

Manakau District Community Association Incorporated

Rules:

1. Name:
The name of the Society shall be Manakau District Community Association Incorporated, hereinafter referred to as the Society.
2. Objectives:
 - (a) To promote, protect and assist the interests of residents and ratepayers of the Manakau area.
 - (b) To be the channel of communication and representation between the Society's members, the Horowhenua District Council, Government departments, local authority or any other body, person, society, association or institution.
 - (c) To consider all questions and matters of interest for improvement of the district hereinafter defined.
 - (d) To amalgamate with, or enter into any arrangements for co-operation, joint venture, reciprocal concession or otherwise with any other society or bodies or persons with interests or objects altogether or in part similar to those of the Society.
 - (e) To purchase, exchange, lease, hire or otherwise acquire for the purposes of the Society any personal or real property
 - (f) To borrow or raise the payment of moneys by such means as may be considered necessary.
 - (g) To do such other lawful acts, deeds, matters and things as may be conducive, directly or indirectly to the interest of the Society.
3. Membership:
 - (a) Residents and ratepayers of the Manakau township and environs shall be eligible for membership of the Society. Members may join on acceptance of an application and payment of any subscription, set from year to year by the Committee.
 - (b) Membership may be terminated at any time by resignation, non-payment of any subscription or for any other reason agreed upon by the Committee pursuant to clause 8 (b) hereof.
 - (c) The area from which membership can be drawn shall be as determined in detail from time to time by any general meeting of the Society.
4. Officers of the Society:
 - (a) The Officers of the Society shall be a Chairperson, a Deputy Chairperson, a Secretary and a Treasurer noting that the offices of Secretary and Treasurer may be combined and held by one person.
 - (b) The office of the Chairperson shall not be held by any person for a period in excess of three consecutive years.
5. Election of Officers:
 - (a) The Chairperson and Deputy Chairperson shall be elected at each Annual General Meeting from nominations received and seconded by financial members

present at such meetings. In the event of more than one nomination being accepted for such offices, a ballot shall be taken and scrutineers shall be appointed to count the votes and declare the result to the presiding Chairperson. An equality of ballot votes shall be decided by lot.

(b) Secretary and Treasurer:

At the first Committee meeting following each Annual General Meeting, a Secretary and Treasurer shall be appointed. In the event of no elected member of the Committee being available for the offices or office of Secretary and Treasurer, the Committee shall have the power to appoint a member or members of the Society to fill this/these position All officers and members of the Society shall be financial members of the Society.

6. Committee:

Five (5) members of the Society shall be elected to the Committee from nominations proposed and seconded by financial members present at each Annual General Meeting. A ballot shall be taken if nominations exceed the number required. An equality of ballot votes shall be decided by lot.

7 Management:

The management and control of the Society shall be vested in the Committee which shall have all the powers of the Society which are not expressly required to be done or exercised by the Society in general meeting or as otherwise provided by these rules.

8. Powers of the Committee:

- (a) To exercise such advisory and representative powers as shall be vested in by the Society at any Annual General Meeting or Special General Meeting or as provided for in these rules.
- (b) To refuse to admit any person to membership of the Society without assigning any reason therefore and to terminate the membership of any person if it is to the betterment, attainment or realization of the objects of the Society and in particular to terminate the membership of any member who ceases to be a resident or ratepayer of the Manakau township or its environs.
- (c) To appoint sub-committees of its members as deemed necessary and to co-opt to such sub-committees members of the Society provided that co-opted members of sub-committees shall have no voting power at meetings of the Committee. The Committee may delegate to any such sub-committee such of the Committee's powers and duties as are required, subject to such restrictions as it shall consider fit.

9. Vacation of Office:

The offices of Chairperson, Deputy Chairperson, Secretary and Treasurer and members of the Committee shall be vacated if such member –

- (a) ceases to be a financial member
- (b) resigns from office in writing
- (c) becomes of unsound mind.

10. Casual Vacancies on Committee:

If a casual vacancy occurs on the Committee by reason of death, resignation or otherwise the Committee shall have power to elect a member of the Society to fill the vacancy for the unexpired term.

11. Meetings of the Committee:

- (a) the Chairperson, or in the absence of the Chairperson, the Deputy Chairperson, shall preside at meetings of the Committee and in the event of equality of votes, the presiding Chairperson shall have a casting, as well as a deliberate vote.
- (b) voting shall be by voice, or if directed by the Chairperson, or on the requisition of at least two (2) members of the Committee, a show of hands.
- (c) the quorum for meetings of the Committee shall be four (4).
- (d) not less than four (4) meetings shall be held annually during the elected term of the Committee.
- (e) not less than 10 days notice of meetings shall be given to members of the Committee.
- (f) all elected office holders shall declare any and all financial conflicts of interest before considering any business and must be prepared to abstain from voting where such conflict exists.

12. Secretary and Treasurer:

The Secretary shall-

- (a) keep a register of membership
- (b) conduct all correspondence
- (c) have custody of all records of the Society and the Common Seal
- (d) convene all meetings directed by the Chairperson or upon requisition in accordance with these rules

The Treasurer shall:

- (a) collect and disburse moneys under the direction of the Society in General or Committee meetings.
- (b) keep the accounts and prepare statements duly audited for presentation at the Annual General Meeting showing respectively the income and expenditure of the financial year immediately preceding such meeting and its assets and liabilities at the end of such year.
- (c) ensure that every cheque drawn on the account of the Society shall be signed by any of the Treasurer, Secretary and Chairperson or such further or other persons as may be agreed upon by a meeting of the Committee.

