

CONSTITUTION FOR SOUTH OTAGO THEATRICAL SOCIETY

1. INTRODUCTORY CONSTITUTION

1.1 Name

The name of the **Society** is South Otago Theatrical Society Incorporated (in the **Constitution** referred to as the '**Society**').

1.2 Definitions

In the **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.

'**Associated Person**' means a person who:

- (a) may obtain a financial benefit from any matter being dealt with by any **Member** for or on behalf of the **Society** where that person is the spouse, civil union partner, de facto partner, child, parent, grandparent, grandchild, or first cousin of that **Member**;
- (b) may have a financial interest in any person where that person may derive a financial benefit from any matter that is being dealt with for or on behalf of the **Society**;
- (c) is a partner, director, officer, board **Member**, or trustee of a person who may have a financial interest in a person to whom any matter being dealt with by any **Member** (as a **Committee Member**, or in any **General Meeting**, or otherwise for the **Society**) relates;
- (d) may be interested in the matter because the **Society's** constitution so provides;

but no such **Member** shall be deemed to have any such interest:

- (e) merely because that **Member** receives an indemnity, insurance cover, remuneration, or other benefits authorised under the **Act**; or
- (f) if that **Member's** interest is the same or substantially the same as the benefit or interest of all or most other **Members** of the **Society** due to the Membership of those **Members**;
or
- (g) if that **Member's** interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence that **Member** in carrying out that **Member's** responsibilities under the **Act** or the **Society's** constitution; or
- (h) if that **Member** is an officer of a union and that **Member's** interest is merely as an employee that will benefit from the union acting in the ordinary course of promoting its **Members'** collective employment interests.

'**President**' means the **Committee Member** responsible for, among other things, overseeing the governance and operations of the **Society** and chairing **General Meetings**.

‘**Clear Days**’ means the days between the date on which the **Notice** is given and the date of the event referred to in the **Notice** (for instance, excluding the date a Notice of meeting is posted or sent to **Members** and the date of the meeting).

‘**Committee**’ means the **Society’s** governing body.

‘**Committee Member**’ means a **Member** of the **Committee**, including the **President, Secretary** and **Treasurer**.

‘**Vice President**’ means the **Committee Member** elected or appointed to deputise in the absence of the **President**.

‘**General Meeting**’ means either an Annual **General Meeting** or a Special **General Meeting** of the **Society**.

‘**Matter**’ means (a) the **Society’s** performance of its Activities or exercise of its powers; or (b) an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the **Society**.

‘**Member**’ means a person properly admitted to the **Society** who has not ceased to be a **Member** of the **Society**.

‘**Notice**’ to **Members** includes any notice given by post, courier or email; and the failure for any reason of any **Member** to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

‘**Register of Interests**’ means the **Register of Interests** of **Committee Members** kept under the **Constitution**.

‘**Register of Members**’ means the **Register of Members** kept under the **Constitution**.

‘**Constitution**’ means the **Constitution** in this document.

‘**Secretary**’ means the **Committee Member** whose duties shall include, among other things, maintaining the **Register of Members**, the **Register of Interests**, and recording the minutes of **General Meetings** and **Committee** meetings.

‘**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 **Committee Member** whose duties shall include, among other things, overseeing the finances of the **Society**.

2. PURPOSES

- 2.1 The **Society** is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely to benefit the community by:
- (a) To cultivate and advance the arts of musical theatre, dance, music and drama in their various branches by the encouragement of public interest and appreciation;
 - (b) To provide training, support and education for the members of the Society and the general public in the production, performance and promotion of musical theatre, dance, music and drama;
 - (c) To gather and disseminate information among the public and members and to provide and make available to members all such facilities services and assistance in furtherance of the above Objects.
 - (d) To do all other things as are incidental to or conducive to the attainment of the above Objects.
- 2.2 Any income, benefit, or advantage received by the Society must be used to advance the charitable purposes of the **Society**.

- 2.3 No **Member** or **Associated Person**, is allowed to take part in, influence or vote on 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.
- 2.4 Any payments made to a **Member** or **Associated Person** must only be for goods and services that advance the **Society's** purpose and must be reasonable and relative to payments that would be made between unrelated parties.

3. ACT AND REGULATIONS

- 3.1 Nothing in the 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.

4. REGISTERED OFFICE

- 4.1 The Registered Office of the **Society** shall be at such place in New Zealand as the **Committee** from time to time determines.
- 4.2 Any changes to the Registered Office shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the **Act**.

5. POWER TO BORROW MONEY

The **Society** has the power to borrow money.

6. OTHER POWERS

- 6.1 In addition to its statutory powers, the **Society** may:
- (a) use its funds to pay the costs and expenses to advance or carry out its purposes, and to employ or contract with such people as may be appropriate, and
 - (b) invest in any investment in which a trustee as defined in the Trustee Act 1956 (or any Act replacing that Act) may lawfully invest.

7. MEMBERS

7.1 Minimum number of Members

The **Society** shall maintain the minimum number of 10 **Members** as required by the **Act**.

7.2 Types of Members

The classes of Membership and the method by which **Members** are admitted to different classes of Membership are as follows:

- (a) **Active Member:** An **Active Member** is an individual admitted to Membership under the **Constitution** and who or which has not ceased to be a **Member**.
- (b) **Junior Member:** A **Junior Member** who is under the age of 16 years. A Junior 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 voting at **General Meetings**.
- (c) **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 two-thirds majority of those **Members** present and voting, after a recommendation for election by the **Committee**. 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.
- (d) **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 two-thirds majority of those present and voting. An Honorary **Member** has no membership rights, privileges or duties, and shall not pay any subscription.

8. BECOMING A MEMBER

8.1 Consent

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

8.2 Process

- (a) An applicant for Membership must complete and sign any application form, supply any information, or attend an interview, as required by the **Committee**.
- (b) The **Committee** may accept or decline an application for Membership. The **Committee** must advise the applicant of its decision (but is not required to provide reasons for that decision).

9. OBLIGATIONS AND RIGHTS

- 9.1 Every **Member** shall provide the **Society** with that **Member's** name and contact details, and promptly advise the **Society** of any changes to those details.
- 9.2 Membership does not confer on any **Member** any right, title, or interest (legal or equitable) in the property of the **Society**.

10. OTHER OBLIGATIONS AND RIGHTS

- 10.1 All **Members** (including **Committee Members**) shall promote the interests and purposes of the **Society** and shall do nothing to bring the **Society** into disrepute.
- 10.2 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) if all subscriptions and any other fees have been paid to the **Society** by due date, but no **Member** or Life **Member** is liable for any obligation of the **Society** by reason only of being a **Member**. In order to vote at **General Meetings**, a **Member** must have paid all annual subscriptions (and any other fees payable by that **Member**) and have been a financial **Member** for at least one month prior to any **General Meeting**.
- 10.3 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**, including any conditions of and fees for such access or use.

11. SUBSCRIPTIONS AND FEES

- 11.1 The annual subscription and any other fees for Membership for the then current financial year shall be set by resolution of a **General Meeting** (which can also decide that payment be made by periodic instalments).
- 11.2 Any **Member** failing to pay the annual subscription (including any periodic payment) 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 2 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**).

12. CEASING TO BE A MEMBER

- 12.1 A **Member** ceases to be a **Member**:

- (a) on death, or
- (b) by resignation from that **Member** by notice to the **Secretary**, or
- (c) on termination of a **Member's** membership following a dispute resolution process under the **Constitution**;

with effect from the death of the **Member** or the date of receipt by the **Secretary**, or any subsequent date stated in the notice of resignation, or termination of membership following a dispute resolution process under the **Constitution**.

13. OBLIGATIONS ON RESIGNATION

13.1 A **Member** who resigns or whose membership is terminated under the **Constitution**:

- (a) remains liable to pay all subscriptions and other fees or payments due to the **Society's** next balance date,
- (b) shall cease to hold himself or herself out as a **Member** of the **Society**,
- (c) shall return to the **Society** all material provided to **Members** by the **Society** and
- (d) shall cease to be entitled to any of the rights of a **Society Member**.

14. BECOMING A MEMBER AGAIN

14.1 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**.

14.2 If a former **Member's** membership was terminated following a dispute resolution process, the applicant may be re-admitted only by a resolution made at a **General Meeting** on the recommendation of the **Committee**.

15. GENERAL MEETINGS

15.1 Annual General Meetings

An Annual **General Meeting** shall be held once a year on a date and at a location 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.

16. BUSINESS OF ANNUAL GENERAL MEETING

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

- (a) confirm the minutes of the previous Annual **General Meeting** of the **Society**,
- (b) receive and adopt the **President's** annual report on **Society** business,
- (c) receive and adopt the **Treasurer's** report on the finances of the **Society**, and the annual financial statements,
- (d) set any subscriptions for the current financial year,
- (e) elect the **Committee**,
- (f) consider any motions,
- (g) consider any general business.

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

- (a) an annual report on the 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 **Committee Members** during that period (including a brief summary of the matters, or types of matters, to which those disclosures relate).

17. SPECIAL GENERAL MEETINGS

- 17.1 Special **General Meetings** may be called at any time by the **Committee** by resolution. The **Committee** must call a Special **General Meeting** if the **Secretary** receives a written request signed by at least 20 per cent of **Members**. Any resolution or written request must state the business that the Special **General Meeting** is to deal with.
- 17.2 The **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.

18. PROCEDURE

- 18.1 The **Committee** shall give all **Members** at least 15 **Clear Days'** Notice of any **General Meeting**. The **Committee** shall give all **Members** at least 5 **Clear Days'** Notice of any business to be conducted at that **General Meeting**.
- 18.2 The **General Meeting** and its business will not be invalidated simply because not all **Members** have received the Notice.
- 18.3 All financial **Members** may attend, speak and vote at **General Meetings**. No voting by proxy shall be permitted.
- 18.4 No **General Meeting** may be held unless at least 8 adult financial **Members** are present. This will constitute a quorum.
- 18.5 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 present in person shall be deemed to constitute a sufficient quorum. Any decisions made when a quorum is not present are not valid.
- 18.6 **General Meetings** may be held at one or more venues using any real-time audio, audio and visual, or electronic communication that gives each **Member** a reasonable opportunity to participate.
- 18.7 All **General Meetings** shall be chaired by the **President**. If the **President** is absent, the **Vice President** shall chair that meeting.
- 18.8 Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.
- 18.9 Any person chairing a **General Meeting** may:
 - (a) with the majority consent of **Members** at that **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;

- (b) direct that any person not entitled to be present at the Meeting, obstructing the business of the Meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the chairperson be removed from the Meeting, and
- (c) in the absence of a quorum or in the case of emergency, adjourn the Meeting or declare it closed.

18.10 The **Committee** may put forward motions for **Members** to vote on ('**Committee Motions**'), which shall be notified to **Members** with the notice of the **General Meeting**.

18.11 Any **Member** may request that a motion be voted on ('**Member's Motion**') at a **General Meeting**, by giving notice to the **Secretary** at least 10 **Clear Days** before that meeting. The **Member** may also provide information in support of the motion ('**Member's Information**').

19. MINUTES

19.1 Minutes of all **General Meetings** must be kept by the **Secretary**.

20. COMPOSITION OF COMMITTEE

20.1 Composition

(a) The **Committee** will consist of **Committee Members** who are:

- (i) **Members**; and
- (ii) natural persons; and
- (iii) not disqualified by the **Constitution** or the **Act**.

(b) The **Committee** will include:

- (i) a **President**,
- (ii) a **Vice President**,
- (iii) a **Secretary**,
- (iv) a **Treasurer**, and

not fewer than 5 or more than 8 other **Committee Members**, including the **Immediate Past President**.

20.2 Qualifications

(a) Prior to election or appointment, every **Committee Member** must consent in writing to be a **Committee Member** and certify in writing that they are not disqualified from being appointed or holding office as a **Committee Member** by the **Constitution** or the **Act**.

(b) The following persons are disqualified from being appointed or holding office as a **Committee Member**:

- (i) a person who is under 16 years of age,
- (ii) a person who is an undischarged bankrupt,
- (iii) 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,
- (iv) a person who is disqualified from being a **Member** of the **Committee** of a charitable entity under section 31(4)(b) of the Charities Act 2005,
- (v) a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:

- A an offence under subpart 6 of Part 4,
 - B a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961),
 - C an offence under section 143B of the Tax Administration Act 1994,
 - D an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs A to C,
 - E a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere,
- (vi) a person subject to:
- A an order under section 108 of the Credit Contracts and Consumer Finance Act 2003; or
 - B a forfeiture order under the Criminal Proceeds (Recovery) Act 2009; or
 - C 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.
- (vii) a person who is disqualified from being a **Member** of the **Committee** of a charitable entity under section 16 of the Charities Act 2005.

21. ELECTION OR APPOINTMENT

21.1 The election of **Committee Members** shall be conducted as follows:

- (a) At least 10 **Clear Days** before the date of the Annual **General Meeting**, the **Secretary** shall give Notice to all **Members** by emailing or circulating to them such information (not exceeding one side of an A4 sheet of paper) as may be supplied to the **Secretary** by or on behalf of each nominee, in support of the nomination;
- (b) Completed nomination forms shall be signed by the **Member** being nominated and by the **Members** nominator, both of whom must be current members of the **Society**, and be submitted to the **Secretary** ten (10) **Clear Days** before the date of the Annual **General Meeting**
- (c) The **Secretary** shall give notice to all Members by email such information as supplied to the **Secretary** by or on behalf of each nominee, in support of nomination five (5) **Clear Days** of the Annual General Meeting.
- (d) The failure for any reason of any financial **Member** to receive such Notice shall not invalidate the election;
- (e) Only financial **Members** who are not disqualified from being appointed or holding office as a **Committee Member** by the **Constitution** or the **Act** may stand for election and vote in elections. In order to be elected to **Committee**, a **Member** must have paid all annual subscriptions and been a financial **Member** for at least three months prior to any **General Meeting**.
- (f) The **Committee** of the Society shall be appointed at the Annual **General Meeting** of the **Society** from the Members nominated under sub clause (b) then a nomination of a current Member for any office may be made at the Annual **General Meeting** with the consent of the person nominated.
- (g) The mode of voting at all General Meetings shall be on show of hands, provided that if any members so demand, voting shall be by secret ballot, for which purposes a sufficient number of scrutineers shall be appointed at the General Meeting.

- (h) If at the Annual General Meeting any vacancy in the office bearers is not filled by election, or if any such vacancy shall occur after the Annual General Meeting, the Executive shall fill that vacancy. Any person so chosen to fill a vacancy shall remain in office only until the next election of officers.
- (i) In the event of any vote being tied the tie shall be resolved by the outgoing **Committee** (excluding, if applicable, those in respect of whom the votes are tied).

22. TERM

- 22.1 The term of office for the **President, Vice-President, Secretary, and Treasurer** shall be 1 year, and the office of President shall not be held by any one person for more than three consecutive years.
- 22.2 The term of office for all other **Committee Members** shall be 1 year.

23. COMPLAINT AGAINST COMMITTEE MEMBER AND REMOVAL

- 23.1 Where a complaint is made about the actions or inaction of a **Committee Member** (and not in the **Committee Member's** capacity as a **Member** of the **Society**) the following steps shall be taken:
 - (a) The **Committee Member** who is the subject of the complaint, must be advised of all details of the complaint.
 - (b) The **Committee Member** who is the subject of the complaint, must be given adequate time to prepare a response.
 - (c) The complainant and the **Committee Member** who is the subject of the complaint, must be given an adequate opportunity to be heard, either in writing or at an oral hearing by the **Committee** (excluding the **Committee Member** who is the subject of the complaint) if it considers that an oral hearing is required.
 - (d) Any oral hearing shall be held by the **Committee** (excluding the **Committee Member** who is the subject of the complaint), and/or any oral or written statement or submissions shall be considered by the **Committee** (excluding the **Committee Member** who is the subject of the complaint).
- 23.2 If the complaint is upheld the **Committee Member** may be removed from the **Committee** by a resolution of the **Committee** or of a **General Meeting**, in either case passed by a simple majority of those present and voting.

24. CESSATION OF COMMITTEE MEMBERSHIP

- 24.1 A **Committee Member** shall be deemed to have ceased to be a **Committee Member** if that person ceases to be a **Member**.
- 24.2 Each **Committee Member** shall within 10 **Clear Days** of submitting a resignation or ceasing to hold office, deliver to the **Secretary** all books, papers and other property of the **Society** held by such former **Committee Member**.

25. FUNCTIONS

- 25.1 From the end of each Annual **General Meeting** until the end of the next, the **Society** shall be governed by the **Committee**, which shall be accountable to the **Members** for the advancement of the **Society's** purposes and the implementation of resolutions approved by any **General Meeting**.

26. OFFICERS' DUTIES MANDATORY

26.1 At all times each **Committee Member**:

- (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 the Constitution,
- (d) when exercising powers or performing duties as a **Committee Member**, 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, the nature of the **Society**, the nature of the decision, and the position of the **Committee Member** and the nature of the responsibilities undertaken by them,
- (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 they believe at that time on reasonable grounds that the **Society** will be able to perform the obligation when it is required to do so.

27. POWERS

27.1 Subject to the **Constitution** and any resolution of any **General Meeting** the **Committee** may:

- (a) exercise all the **Society's** powers, other than those required by the **Act** or by the **Constitution** to be exercised by the **Society** in **General Meeting**, and
- (b) enter into contracts on behalf of the **Society** or delegate such power to a **Committee Member**, sub-**Committee**, employee, or other person.

28. SUB-COMMITTEES

28.1 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. Unless otherwise resolved by the **Committee**:

- (a) the quorum of every sub-**Committee** is half the members of the sub-**Committee**,
- (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, and
- (d) a sub-**Committee** must not further delegate any of its powers.

29. GENERAL ISSUES

29.1 The **Committee** and any sub-committee may act by resolution approved in the course of a virtual meeting 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** meeting.

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

- 29.3 Subject to the **Act**, the **Constitution** and the resolutions of **General Meetings**, the decisions of the **Committee** on the interpretation of the **Constitution** and all matters dealt with by it in accordance with the **Constitution** and on matters not provided for in the **Constitution** shall be final and binding on all **Members**.

30. CONFLICTS OF INTEREST

- 30.1 A **Member** of the **Committee** and/or of a sub-committee is interested in a matter if the **Member** of the **Committee** and/or sub-**Committee**:
- (a) may obtain a financial benefit from the matter; or
 - (b) is the spouse, civil union partner, de facto partner, child, parent, grandparent, grandchild, or first cousin of a person who may obtain a financial benefit from the matter; or
 - (c) may have a financial interest in a person to whom the matter relates; or
 - (d) is a partner, director, **Member** of the **Committee** and/or sub-committee, board **Member** or trustee of a person who may have a financial interest in a person to whom the matter relates.
- 30.2 However, a **Member** of the **Committee** and/or sub-committee is not interested in a matter:
- (a) merely because the **Member** of the **Committee** and/or sub-committee receives an indemnity, insurance cover, remuneration, or other benefits authorised under the **Act**; or
 - (b) if the **Member** of the **Committee**'s and/or sub-committee's interest is the same or substantially the same as the benefit or interest of all or most other **Members** due to the Membership of those **Members**; or
 - (c) if the **Member** of the **Committee**'s and/or sub-committee's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the **Member** of the **Committee** in carrying out the **Member** of the **Committee**'s and/or sub-committee's responsibilities under the **Act** or the **Constitution**; or
 - (d) if the **Member** of the **Committee** and/or sub-committee is a **Member** of the **Committee** of a union and the **Member** of the **Committee**'s and/or sub-committee's interest is merely as an employee that will benefit from the union acting in the ordinary course of promoting its **Members**' collective employment interests.
- 30.3 A **Member** of the **Committee** and/or sub-committee who is interested in a matter relating to 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**.
- 30.4 Disclosure must be made as soon as practicable after the **Member** of the **Committee** and/or sub-committee becomes aware that they are interested in the matter.
- 30.5 A **Member** of the **Committee** and/or sub-committee who is interested in a matter:
- (a) must not vote or take part in the decision of the **Committee** and/or sub-committee relating to the matter; and
 - (b) must not sign any document relating to the entry into a transaction or the initiation of the matter; 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).

30.6 However a **Member** of the **Committee** and/or 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.

30.7 Where 50% or more of **Committee Members** 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 **Members** agree otherwise, and 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.

31. COMMITTEE MEETINGS

31.1 Frequency

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 electronic means) as it may determine and otherwise where and as convened by the **President** or **Secretary**.

31.2 Quorum

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

32. RECORDS

32.1 Register of Members

The **Secretary** shall keep an up-to-date **Register of Members**, recording for each **Member** their name, contact details, the date they became a **Member**, and any other information required by the **Constitution** or prescribed by Regulations under the **Act**.

32.2 Contents of Register of Members

- (a) The information contained in the **Register of Members** shall include each **Member's**:
- (i) postal address;
 - (ii) phone number (landline and/or mobile);
 - (iii) email address (if any);
 - (iv) the date the **Member** became a **Member**;
 - (v) whether the **Member** has paid a subscription;
 - (vi) whether the **Member** is current;
- (b) Every **Member** shall promptly advise the **Secretary** of any change of their contact details.

32.3 Access to Register of Members

With reasonable notice and at reasonable times, the **Secretary** shall make the **Register of Members** available for inspection by **Members** and **Committee Members**. However, no access will be given to information on the **Register of Members** to **Members** or any other person, other than as required by law.

32.4 Register of Interests

The **Secretary** shall at all times maintain an up-to-date register of the interests disclosed by **Committee Members**.

32.5 Access to other information

- (a) A **Member** may at any time make a written request to a **Society** for information held by the **Society**.
- (b) The request must specify the information sought in sufficient detail to enable the information to be identified.
- (c) The **Society** must, within a reasonable time after receiving a request:
 - (i) provide the information, or
 - (ii) agree to provide the information within a specified period, or
 - (iii) 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
 - (iv) refuse to provide the information, specifying the reasons for the refusal.
- (d) Without limiting the reasons for which the **Society** may refuse to provide the information, the **Society** may refuse to provide the information if:
 - (i) withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
 - (ii) 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
 - (iii) 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
 - (iv) withholding the information is necessary to maintain legal professional privilege, or
 - (v) the disclosure of the information would, or would be likely to, breach an enactment, or
 - (vi) 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
 - (vii) the request for the information is frivolous or vexatious.
- (e) 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**:
 - (i) that the **Member** will pay the charge; or
 - (ii) that the **Member** considers the charge to be unreasonable.
- (f) Nothing in this Rule limits Information Privacy Principle 6 of the Privacy Act 1993.

33. FINANCES

33.1 Control and Management

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

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

33.2 Balance Date

The **Society's** financial year shall commence on 1 January of each year and end on 31 December (the latter date being the **Society's** balance date).

34. DISPUTE RESOLUTION

34.1 Disputes Resolution Procedure

- a) Any grievance by a **Member**, and any complaint by anyone, is to be lodged by the complainant with the **Secretary** in writing and must provide such details as are necessary to identify the details of the grievance or complaint. All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Society's** activities.
- b) The complainant raising a grievance or complaint, and the **Committee**, must consider and discuss whether a grievance or complaint may be best resolved through informal discussions, mediation or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

35. WINDING UP

35.1 Process

- (a) The **Society** may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the **Act**.
- (b) The **Secretary** shall give Notice to all **Members** of the proposed motion to wind up the **Society**, or remove it from the Register of Incorporated Societies and of the **General Meeting** at which any such proposal is to be considered, of the reasons for the proposal, and of any recommendations from the **Committee** in respect to such notice of motion.
- (c) Any resolution to wind up the **Society** or remove it from the Register of Incorporated Societies must be passed by a simple majority of all **Members** either present and voting. No voting by proxy shall be permitted.

35.2 Surplus Assets

If the **Society** is wound up, or 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 used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

36. ALTERATIONS TO THE CONSTITUTION

36.1 Amending the Constitution

- (a) The **Society** may amend or replace the **Constitution** at a **General Meeting** by a resolution passed by a simple majority of those **Members** either present and voting. No voting by proxy shall be permitted.
- (b) Any proposed motion to amend or replace the **Constitution** shall be signed by at least 10 per cent of eligible **Members** and given in writing to the **Secretary** at least 10 **Clear Days** before the **General Meeting** at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- (c) At least 5 **Clear Days** before the **General Meeting** at which any amendment is to be considered the **Secretary** shall give to all **Members** notice of the proposed motion, the reasons for the proposal, and any recommendations the **Committee** has.
- (d) 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.
- (e) When an amendment is approved by a **General Meeting** it shall be provided to Charities Services within three months of the date of the amendment.

37. OTHER

37.1 Contact Person

- (a) The **Society's** Contact Officer must be:
- (i) At least 18 years of age, and
 - (ii) A Committee Member, and
 - (iii) At all times be resident in New Zealand, and
 - (iv) Not disqualified under the **Act** from holding that office

Any change in that Contact Officer or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 25 **Clear Days** of that change occurring, or the **Society** becoming aware of the change.

37.2 Bylaws

The **Committee** from time to time may make and amend bylaws, and policies for the conduct and control of **Society** activities and codes of conduct applicable to **Members**, but no such bylaws, policies or codes of conduct applicable to **Members** shall be inconsistent with the **Act**, regulations made under the **Act** or the **Constitution**.