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CONSTITUTION OF  
**WAIPUKURAU  
LITTLE THEATRE**  
INC.

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## List of Amendments

<u>Date</u>	<u>Version</u>	<u>Changes</u>
7 April 2025	Original	----

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*This is a certified copy of the Constitution approved by the Society Membership at the Annual General Meeting held on Monday 7 April 2025.*

President:  Helen Griffin

Secretary:  HILARY BLAMIRES

Dated: ..... 11 April 2025. ....

*\* This document replaces the previous Constitution dated 19 Feb 2018 and amended 22 Jun 2020.*

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# Constitution of Waipukurau Little Theatre Inc.

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## Introductory Rules

### Name

1. The name of the society is Waipukurau Little Theatre Inc. (in this **Constitution** referred to as the '**Society**').

### Charitable status

2. The **Society** is registered as a charitable entity under the Charities Act 2005.

### Definitions

3. 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.

'**Bylaw**' means a rule or regulation which, in addition to those contained in the Constitution, is binding on all Members of the Society. These are set by resolution of the Society Members at a General Meeting.

'**Chairperson**' means the **Officer** responsible for chairing **General Meetings** and **Committee** meetings, and who would normally be the **President**, but in the absence of the **President**, may be any other **Officer** elected by the meeting.

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

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

'**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:

  - the **Society's** performance of its activities or exercise of its powers; or
  - 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 has consented to become a **Member** of the **Society** and has been properly admitted to the **Society** and who has not ceased to be a **Member** of the **Society**.'

'**Natural Person**' (also sometimes referred to as a physical person) means an individual human being. This is different from a legal person, which can be an individual or a company.

‘**Notice**’ to **Members** includes any notice given by email, post, or courier or other means as may be noted in this **Constitution**.

‘**Officer**’ means a natural person who is a member of the **Committee**

‘**Policies**’ means a set of guiding principles to help with decision making and compliance. These are set by resolution of the Committee in a normal management meeting.

‘**President**’ means the **Officer** responsible for providing leadership of the **Society** and who would normally chair all **General Meetings** and committee meetings

‘**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**.

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

‘**Treasurer**’ means the **Officer** tasked with the day-to-day management of the **Society’s** accounts.

‘**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.

‘**Youth**’ means any natural person between the ages of 16 and 24.

## Purposes

4. The **Society** is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely:
  - a. to produce and encourage all aspects of the performing arts for the benefit of the **Members** of the **Society** and the general public.
  - b. to provide opportunities for young members of the community to experience, participate in and, where appropriate, further their skills and qualifications in the performing arts.
  - c. to do all such lawful things as are incidental or conducive to the attainment of the above Purposes.

## Act and Regulations

5. 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.

## Restrictions on Society powers

6. The **Society** must not be carried on for the financial gain of any of its **Members**.
7. The **Society’s** capacity, rights, powers, and privileges are subject to the following restrictions (if any):
  - a. all income, benefit, or advantage must be used to advance the charitable Purposes of the **Society**.

- b. no **Member** of the **Society**, or anyone associated with a **Member**, is allowed to take part in, or influence any decision made by the **Society** in respect of payments to, or on behalf of, the **Member** or associated person of any income, benefit, or advantage.
- c. any payments made must be for goods or services that advance the charitable Purposes and must be reasonable and relative to payments that would be made between unrelated parties.
- d. as a voluntary organisation, the **Society** has no paid employees, though it may, from time to time, contract services as needed for which an invoice will be required.

## Registered office

8. The registered office of the **Society** shall be at such place in New Zealand as the **Committee** from time to time determines.
9. 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**.

## Contact person

10. The **Society** shall have at least 1 but no more than 3 contact person(s) who shall be an elected **Officer** or **Officers** of the **Society**, whom the Registrar can contact when needed.
11. The **Society's** contact person must be:
  - a. at least 18 years of age, and
  - b. ordinarily resident in New Zealand.
12. A contact person or persons shall be appointed by the **Committee**.
13. Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
  - a. a physical address or an electronic address, and
  - b. a telephone number.
14. 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.

## Members

### Minimum number of Members

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

## Types of Members

16. The classes of membership and the method by which **Members** are admitted to different classes of membership are as follows:
  - a. **Member**  
A **Member** is an individual admitted to membership under this **Constitution** and who has not ceased to be a **Member**.
  - b. **Life Member**  
A **Life Member** is a person honoured for highly valued services to the **Society** elected as a **Life Member** by resolution of a **General Meeting** passed by a simple majority of those **Members** present and voting. A **Life Member** shall have all the rights and privileges of a **Member** and shall be subject to all the same duties as a **Member** except those of paying subscriptions and levies.
  - c. **Honorary Member**  
An **Honorary Member** is a person honoured for services to the **Society** or in an associated field elected as an **Honorary Member** by resolution of a **General Meeting** passed by a simple majority of those present and voting. An **Honorary Member** has no membership rights, privileges or duties.

## Becoming a Member: consent

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

## Becoming a Member: process

18. An applicant for membership must complete and sign any application form, supply any information, 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 payment of a subscription in respect of the current membership year.
19. The **Committee** may accept or decline an application for membership at its sole discretion. The **Committee** must advise the applicant of its decision.
20. The signed written consent of every **Member** to become a **Society Member** shall be retained in the **Society's** membership records.

## Members' obligations and rights

21. 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.
22. All **Members** shall promote the interests and purposes of the **Society** and shall do nothing to bring the **Society** into disrepute.
23. 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**.

24. 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.

## Subscriptions and fees

25. The annual subscription and any other fees for membership for the coming membership year shall be set by resolution of the **Annual General Meeting** and shall become payable from 1<sup>st</sup> June of the same year.
26. Any **Member** whose subscription for the membership year then current remains unpaid at the notified date for renewal, shall thereupon cease to be a **Member** of the **Society**.
27. In fixing from time to time the annual subscription referred to above, the **Society** shall not be bound to prescribe a uniform subscription in respect of all **Members** and may prescribe a scale of subscriptions computed in such a manner as may from time to time be deemed fit.

## Ceasing to be a Member

28. A **Member** ceases to be a **Member**:
  - a. by resignation from that **Member**'s class of membership by written notice signed 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
  - d. by resolution of the **Committee** where:
  - e. The **Member** has failed to pay a subscription, levy or other amount due to the **Society** by the due date for payment, or
  - f. In the opinion of the **Committee** the **Member** has brought the **Society** into disrepute.

with effect from (as applicable):

- a. 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
- b. the date of termination of the **Member**'s membership under this **Constitution**, or
- c. the date of death of the **Member**, or
- d. 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.

## Obligations once membership has ceased

29. A **Member** who has ceased to be a **Member** under this **Constitution**:
  - a. shall cease to hold himself or herself out as a **Member** of the **Society**, and
  - b. shall return to the **Society** all material provided to **Members** by the **Society** (including any membership certificate, badges, handbooks and manuals).

- c. shall cease to be entitled to any of the rights of a **Society Member**.

## Becoming a Member again

30. Any former **Member** may apply for re-admission in the manner prescribed for new applicants.
31. However, 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 of the **Committee**.

## Officers

### Qualifications of Officers

32. 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**.
33. **Officers** must not be disqualified under section 47(3) of the **Act** or section 36B of the Charities Act 2005 from being appointed or holding office as an **Officer** of the **Society**, namely:
  - a. a person who is under 16 years of age
  - b. a person who is an undischarged bankrupt
  - c. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation
  - d. a person who is disqualified from being a member of the governing body of a charitable entity under the Charities Act 2005
  - e. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:
    - i. an offence under subpart 6 of Part 4 of the **Act**
    - ii. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
    - iii. an offence under section 143B of the Tax Administration Act 1994
    - iv. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii)
    - v. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere
  - f. a person subject to:
    - i. a banning order under subpart 7 of Part 4 of the **Act**, or
    - ii. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or

- iii. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
  - iv. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
- g. a person who is subject to an order that is substantially similar to an order referred to in paragraph (f) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the **Act**.
34. Prior to election or appointment as an **Officer** a person must :
- a. consent in writing to be an **Officer**, and
  - b. certify in writing that they are not disqualified from being elected or appointed as an **Officer** either by this **Constitution** or the **Act**.
35. Note that only a natural person may be an **Officer** and each certificate shall be retained in the **Society's** records.

## Officers' duties

36. At all times each **Officer**:
- a. shall act in good faith and in what he or she 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 by him or her
  - 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 he or she believes at that time on reasonable grounds that the **Society** will be able to perform the obligation when it is required to do so.

## Election or appointment of Officers

37. The election of **Officers** shall be conducted as follows:
- a. **Officers** shall be elected during **Annual General Meetings**

- b. all nominations shall be in writing, signed by the candidate and also by his/her proposer and seconder, who shall all be **Members** of the **Society**.
- c. a candidate's written nomination, accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as an **Officer** (as described in the 'Qualification of **Officers**' rule above) shall be received by the **Secretary** before the meeting opens.
- d. 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) at their first meeting after the **Annual General Meeting**.
- e. the failure for any reason of any **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** providing the total number of Officers does not exceed the maximum allowed. 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 from being appointed or holding office as an **Officer** (as described in the 'Qualification of **Officers**' rule above).

## Vacation of Office

- 38. The position of any **Officer** on the **Committee** shall be vacated if the holder:
  - a. ceases to be a **Member** of the **Society**; or
  - b. resigns his or her office in writing; or
  - c. is removed from office in accordance with the following section

## Removal of Officers

- 39. Any **Officer** who has been absent from 3 consecutive **Committee** meetings shall have their membership of the **Committee** reviewed at the next meeting. If, in the opinion of the **Committee**, the **Officer** has not fulfilled their obligations, the **Committee** may remove the **Officer** by resolution.
- 40. 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** has brought the **Society** into disrepute.
  - b. the **Officer** has failed to disclose a conflict of interest.
  - c. the **Committee** passes a vote of no confidence in the **Officer**.
 with effect from (as applicable) the date specified in a resolution of the **Committee** or **Society**.

## Conflicts of interest

41. 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**.
42. 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**.
43. An **Officer** or member of a sub-committee who is an **Interested Member** regarding a **Matter**:
  - a. 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
  - b. 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
  - c. 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).
44. 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.
45. Where 50 per cent 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.
46. Where 50 per cent 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**.

## Committee

### Committee composition

47. The **Committee** shall consist of at least 3 and no more than 12 **Officers**.
48. 3 **Officers** on the **Committee** shall be elected to hold the positions of **President**, **Secretary** and **Treasurer**. **Officers** holding these positions have certain tasks conferred on them to aid the proper running of the **Society**, but they have the same responsibilities to the **Act** and this **Constitution** as any other **Officer** on the **Committee**.
49. In furtherance of the **Society's** Purposes, the **Society** shall strive to elect at least one **Youth Officer** on to the **Committee** who shall be included in the number of **Officers** mentioned above.

## Term

50. The term of office for all **Officers** elected to the **Committee** shall be 1 year, expiring at the end of the **Annual General Meeting** of the following year.
51. No **Officer** shall serve as **President** for more than **3** consecutive years, unless otherwise authorised by special resolution at the **Annual General Meeting**.

## Functions of the Committee

52. 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**.

## Powers of the Committee

53. 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**.

## Sub-committees

54. The **Committee** may appoint sub-committees consisting of such persons (whether or not **Members** of the **Society**) and for such purposes as it thinks fit.
55. Unless otherwise resolved by the **Committee**:
  - a. the quorum of every sub-committee is half the members of the sub-committee but not less than 2,
  - b. no sub-committee shall have power to co-opt additional members,
  - c. a sub-committee must not commit the **Society** to any financial expenditure without express authority from the **Committee**, and
  - d. a sub-committee must not further delegate any of its powers.

## General matters: Committees

56. The **Committee** and any sub-committee may act by resolution approved during a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next **Committee** or sub-committee meeting.

## Committee meetings

### Procedure

57. The quorum for **Committee** meetings is at least half the number of members of the **Committee**.
58. A meeting of the **Committee** may be held either:

- a. by a number 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.
59. The **President** shall, by default, chair all meetings of the **Committee**. If at a meeting of the **Committee**, the **President** is not present, the members of the **Committee** present may choose one of their number to be **Chairperson** of the meeting.
  60. 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 **Chairperson** shall have a casting vote in the event of a tied vote on any resolution of the **Committee**.
  61. If a **Member** of the **Society** would like to raise a question for answer by the **Committee**, the question must be communicated to the **Secretary** not less than five **5 Working Days** before the meeting, so it can be placed on the agenda.
  62. **Society Members** are welcome to attend **Committee** meetings, though they have no voting rights on proposals.
  63. If **Society Members** are present at any **Committee** meeting, a motion needs to be passed at the beginning of the proceedings to give them speaking rights to address their topic.
  64. Except as otherwise provided in this **Constitution**, the **Committee** may regulate its own procedures.

## Minutes

65. The **Society** must keep minutes of all **Committee** meetings.

## Frequency

66. Within one calendar month after the **Annual General Meeting**, the **Secretary** shall call the first meeting of the **Committee**.
67. The **Committee** shall meet at least monthly (but need only meet once in the December-January period) 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 **President** or **Secretary**.
68. 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.

## Finances

### Control and management

69. 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**.
- 70. Responsibility for the day-to-day operation of the **Society's** accounts and the recording of all transactions shall be vested in the **Treasurer**, who shall present a financial report to the **Committee** at the scheduled **Committee** meetings.
- 71. The **Committee** shall maintain bank accounts in the name of the **Society**. The funds of the **Society** shall be lodged in such bank or banks as the **Committee** may from time to time determine.
- 72. An **Officer**, other than the **Treasurer**, shall ensure that all bank statements are seen alongside the financial report presented at each **Committee** meeting, and the bank balances are recorded in the minutes. Any discrepancies shall be investigated by the **Committee** promptly.
- 73. All money received on account of the **Society** shall be banked within 10 **Working Days** of receipt.
- 74. All accounts for payment shall be submitted to the **Committee** for approval of payment.
- 75. The **Committee** shall ensure that at least **3 Officers** at all times are full signatories to all the **Society's** bank accounts and those signatories shall have full access to any online or other electronic banking system. The number of signatories required to authorise financial transactions shall be managed by the **Committee** and may change from time to time by resolution of the **Committee**.
- 76. The **Committee** must ensure that there are kept at all times accounting records that:
  - a. correctly record the transactions of the **Society**, and
  - b. allow the **Society** to produce financial statements that comply with the requirements of the **Act**, and
  - c. would enable the financial statements to be readily and properly audited (if required under any legislation or the **Society's Constitution**).
- 77. The **Committee** must establish and maintain a satisfactory system of control of the **Society's** accounting records.
- 78. 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**.

## Financial Review

- 79. At the **Committee's** discretion, the accounts of the **Society** may be reviewed by a competent person who shall not be an **Officer** of the **Committee**.

## Borrowing Powers

- 80. The **Society** shall have the power to borrow money, with or without security, in such manner, and on such terms and conditions as the **Committee** shall from time to time think fit, and for such purpose to give and execute bonds, debentures, mortgages, promissory notes, and securities of every kind, and to mortgage or charge all, or any part of the property, real or personal, of the **Society** (provided however that the powers hereby conferred shall not be exercised save with the prior approval of the **Society** in a **General Meeting**).

## Balance Date

81. The **Society's** financial year shall commence on 1<sup>st</sup> February of each year and shall end on 31<sup>st</sup> January of the following year (the latter date being the **Society's** balance date).

## General Meetings

### Procedures for all General Meetings

82. The **Committee** shall give all **Members** at least 10 **Working Days'** written **Notice** of any **General Meeting** giving the time and place of the meeting and the business to be conducted at that **General Meeting**.
83. **Notice** is deemed to have been given provided that:
  - a. all **Members** have been notified individually by means of mail or email to the contact addresses notified to the **Society** and recorded in the **Society's** Register of **Members**; and/or
  - b. at least two advertisements have been placed in local publications; and/or
  - c. details have been posted on the **Society** website, social media pages or in the newsletter
84. 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**.
85. Only Life and financial **Members** may attend, speak and vote at **General Meetings** and must do so in person.
86. Only Members who are 16 years of age and over may vote at **General Meetings**.
87. No proxy voting, postal voting or other absentee voting shall be permitted.
88. No **General Meeting** may be held unless at least 10 eligible Life and/or financial **Members** attend throughout the meeting and this will constitute a quorum.
89. 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 **President** of the **Society**, and if at such adjourned meeting a quorum is not present those **Members** present in person shall be deemed to constitute a sufficient quorum.
90. A **Member** is entitled to exercise one vote on any motion at a **General Meeting**, and voting at a **General Meeting** shall be by voices or by show of hands or, on demand of the **Chairperson** or of 3 or more **Members** present, by secret ballot.
91. In the case of a secret ballot, two **Members** or non-**Members** appointed by the **Chairperson** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
92. Unless otherwise required by this **Constitution**, all questions shall be decided by a simple majority of those in attendance in person and voting at a **General Meeting**.
93. Any decisions made when a quorum is not present are not valid.
94. There shall be no written resolutions in lieu of a **General Meeting**.

95. **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.
96. All **General Meetings** shall be chaired by the **President**. If the **President** is absent, the meeting shall elect another **Officer** to chair that meeting.
97. Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.
98. Any person chairing a **General Meeting** may:
  - a. with the consent of a simple majority of **Members** present at any **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned **General Meeting** other than the business left unfinished at the meeting from which the adjournment took place.
  - b. direct that any person not entitled to be present at the **General Meeting**, or obstructing the business of the **General Meeting**, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the **Chairperson** be removed from the **General Meeting**, and
  - c. in the absence of a quorum or in the case of emergency, adjourn the **General Meeting** or declare it closed.
99. 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**.
100. 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 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**.

## Minutes

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

## Annual General Meetings: when they will be held

102. 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.
103. The **Annual General Meeting** must be held no later than the earlier of the following:
  - a. 31st May
  - b. 15 months after the previous annual meeting.

## Annual General Meetings: business

104. 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 **President's** report on the operations and affairs of the **Society**,
  - c. adopt the **Treasurer's** report on the finances of the **Society**, and the annual financial statements,
  - d. set any subscriptions for the coming membership year,
  - e. appoint the **Society's** accountants for the current financial year
  - f. elect **Officers** to the **Committee**
  - g. consider any motions of which prior notice has been given to **Members** with notice of the **Meeting**, and
  - h. consider any general business.
105. The **Committee** must, at each **Annual General Meeting**, present the following information:
- a. an annual report on the operation and affairs of the **Society** during the most recently completed accounting period,
  - b. the annual financial statements for that period, and
  - c. 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).

## Special General Meetings

106. **Special General Meetings** may be called at any time by the **Committee** by resolution.
107. The **Committee** must call a **Special General Meeting** if it receives a written request signed by at least 10 percent of **Members**.
108. Any resolution or written request must state the business that the **Special General Meeting** is to deal with.
109. 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**.

## Records

### Register of Members

110. The **Society** shall keep an up-to-date Register of **Members**.
111. For each current **Member**, the information contained in the Register of **Members** shall include:
- a. their name, and

- 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'), and
  - c. their contact details, including:
    - i. A physical address
    - ii. Email address (if any) and
    - iii. A telephone number.
112. Every current **Member** shall promptly advise the **Society** of any change of the **Member's** contact details.
113. 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:
- a. the former **Member's** name, and
  - b. the date the former **Member** ceased to be a **Member**.

## Interests Register

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

## Access to information for Members

115. A **Member** may at any time make a written request to the **Society** for information held by the **Society**.
116. The request must specify the information sought in sufficient detail to enable the information to be identified.
117. The **Society** must, within a reasonable time after receiving a request:
- a. provide the information, or
  - b. agree to provide the information within a specified period, or
  - c. agree to provide the information within a specified period if the **Member** pays a reasonable charge to the **Society** (which must be specified and explained) to meet the cost of providing the information, or
  - d. refuse to provide the information, specifying the reasons for the refusal.
118. Without limiting the reasons for which the **Society** may refuse to provide the information, the **Society** may refuse to provide the information if:
- a. withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
  - b. the disclosure of the information would, or would be likely to, prejudice the commercial position of the **Society** or of any of its **Members**, or
  - c. the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the **Society**, or
  - d. the information is not relevant to the operation or affairs of the society, or

- e. withholding the information is necessary to maintain legal professional privilege, or
  - f. the disclosure of the information would, or would be likely to, breach an enactment, or
  - g. the burden to the **Society** in responding to the request is substantially disproportionate to any benefit that the **Member** (or any other person) will or may receive from the disclosure of the information, or
  - h. the request for the information is frivolous or vexatious, or
  - i. the request seeks information about a dispute or complaint which is or has been the subject of the procedures for resolving such matters under this **Constitution** and the **Act**.
119. If the **Society** requires the **Member** to pay a charge for the information, the **Member** may withdraw the request, and must be treated as having done so unless, within 10 **Working Days** after receiving notification of the charge, the **Member** informs the **Society**:
- a. that the **Member** will pay the charge; or
  - b. that the **Member** considers the charge to be unreasonable.
120. Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

## Dispute resolution

### Meanings of dispute and complaint

121. A dispute is a disagreement or conflict involving the **Society**, its Officers and/or its **Members** in relation to specific allegations set out below.
122. 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 the **Act**
  - c. the **Society** has breached, or is likely to breach, a duty under the **Society's Constitution** 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.
123. All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Society's** activities.
124. 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.

## How complaint is made

125. A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints sub-committee) a notice in writing that:
  - a. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
  - b. sets out the allegation or allegations to which the dispute relates and whom the allegation is against; and
  - c. sets out any other information reasonably required by the **Society**.
126. The **Society** may make a complaint involving an allegation or allegations against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that:
  - a. states that the **Society** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
  - b. sets out the allegation to which the dispute relates.
127. The information given under subclause (125b.) or (126b.) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
128. A complaint may be made in any other reasonable manner permitted by the **Society's Constitution**.
129. In the event of a complaint being made by a **Member** about the **President**, any other **Officer** may take the lead in resolution.

## Person who makes complaint has right to be heard

130. 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.
131. If the **Society** makes a complaint:
  - a. the **Society** has a right to be heard before the complaint is resolved or any outcome is determined; and
  - b. an **Officer** may exercise that right on behalf of the **Society**.
132. 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:
  - a. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
  - b. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
  - c. an oral hearing (if any) is held before the decision maker; and
  - d. the **Member's**, **Officer's**, or **Society's** written or verbal statement or submissions (if any) are considered by the decision maker.

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

133. This clause applies if a complaint involves an allegation that a **Member**, an **Officer**, or the **Society** (the 'respondent'):
- a. has engaged in misconduct; or
  - b. has breached, or is likely to breach, a duty under the **Society's Constitution** or the **Act**; or
  - c. has damaged the rights or interests of a **Member** or the rights or interests of **Members** generally.
134. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
135. If the respondent is the **Society**, an **Officer** may exercise the right on behalf of the **Society**.
136. 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:
- a. 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
  - b. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
  - c. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
  - d. an oral hearing (if any) is held before the decision maker; and
  - e. the respondent's written statement or submissions (if any) are considered by the decision maker.

## Investigating and determining dispute

137. 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.
138. Disputes must be dealt with under the **Constitution** in a fair, efficient, and effective manner and in accordance with the provisions of the **Act**.

## Society may decide not to proceed further with complaint

139. 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 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.

## Society may refer complaint

140. The **Society** may refer a complaint to:
- a. a sub-committee or an external person to investigate and report; or
  - b. a sub-committee, an external person, or an arbitral tribunal to investigate and make a decision.
141. 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).

## Decision makers

142. 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 sub-committee 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.

## Liquidation and removal from the register

### Resolving to put Society into liquidation

143. The **Society** may be liquidated in accordance with the provisions of Part 5 of the **Act**.
144. The **Committee** shall give 20 **Working Days** written **Notice** to all **Members** of the proposed resolution to put the **Society** into liquidation.
145. 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**.
146. Any resolution to put the **Society** into liquidation must be passed by a two-thirds majority of all **Members** present and voting.

### Resolving to apply for removal from the register

147. The **Society** may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the **Act**.
148. The **Committee** shall give 20 **Working Days** written **Notice** to all **Members** of the proposed resolution to remove the **Society** from the Register of Incorporated Societies.

149. 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**.
150. Any resolution to remove the **Society** from the Register of Incorporated Societies must be passed by a two-thirds majority of all **Members** present and voting.

## Surplus assets

151. If the **Society** is liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**, and if any property remains after the settlement of the **Society's** debts and liabilities, that property must be given or transferred to another organisation for a similar charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005. The selection of this benefactor will be a **Committee** decision. **Members** are welcome to make suggestions and/or attend the **Committee** meeting.

## Alterations to the Constitution

### Amending this Constitution

152. All amendments must be made in accordance with this **Constitution**.
153. The **Society** may amend or replace this **Constitution** at a **General Meeting** by a resolution passed by a two-thirds majority of those **Members** present and voting.
154. Any proposed resolution to amend or replace this **Constitution** shall be signed by at least 5 per cent of eligible **Members** and given in writing to the **Committee** at least 20 **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.
155. 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.
156. 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.
157. If the society is registered as a charity under the Charities Act 2005 the amendment shall also be notified to Charities Services as required by section 40 of that Act.

## Other

### Common seal

158. The **Society** will have a common seal that must be kept in the custody of the **Secretary**. The common seal may be affixed to any document by resolution of the **Committee** and must be countersigned by 2 **Officers**.

## Bylaws

159. The **Society** shall not have any **Bylaws**. All rules and regulations applicable to **Members** or regarding the governance and framework for operations of the **Society** shall be contained within this **Constitution**.

## Policies

160. The **Committee** may, from time to time, make and amend **Policies** which provide specific guidelines or courses of action within the framework of the **Constitution**
161. No such policies shall be inconsistent with this **Constitution**, the **Act**, regulations made under the **Act**, or any other legislation.

## Interpretation of this Constitution

162. In the event of any dispute, doubt or difference arising as to the interpretation or application of any one or more of the Clauses in this **Constitution**, the decision of the **Committee** in respect of such dispute, doubt or difference shall be final and binding.