13: Financial year:

The financial year of the Society shall close on the 31st day of March in each year.

14: Annual General Meetings:

The Annual General Meeting of the Society shall be held within two calendar months of the end of the financial year. The order of business shall be:-

- (a) to receive and adopt the minutes of the previous A.G.M
- (b) to receive and adopt the Annual Report and statement of accounts

- (c) to elect a Chairperson, a deputy Chairperson and five committee members for the ensuing year
 - (d) to appoint an auditor for the ensuing year
 - (e) to fix the subscription for the ensuing year
 - (f) notices of motion
 - (g) general business.
- I. The Quorum: for an Annual General Meeting shall be ten financial members on the Society's register
 - II. Voting: shall be by voices or by a show of hands as directed by the Chairperson, or upon the requisition of at least two members present, provided that a poll may be demanded by not less than two members present immediately after the result of a show of hands has been taken and before the meeting proceeds with the next business on the order paper. If a poll be demanded, two scrutineers shall be appointed to count the votes and declare the result to the Chairperson. The result of the poll shall be deemed the resolution and shall be entered in the minute book accordingly. Except as provided in Rule 5 and 6 the presiding Chairperson shall have a casting as well as a deliberate vote.
 - III. Notice of Meeting: Not less than 21 days notice of each Annual General Meeting shall be given to members. Notices shall be given by post, electronic, and or the media, as deemed necessary by the Committee.
 - IV. All Notices of Motion: to be brought before an Annual General Meeting shall be lodged with the Secretary not later than 30 days prior to the date set for the meeting, and shall be included in the notice convening the meeting, provided that the business of which notice has not been given with the consent of two thirds (2/3rds) of the members present at the meeting, be put to the meeting, discussed and voted upon.

15. **Special General Meeting:**
 A special General Meeting may be called by the Chairperson or the Secretary by order of the Committee or upon receipt by the Secretary of a requisition for such meeting signed by or on behalf of not less than five (5) financial members of the Society. Any such order or requisition shall state the business for which the meeting is desired and no other business shall be transacted at that meeting. The Committee shall determine and the Secretary shall notify by advertisement or circular to members the date, time and place of all Special General Meetings within one month or receipt of the order or requisition for same. Voting shall be as provided for an Annual General meeting. The Quorum shall be not less than ten financial members on the Society's register.

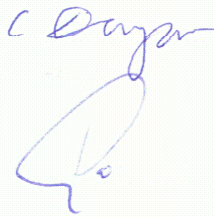
16. **Annual Subscription:**
 At each Annual General meeting, the subscription for the ensuing year shall be fixed. Subscriptions shall become due immediately following each Annual General meeting and if unpaid within three (3) calendar months, any such unfinancial members shall forfeit their rights of membership until their subscription is paid in full.

17. **Appointment of Auditor:**
At each Annual General meeting the Society shall appoint an Auditor or Honorary Auditor who shall audit the Society's accounts for the ensuing year.
18. **Trustees:**
(a) at an Annual General Meeting, three (3) persons, being members of the Society but not members of the Committee may be appointed to control funds or property of the Society or any real or personal vested in the Society.
(b) The Committee or Trustees under the direction of the Committee shall be, and are hereby authorised to, raise money and/or purchase land or property which may come into the possession of the Society. The Committee or Trustees not dispose of any land or property without the authorisation of a special resolution by three quarters majority of members of the Society.
19. **Legal Advisor:**
The Committee may appoint a Legal Advisor or Honorary Legal Advisor as deemed necessary from time to time.
- 20: **Property and Funds:**
The Property and Funds of the Society shall be applied solely towards the objects of the Society in such a manner as the Committee shall from time to time resolve. All moneys received by or on behalf of the Society shall be paid into the Society's bank account with such bank as the Committee shall appoint. All accounts shall be submitted for the approval of the Committee and shall be paid by cheque drawn on the Society's account.
21. **Winding Up:**
The Society shall be wound up upon the passing of a resolution to that effect passed at an Annual or Special Meeting, the notice of which has included the proposal for winding up
- In the event of the Winding Up of the Society or of the dissolution by the Register of Incorporated Societies, the funds and assets of the Society remaining after payment and satisfaction of its debts and liabilities and the costs and expenses of winding-up shall be disposed in such a manner as the Society in General Meeting shall determine.
22. **Alteration to Rules:**
These rules shall not be amended, added to, or rescinded except by resolution to that effect by a majority of not less than two thirds of the votes recorded on a poll taken at an Annual General Meeting or Special General Meeting convened for that purpose, nor unless written notice of the proposed amendment, addition or rescission shall have been given not less than 30 days before an AGM or Special Meeting. No such amendment, addition or rescission shall be valid unless and until accepted by the Registrar of Incorporated Societies.

23. Common Seal:
The Common Seal of the Society shall bear the registered name of the Society and shall be kept in the custody of the Secretary. It shall be affixed to any instrument, deed or document in the presence of two members of the Committee who shall subscribe their names and offices thereto as witnessed.
24. Registered Offices:
The registered postal address of the Society shall be a Manakau Post Office Box allocated by the Post Office and the Registered Office of the Society shall be determined from time to time, by the Committee.
25. Notwithstanding anything contained in these Rules to the contrary and where an expression of opinion has been asked by the Horowhenua District Council or any other local authority of the members of the Society, only members of the Society shall be entitled to vote thereon.

Approved at the Annual General Meeting of the Society held on the 25th May 2011

Chris Dungan
Chairperson:



Kimbal McHugo
Deputy Chairperson:



Pam Edwards
Secretary:

