

THE ADDINGTON NEIGHBOURHOOD
ASSOCIATION INCORPORATED
CONSTITUTION

FEBRUARY 1991.

NAME The name of the Association shall be The Addington Neighbourhood Association Incorporated, hereinafter referred to as the Association.

REGISTERED OFFICE The Registered office of the Association shall be situated at St Mary's Church, Church Square, Addington or at such other place as the Executive shall from time to time determine.

OBJECTS AND POWERS

OBJECTS The objects for which the Association is established are:

- a) To promote and protect the interests of residents within the suburb of Addington.
- b) To work towards the creation of a sense of community within the suburb of Addington.
- c) To provide residents with an opportunity to raise and discuss issues pertaining to the suburb of Addington.
- d) To, from time to time, and at the direction of residents, provide representation to Local and Central Government on issues pertaining to residents.
- e) To encourage residents of Addington in the pursuance of good relations and community spirit within the area.

POWERS The Association has the following powers which it may invoke in pursuance of the above mentioned objects.

- a) To use the funds of the Association as may be considered necessary or proper in payment of costs and expenses incurred in carrying out the objects of the Association including the employment of officers or agents and servants as shall appear expedient.
- b) To purchase, take on or lease or otherwise acquire or sell, lease or dispose of any interest in land, buildings, furniture or other personal property and to erect, maintain, alter and repair any building or erection.
- c) To borrow or lend money upon such securities or without security as the Association shall decide and for the purposes thereof to issue or receive debentures, mortgages, chattels, securities or any other form of security which the Association may decide upon, or to give guarantees for monies lent to any person.
- d) To make, take and accept any gift, transfer or conveyance of property whether real or personal, and whether real or personal, and whether subject to any special trust, for one or more of the objects of the Association.
- e) To undertake and execute any trusts or any agency business which may seem directly or indirectly conducive to any of the objects of the Association.
- f) To publish or promote the publication or circulation or sale of any books, pamphlets, periodicals and other printed matter relating to any of the objects of the Association.
- g) To do all such lawful acts and things as are incidental or conducive to the attainment of any or all of the above mentioned objects or any other object which the Association may from time to time cause to be established.

MEMBERSHIP

5. INDIVIDUAL/FAMILY MEMBERSHIP

- a) Any person resident in Addington may apply for membership of the Association.
- b) Every application for membership shall be received by the Secretary who will submit it to the Executive for consideration. The Executive on being satisfied that the necessary criteria for membership has been fulfilled may accept the application and admit the applicant as an Individual or Family member of the Association.

6. ASSOCIATE MEMBERSHIP

- a) Any person or persons, not resident in Addington, but who in all other respects would be granted membership may apply for membership of the Association.
- b) Such application for membership shall be made as per Rule 5b.
- c) Once such application has been approved, the applicant shall have all the rights of Individual or Family Membership.

7. LIFE MEMBERSHIP The Association may by any General Meeting on the recommendation of the Executive elect to Life Membership any person who has been an Individual or Family member of the Association and who has rendered signal service to the Association. Any such person so elected shall not be subject to any financial obligation imposed by these rules but shall be entitled to all the rights and privileges of Individual or Family Membership.

8. REGISTER OF MEMBERS A Register of Members showing the names, addresses and phone numbers of members shall be maintained by the Secretary and kept at the Registered office of the Association.

9. TERMINATION OF MEMBERSHIP Membership may be terminated by the following means.

- a) RESIGNATION Any member may resign by giving notice in writing to the Secretary.
- b) RESOLUTION The membership of any member may be terminated by any General Meeting. Notice of such termination of membership shall be given by the Secretary to the member affected and will take effect immediately. Any person/s so affected will cease to have any interest in or claim on any funds or property of the Association.
- c) APPEAL PROCEDURE If the Association decides to expel a member, that member shall have a further right to appeal the decision at an Association meeting. The member must notify the Association of their intention to do so within 14 days of its decision to expel.

10. MANAGEMENT The affairs of the Addington Neighbourhood Association shall be carried out by monthly meetings of the membership.

- a) EXECUTIVE Shall consist of a Chairperson, Co-ordinator, Secretary and Treasurer. The Executive shall attend to such urgent matters as may be required and all its actions shall be confirmed by the next Association meeting.
- b) CO-OPT The Association may co-opt a person who may be in a position to contribute valuable information or service

- c) ATTENDANCE RIGHTS Any member of the Association shall have the right to attend meetings of the Executive.

11. ELECTION OF OFFICERS

- a) METHOD. The election of all officers of the Association shall be by consensus. If this is not possible election shall be determined by a simple majority of those present.
- b) PROXIES. Proxy voting will not be accepted.
- c) NOMINATIONS. Nominations for all officers can either be in writing or from the floor at the A.G.M.
- d) NOTICE. Not less than seven days notice shall be given of the election date.
- e) ELECTION DUE DATE. The election of the Executive shall take place at the Annual General Meeting of the Association.
- f) VOTING. Each Individual or Life or Associate member shall be entitled to one vote.
- g) SCRUTINEERS The meeting shall appoint not less than two nor more than five scrutineers who are not candidates for election. Any ties shall be decided by lot. The result of the election shall be declared immediately.
- h) TAKING OFFICE. The Executive shall hold office from immediately after the meeting at which they were elected until the close of the next meeting at which an election is held.

12. VACATION OF OFFICE The office of a Executive member shall be vacated:

- a) If s/he ceases by any means to be a member.
- b) If s/he resigns from office in writing addressed to the Secretary.

