time determines.

Changes to the registered office shall be notified to the Registrar of Incorporated Societies:

- a) at least 5 working days before the change of address for the registered office is due to take effect, and
- b) in a form and as required by the **Act**.

1.8 Contact Person

The **Society** shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.

The **Society's** contact person must be:

- a) At least 18 years of age, and
- b) Ordinarily resident in New Zealand.

A contact person can be appointed by the **Committee** or elected by the **Members** at a **General Meeting**.

Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:

- i. a physical address or an electronic address, and
- ii. a telephone number.

Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 **Working Days** of that change occurring, or the **Society** becoming aware of the change.

2 Members

2.1 Minimum number of Members

The **Society** shall maintain the minimum number of ten **Members** required by the Act.

2.2 Becoming a Member: consent

Every applicant for membership must consent in writing to becoming a **Member**.

2.3 Becoming a Member: process

An applicant for membership must complete an application form, supply any information to the **Secretary**, or attend an interview as may be reasonably required by the **Committee** regarding an application for membership, and will become a **Member** on acceptance of that application by the **Committee** and on the payment of the annual membership subscription.

The **Committee** may accept or decline an application for membership at its sole discretion. The **Committee** must advise the applicant of its decision.

Records of membership shall be retained in the **Society's** membership records.

2.4 Members' obligations and rights

Every **Member** shall provide the **Society** in writing with that **Member's** name and contact details (namely, physical or email address and a telephone number) and promptly advise the **Society** in writing of any changes to those details.

- a) All **Members** shall promote the interests and purposes of the **Society** and shall do nothing to bring the **Society** into disrepute.
- b) A **Member** is only entitled to exercise the rights of membership (including attending and voting at **General Meetings**, accessing or using the **Society's** premises, facilities, equipment and other property, and participating in **Society** activities) if all subscriptions and any other fees have been paid to the **Society** by their respective due dates, but no **Member** or **Life Member** is liable for an obligation of the **Society** by reason only of being a **Member**.
- c) **Members** who are not **Officers** shall be entitled to attend **Committee** meetings, but not entitled to vote.
- d) Any **Member** that is a body corporate shall provide the **Committee**, in writing, with the name and contact details of the person who is the organisation's authorised representative, and that person shall be deemed to be the organisation's proxy for the purposes of voting at **General Meetings**.
- e) The **Committee** may decide what access or use **Members** may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the **Society**, and to participate in **Society** activities, including any conditions of and fees for such access, use or involvement.

2.5 Subscriptions and fees

Any annual subscription and any other fees for membership shall be set by resolution of a **General Meeting** (which can also decide that payment be made by periodic instalments).

Individual membership	\$35 per year
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Any **Member** failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, within 2 calendar month(s) of the date the same was due for payment shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any **Society** activity or to access or use the **Society's** premises, facilities, equipment and other property until all the arrears are paid. If such arrears are not paid within 3 calendar months of the due date for payment of the subscription, any other fees, or levy the **Committee** may terminate the **Member's** membership (without being required to give prior notice to that **Member**).

2.6 Ceasing to be a Member

A **Member** ceases to be a **Member**—

- a) by written, signed resignation by that **Member** to the **Committee**, or
- b) on termination of a **Member's** membership following a dispute resolution process under this **Constitution**, or
- c) on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), or
- d) by resolution of the **Committee** where:
 - i. The **Member** has failed to pay a subscription, levy or other amount due to the **Society** within 3 calendar months of the due date for payment.
 - ii. In the opinion of the **Committee** the **Member** has brought the **Society** into disrepute;
 - iii. the **Member** has not acted in the best interests of the **Society**,
 - iv. the **Member** has published any information that is disparaging of the **Society**, the **Committee** or any **Officer** of the **Society**,
 - v. the attitude or conduct of the **Member** is not supportive of or conducive to attaining the purposes of the **Society** and that the removal of the **Member** is in the best interests of the **Society**.

with effect from (as applicable):

- the date of receipt of the **Member's** notice of resignation by the **Committee** (or any subsequent date stated in the notice of resignation), or
- the date of termination of the **Member's** membership under this **Constitution**, or
- the date of death of the **Member** (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or
- the date specified in a resolution of the **Committee** and when a **Member's** membership has been terminated the **Committee** shall promptly notify the former **Member** in writing.

2.7 Obligations once membership has ceased

A **Member** who has ceased to be a **Member** under this **Constitution**:

- a) remains liable to pay all subscriptions and other fees to the **Society's** next balance date,
- b) shall cease to hold themselves out as a **Member** of the **Society**, and
- c) shall return to the **Society** all material provided to **Members** by the **Society** (including any membership certificate, badges, handbooks and manuals).
- d) shall cease to be entitled to any of the rights of a **Society Member**.

2.8 Becoming a Member again

Any former **Member** may apply for re-admission in the manner prescribed for new applicants and may be re-admitted only by resolution of the **Committee**.

But, if a former **Member's** membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only by a resolution passed at a **General Meeting** on the recommendation of the **Committee**.

3 General meetings

3.1 Procedures for all General Meetings

The **Committee** shall give all **Members** at least 10 **Working Days** written **Notice** of any **General Meeting** and of the business to be conducted at that **General Meeting**.

That **Notice** will be addressed to the **Member** at the contact address notified to the **Society** and recorded in the **Society's** register of members. The **General Meeting** and its business will not be invalidated simply because one or more **Members** do not receive the **Notice** of the **General Meeting**.

Only **Members** (and if a subscription is required, financial Members) may attend, speak and vote at a General Meeting.

3.2 General Meeting

Voting shall be:

- a) in person, or
- b) by a signed original written proxy (an email or copy not being acceptable) in favour of some individual entitled to be present at the meeting and received by, or handed to, the **Committee** before the commencement of the **General Meeting**, or
- c) through the authorised representative of a body corporate as notified to the **Committee**, and
- d) no other proxy voting shall be permitted.

The quorum for a **General Meeting** must be at least 10 eligible registered **Members** attending throughout the meeting.

If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of **Members** – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the **Chairperson** of the **Society**, and if at such adjourned meeting a quorum is not present those **Members** present in person or by proxy shall be deemed to constitute a sufficient quorum.

A **Member** is entitled to exercise one vote on any motion at a **General Meeting** in person or by proxy, and voting at a **General Meeting** shall be by voices or by show of hands or, on demand of the chairperson or of 2 or more **Members** present, by secret ballot.

Unless otherwise required by this **Constitution**, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a **General Meeting** or voting by remote ballot.

Any decisions made when a quorum is not present are not valid.

Written resolutions may not be passed in lieu of a **General Meeting**.

- i. **General Meetings** may be held at one or more venues by **Members** present in person and/or using any real-time audio, audio and visual, or electronic communication that gives each **Member** a reasonable opportunity to participate.
- ii. All **General Meetings** shall be chaired by the **Chairperson**. If the **Chairperson** is absent, the meeting shall elect another member of the **Committee** to chair that meeting.
- iii. Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.
- iv. The **Committee** may propose motions for the **Society** to vote on (**'Committee Motions'**), which shall be notified to **Members** with the notice of the **General Meeting**.
- v. Any **Member** may request that a motion be voted on (**'Member's Motion'**) at a **General Meeting**, by giving notice to the **Secretary** or **Committee** at least 15 **Working Days** before that meeting. The **Member** may also provide information in support of the motion (**'Member's Information'**). If notice of the motion is given to the **Secretary** or **Committee** before a written **Notice** of the **General Meeting** is given to **Members**, notice of the motion shall be provided to **Members** with the written **Notice** of the **General Meeting**.

3.3 Minutes

The **Society** must keep minutes of all **General Meetings**.

3.4 Annual General Meetings: when they will be held

An **Annual General Meeting** shall be held once a year on a date and at a location and/or using any electronic communication determined by the **Committee** and consistent with any requirements in the **Act**, and the **Constitution** relating to the procedure to be followed at **General Meetings** shall apply.

The **Annual General Meeting** must be held no later than the earlier of the following:

- a) 6 months after the balance date of the **Society**
- b) 15 months after the previous annual meeting.

3.5 Annual General Meetings: business

The business of an **Annual General Meeting** shall be to:

- a) confirm the minutes of the last **Annual General Meeting** and any **Special General Meeting(s)** held since the last **Annual General Meeting**,
- b) adopt the annual report on the operations and affairs of the **Society**,
- c) adopt the **Committee's** report on the finances of the **Society**, and the annual financial statements,
- d) set any subscriptions for the current financial year,
- e) consider any motions of which prior notice has been given to **Members** with notice of the **Meeting**,
- f) elect **Officers** to the **Committee**, and
- g) consider any general business.

The **Committee** must, at each **Annual General Meeting**, present the following information:

- i. an annual report on the operation and affairs of the **Society** during the most recently completed accounting period,
- ii. the annual financial statements for that period, and
- iii. notice of any disclosures of conflicts of interest made by **Officers** during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

3.6 Special General Meetings

Special General Meetings may be called at any time by the **Committee** by resolution.

The **Committee** must call a **Special General Meeting** if it receives a written request signed by ten **Members**.

Any resolution or written request must state the business that the **Special General Meeting** is to deal with.

The rules in this **Constitution** relating to the procedure to be followed at **General Meetings** shall apply to a **Special General Meeting**, and a **Special General Meeting** shall only consider and deal with the business specified in the **Committee's** resolution or the written request by **Members** for the **Meeting**.

4 Committee

4.1 Committee composition

The **Committee** shall consist of a **Chairperson, Deputy Chairperson, Secretary and Treasurer**, two to eight other **Members**, and an ex-officio (non-voting) member from Auckland Council. No individual can hold more than two of the positions of **Chairperson, Deputy Chairperson, Secretary and Treasurer** at the same time.

4.2 Functions of the committee

From the end of each **Annual General Meeting** until the end of the next, the **Society** shall be managed by, or under the direction or supervision of, the **Committee**, in accordance with the Incorporated Societies Act 2022, any Regulations made under that **Act**, and this **Constitution**.

4.3 Powers of the committee

The **Committee** has all the powers necessary for managing — and for directing and supervising the management of — the operation and affairs of the **Society**, subject to such modifications, exceptions, or limitations as are contained in the **Act** or in this **Constitution**.

The **Committee** may appoint conveners and sub-committees, and co-opt **Members**, or non-members, as necessary. Any person on the Committee who is not a **Member** shall not have voting rights.

5 Committee meetings

5.1 Procedure

The quorum for **Committee** meetings is at least five **Members** of the **Committee**.

A meeting of the **Committee** may be held either:

- a) by several of the members of the **Committee** who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
- b) by means of audio, or audio and visual, communication by which all members of the **Committee** participating and constituting a quorum can simultaneously hear each other throughout the meeting.

A resolution of the **Committee** is passed at any meeting of the **Committee** if a majority of the votes cast on it are in favour of the resolution. Every **Officer** on the **Committee** shall have one vote.

The members of the **Committee** shall elect one of their number as **Chairperson** of the **Committee**. If at a meeting of the **Committee**, the **Chairperson** is not present, the members of the **Committee** present may choose one of their number to be chairperson of the meeting. The chairperson shall have a casting vote in the event of a tied vote on any resolution of the **Committee**.

Other than as prescribed by the **Act** or this **Constitution**, the **Committee** or any sub-committee may regulate its proceedings as it thinks fit.

5.2 Frequency

The **Committee** shall meet at least quarterly at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the **Chairperson** or **Secretary**.

The **Secretary**, or other **Committee** member nominated by the **Committee**, shall give to all **Committee** members not less than 5 **Working Days'** notice of **Committee** meetings, but in cases of urgency a shorter period of notice shall suffice.

6 Officers

6.1 Qualifications of Officers

Every **Officer** must be a natural person who:

- a) has consented in writing to be an Officer of the **Society**, and
- b) certifies that they are not disqualified from being elected or appointed or otherwise holding office as an **Officer** of the **Society**, as defined under section 47(3) of the **Act**. Each certificate shall be retained in the **Society's** records.

6.2 Officers' duties

At all times each **Officer**:

- a) shall act in good faith and in what the **Officer** believes to be the best interests of the **Society**,
- b) must exercise all powers for a proper purpose,
- c) must not act, or agree to the **Society** acting, in a manner that contravenes the **Act** or this **Constitution**,
- d) when exercising powers or performing duties as an **Officer**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:
 - i. the nature of the **Society**,

- ii. the nature of the decision, and
 - iii. the position of the **Officer** and the nature of the responsibilities undertaken,
- e) must not agree to the activities of the **Society** being carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, or cause or allow the activities of the **Society** to be carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, and
- f) must not agree to the **Society** incurring an obligation unless the **Officer** believes at that time on reasonable grounds that the **Society** will be able to perform the obligation when it is required to do so.

6.3 Election or appointment of Officers

The election of **Officers** shall be conducted as follows:

- a) **Officers** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Officer** occurs between **Annual General Meetings**, that vacancy shall be filled by resolution of the **Committee** (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified (as above)). Any such appointment must be ratified at the next **Annual General Meeting**.
- b) A candidate's written nomination, accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified, shall be received by the **Society** at least **15 Working Days** before the date of the **Annual General Meeting**. If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
- c) Votes shall be cast in such a manner as the person chairing the meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).
- d) Two **Members** (who are not nominees) or non-**Members** appointed by the **Chairperson** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- e) The failure for any reason of any financial **Member** to receive such **Notice** of the general meeting shall not invalidate the election.
- f) In addition to **Officers** elected under the foregoing provisions of this rule, the **Committee** may appoint other **Officers** for a specific purpose, or for a limited period, or generally until the next **Annual General Meeting**. Unless otherwise specified by the **Committee** any person so appointed shall have full speaking and voting rights as an **Officer** of the **Society**. Any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified (as above).

6.4 Term

The term of office for all **Officers** elected to the **Committee** shall be 1 year(s), expiring at the end of the **Annual General Meeting** in the year corresponding with the last year of each **Officer's** term of office.

- a) No **Chairperson** shall serve for more than 5 consecutive years as **Chairperson**.

6.5 Removal of Officers

An **Officer** shall be removed as an **Officer** by resolution of the **Committee** or the **Society** where in the opinion of the **Committee** or the **Society**:

- a) The **Officer** elected to the **Committee** has been absent from 5 committee meetings without leave of absence from the **Committee**; or
- b) The **Officer** has failed to disclose a conflict of interest; or
- c) The **Officer** has failed to disclose that the **Officer** no longer complies with
- d) “qualifications of officers”
- e) The **Officer** has brought the **Society** into disrepute,
- f) The **Officer** has not acted in the best interests of the **Society**,
- g) The **Officer** has published any information that is disparaging of the **Society**, the **Committee** or any **Officer** of the **Society**,
- h) The attitude or conduct of the **Officer** is not supportive of or conducive to attaining the charitable purposes of the **Society** and that the removal of the **Officer** is in the best interests of the **Society**.

with effect from (as applicable) the date specified in a resolution of the **Committee** or **Society**.

6.6 Ceasing to hold office

An **Officer** ceases to hold office when they resign (by notice in writing to the **Committee**), are removed, die, or otherwise vacate office in accordance with section 50(1) of the **Act**.

Each **Officer** shall within 20 **Working Days** of submitting a resignation or ceasing to hold office, deliver to the **Committee** all books, papers and other property of the **Society** held by such former **Officer**.

6.7 Conflicts of interest

An **Officer** or member of a sub-committee who is an **Interested Member** in respect of any **Matter** being considered by the **Society**, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)—

- a) to the **Committee** and or sub-committee, and
- b) in an **Interests Register** kept by the **Committee** and reviewed at each **Committee** meeting.

Disclosure must be made as soon as practicable after the **Officer** or member of a sub-committee becomes aware that they are interested in the **Matter**.

An **Officer** or member of a sub-committee who is an **Interested Member** regarding a **Matter**—

- i. must not vote or take part in the decision of the **Committee** and/or sub-committee relating to the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; and
- ii. must not sign any document relating to the entry into a transaction or the initiation of the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; but
- iii. may take part in any discussion of the **Committee** and/or sub-committee relating to the **Matter** and be present at the time of the decision of the **Committee** and/or sub-committee (unless the **Committee** and/or sub-committee decides otherwise).

However, an **Officer** or member of a sub-committee who is prevented from voting on a **Matter** may still be

counted for the purpose of determining whether there is a quorum at any meeting at which the **Matter** is considered.

Where fifty per cent (50%) or more of **Officers** are prevented from voting on a **Matter** because they are interested in that **Matter**, a **Special General Meeting** must be called to consider and determine the **Matter**, unless all non-interested **Officers** agree otherwise.

Where fifty per cent (50%) or more of the members of a sub-committee are prevented from voting on a **Matter** because they are interested in that **Matter**, the **Committee** shall consider and determine the **Matter**.

7 Records

7.1 Register of Members

The **Society** shall keep an up-to-date **Register of Members**.

For each current **Member**, the information contained in the **Register of Members** shall include —

- a) Their name,
- b) The date on which they became a **Member** (if there is no record of the date they joined, this date will be recorded as 'Unknown'),
- c) Their contact details, including —
 - a. A physical address or an email address, and
 - b. A telephone number.

Every current **Member** shall promptly advise the **Society** of any change of the **Member's** contact details.

The **Society** shall also keep a record of the former **Members** of the **Society**. For each **Member** who ceased to be a **Member** within the previous 7 years, the **Society** will record:

- i. The former **Member's** name, and
- ii. The date the former **Member** ceased to be a **Member**.

7.2 Interests Register

The **Committee** shall at all times maintain an up-to-date register of the interests disclosed by **Officers**, and of any sub-committee **Members**.

7.3 Access to information for Members

A **Member** may at any time make a written request to the **Society** for information held by the **Society**. The request must specify the information sought in sufficient detail to enable the information to be identified.

The **Society** must comply in accordance with sections 80-81 of the **Act**.

Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

8 Finances

8.1 Control and management

The funds and property of the **Society** shall be:

- a) controlled, invested and disposed of by the **Committee**, subject to this **Constitution**, and
- b) devoted solely to the promotion of the purposes of the **Society**.

The **Committee** (through its **Treasurer**) shall maintain bank accounts in the name of the **Society**.

All money received on account of the **Society** shall be banked within 5 **Working Days** of receipt.

All accounts paid or for payment shall be submitted to the **Chairperson** and **Treasurer** for approval of payment. All cheques or electronic transactions shall be signed by any two of the **Secretary, Treasurer** or **Chairperson**. The **Treasurer** will hold responsibility for the maintenance of the **Society's** accounts and records of invoices received and payments made.

The accounts of the **Society** shall be reviewed by a chartered accountant, not being a member of the **Committee**, as soon as practicable after the end of the financial year. Or the **Committee** may at its discretion decide that the accounts be audited.

The **Committee** must ensure that there are kept at all times accounting records that—

- i. correctly record the transactions of the **Society**, and
- ii. allow the **Society** to produce financial statements that comply with the requirements of the **Act**, and
- iii. would enable the financial statements to be readily and properly audited (if required under any legislation or the **Society's Constitution**).

The **Committee** must establish and maintain a satisfactory system of control of the **Society's** accounting records.

The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of the **Society**.

8.2 Balance date

The **Society's** financial year shall commence on 01 November of each year and end on 31 October (the latter date being the **Society's** Year End balance date).

9 Dispute resolution

9.1 Meanings of dispute and process of complaint

A dispute is a disagreement or conflict involving the **Society** and/or its **Members** in relation to specific allegations set out below. The disagreement or conflict may be between **Members**, between **Officers**, between **Members** and/or **Officers** and the **Society**, between **Member(s)** and **Officer(s)**.

The disagreement or conflict relates to any of the following allegations—

- a) a **Member** or an **Officer** has engaged in misconduct
- b) a **Member** or an **Officer** has breached, or is likely to breach, a duty under the **Society's Constitution** or bylaws or the **Act**
- c) the **Society** has breached, or is likely to breach, a duty under the **Society's Constitution** or bylaws or the **Act**
- d) a **Member's** rights or interests as a **Member** have been damaged or **Member's** rights or interests generally have been damaged.

A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints subcommittee) a notice in writing that—

- i. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
- ii. sets out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against; and
- iii. sets out any other information or allegations reasonably required by the **Society**.

The **Society** may make a complaint involving an allegation against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that—

- I. states that the **Society** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
- II. sets out the allegation to which the dispute relates.

The information setting out the allegations must be sufficiently detailed to ensure that a person against whom an allegation or allegations is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.

A complaint may be made in any other reasonable manner permitted by the **Society's Constitution**.

All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Society's** activities.

The complainant raising a dispute, and the **Committee**, must consider and discuss whether a dispute may best be resolved through informal discussions, mediation, arbitration, or a tikanga-based practice. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

9.2 Person who makes complaint has right to be heard

- a) A **Member** or an **Officer** who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
- b) If the **Society** makes a complaint—
 - i. the **Society** has a right to be heard before the complaint is resolved or any outcome is determined; and
 - ii. an **Officer** may exercise that right on behalf of the **Society**.
- c) Without limiting the manner in which the **Member**, **Officer**, or **Society** may be given the right to be heard, they must be taken to have been given the right if—
 - i. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - ii. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - iii. an oral hearing (if any) is held before the decision maker; and
 - iv. the **Member's**, **Officer's**, or **Society's** written or verbal statement or submissions (if any) are considered by the decision maker.

9.3 Person who is subject of complaint has right to be heard

- a) This clause applies if a complaint involves an allegation that a **Member**, an **Officer**, or the **Society** (the 'respondent')—
 - i. has engaged in misconduct; or
 - ii. has breached, or is likely to breach, a duty under the **Society's Constitution** or bylaws or this **Act**; or
 - iii. has damaged the rights or interests of a **Member** or the rights or interests of **Members** generally.
- b) The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- c) If the respondent is the **Society**, an **Officer** may exercise the right on behalf of the **Society**.
- d) Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if—
 - i. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 - ii. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - iii. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - iv. an oral hearing (if any) is held before the decision maker; and
 - v. the respondent's written statement or submissions (if any) are considered by the decision maker.

9.4 Investigating and determining dispute

- a) The **Society** must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its **Constitution**, ensure that the dispute is investigated and determined.

- b) Disputes must be dealt with under the **Constitution** in a fair, efficient, and effective manner and in accordance with the provisions of the **Act**.

9.5 Society may decide not to proceed further with complaint

Despite the 'Investigating and determining dispute' rule above, the **Society** may decide not to proceed further with a complaint if—

- a) the complaint is considered to be trivial; or
- b) the complaint does not appear to disclose or involve any allegation of the following kind:
 - i. that a **Member** or an **Officer** has engaged in material misconduct;
 - ii. that a **Member**, an **Officer**, or the **Society** has materially breached, or is likely to materially breach, a duty under the **Society's Constitution** or bylaws or the **Act**;
 - iii. that a **Member's** rights or interests or **Members'** rights or interests generally have been materially damaged;
- c) the complaint appears to be without foundation or there is no apparent evidence to support it; or
- d) the person who makes the complaint has an insignificant interest in the matter; or
- e) the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the **Constitution**; or
- f) there has been an undue delay in making the complaint.

9.6 Society may refer complaint

- a) The **Society** may refer a complaint to—
 - i. a subcommittee or an external person to investigate and report; or
 - ii. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
- b) The **Society** may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

9.7 Decision makers

A person may not act as a decision maker in relation to a complaint if 2 or more members of the **Committee** or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be—

- a) impartial; or
- b) able to consider the matter without a predetermined view.

10 Liquidation and removal from the register

10.1 Resolving to put Society into liquidation

The **Society** may be liquidated in accordance with the provisions of Part 5 of the **Act**.

The **Committee** shall give 20 **Working Days** written **Notice** to all **Members** of the proposed resolution to put the **Society** into liquidation.

The **Committee** shall also give written Notice to all **Members** of the **General Meeting** at which any such proposed resolution is to be considered. The **Notice** shall include all information as required by section 228(4) of the **Act**.

Any resolution to put the **Society** into liquidation must be passed by seventy percent (70%) of all **Members** present and voting.

10.2 Surplus assets

If the **Society** is liquidated or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**.

On the liquidation or removal from the Register of Incorporated Societies of the **Society**, its surplus assets — after payment of all debts, costs and liabilities — shall be used for the benefit of organisations with similar purposes to the **Society**.

However, in any resolution under this rule, the **Society** may approve a different distribution to a different not-for-profit entity from that specified above, so long as the **Society** complies with this **Constitution** and the **Act** in all other respects.

11 Alterations to the constitution

11.1 Amending this Constitution

The **Constitution** of the **Society** may not in any way be altered, revoked or replaced in a manner that would negate charitable purposes of the **Society** or, if the **Society** is registered as a charitable society, result in the **Society** no longer being charitable according to the laws of New Zealand. Otherwise, any amendment, revocation or replacement must be made in accordance with this **Constitution**.

Any minor or technical amendments shall be notified to **Members** as required by section 31 of the **Act**.

The **Society** may amend or replace this **Constitution** at a **General Meeting** by a resolution passed by 70 percent (70%) of those **Members** present and voting.

Any proposed resolution to amend or replace this **Constitution** shall be given in writing to the **Committee** at least 15 **Working Days** before the **General Meeting** at which the resolution is to be considered and accompanied by a written explanation of the reasons for the proposal.

At least 10 **Working Days** before the **General Meeting** at which any amendment is to be considered the **Committee** shall give to all **Members** notice of the proposed resolution, the reasons for the proposal, and any recommendations the **Committee** has.

When an amendment is approved by a **General Meeting** it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the **Act** for registration and shall take effect from the date of registration.

12 Matters not Provided for

If any matter shall arise which is not, or which in the opinion of the **Committee** is not, provided for by or under this **Constitution**, the same shall be determined by the **Committee** in such manner as it shall deem fit

(providing that it otherwise complies with the **Act**) and every such determination shall be binding upon the **Society** and its **Members** unless and until set aside by a resolution of a **General Meeting**.