13. REMOVAL FROM OFFICE. The Executive or any member thereof may be removed from office on the votes of a two-thirds majority of the votes recorded at a Special Meeting convened for the purpose. In the event of the removal of the Executive or member thereof under this rule, the election of a new Executive or member thereof shall proceed forthwith in the manner prescribed in Clause 11.

14. COMMON SEAL. The common seal of the Association shall be kept in the custody of the Secretary and shall not be affixed to any deed, instrument, contract, document or paper without the authority of the Committee. The affixing of the seal on any deed or instrument creating legal obligations upon the Association shall be attested by the Chairperson, Co-ordinator or Secretary or Treasurer or by a duly appointed member of the Association.

15. MEETINGS ANNUAL GENERAL MEETING An Annual General Meeting shall be held not later than August 31st each year. Members shall be given not less than 7 days notice of such meeting.

16. NOTICES OF MOTION Notices of motion for consideration by the Annual General Meeting shall be in the hands of the Secretary

17. EXTRAORDINARY GENERAL MEETING. The Executive may whenever it thinks fit, and shall, upon requisition in writing by six of its Executive members or fifty per cent of Individual, Family or Associate members, convene an Extraordinary General Meeting, and such requisition shall specify the object of the proposed meeting. If within 28 days from receipt of such requisition the Executive has not convened such meeting the members making the requisition may themselves convene the meeting at the expense of the Association.
18. FREQUENCY OF MEETINGS. The Association will aim to meet monthly.
19. NOTICES Any notice required to be sent to any member shall be deemed to have been duly delivered if sent by prepaid postage addressed to the last known place of abode within New Zealand. Any such notice may be incorporated in any Association newsletter or other document published by the Association for distribution to members.
20. QUORUM Quorums for the following meetings shall be:
a) Executive: Three
b) General : Seven
c) Annual or Extraordinary: 25% of all members.
d) Any other meeting: Three
21. CONDUCT: Meetings shall be conducted in accordance of recognised rules of debate.
22. VOTING Every question submitted to the meeting shall be decided in the first instance by consensus. If this is not possible the decision will be determined by a simple majority of those present.
23. MINUTES Minutes shall be kept of the proceedings of meetings of the Association and where practicable any sub-Committee.
24. FINANCE The Executive is to ensure that the following accounting procedures are followed:
a) BANKING All money received on account of the Association shall be paid to its credit at the offices of its Bankers within a reasonable time of receipt.
b) ACCOUNTS FOR PAYMENT All accounts rendered to the Association shall be approved by the Executive before payment. All payments shall be made by cheque.
c) CHEQUES Each cheque shall be signed by any two of the Chairperson, Co-ordinator, Treasurer or Secretary.
d) ANNUAL ACCOUNTS. A Statement of Income and Expenditure for the financial year ending March 31st, a Balance Sheet setting out the assets and liabilities as at that date and detailing any mortgages or securities affecting any property of the Association shall be compiled by the Treasurer, duly audited by an Auditor appointed by the Association, and circulated to members at (least 7 days prior to) the Annual General Meeting.
e) FILING Immediately after such a meeting these statements and balance sheets in duplicate shall be forwarded by the Secretary to the Registrar of Incorporated Societies.
25. SUBSCRIPTIONS.
a) Annual subscriptions payable by Individual, Family and Associate members of the Association shall be decided on annually by the Annual General Meeting and become payable

- b) REMISSION The Executive may in exceptional circumstances remit the whole or any part of the subscription payable by any member.

26. INVESTMENTS. The Executive from time to time invest monies in such investments as are authorised for investment of trust funds or in any other investment as may from time to time be approved by members of the Association in General Meeting.

27. BORROWING. The Association may borrow such money as it may think fit, necessary or expedient with or without security and may secure repayment thereof by a mortgage or mortgages of any real or personal property of the Association or by debenture or debentures, promissory notes, bills of exchange, negotiable instruments or other such securities and subject to any covenants, powers, conditions, agreements and obligations as it may think fit.

GENERAL

28. ALTERATION OF RULES.

- a) The Rules governing the Association may be altered, added to or rescinded by a sixty per cent majority of those members present and voting at a General Meeting of which due notice was given, such notice having included particulars of the proposed alterations, additions or rescissions.
- b) Any such alteration shall be submitted by the Secretary in duplicate, to the Registrar of Incorporated Societies, immediately after they have been approved and shall be accompanied by a statutory declaration that the alterations have been made in accordance with the rules of the Association.

29. DISSOLUTION.

- a) The Association shall be wound up if at a General Meeting of which due notice has been given a majority of those members personally present and voting pass a resolution to this effect and if such resolution is confirmed by a similar majority at a subsequent General Meeting called for that purpose and held not less than thirty days later, for which at least fourteen days notice has been given.
- b) If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Association but shall be given or transferred, in trust, for the residents of Addington, to the City of Christchurch.

30. INDEMNITY.

- a) No action at law or otherwise shall lie in favour of members of the Association or Executive against any other members of the Association or Executive in respect of any matter pertaining to these rules.
- b) No member or duly appointed agent of the Executive or member of the Association shall be liable for any acts or omissions of any other members or agents of the Executive or members of the Association for which any action at law or otherwise or any loss, expense or liability may arise unless the same arises from that

31. PECUNIARY GAIN No member shall receive or obtain any pecuniary gain, except as a salaried officer of the Association, from the property or operations of the Association.
32. STATEMENTS. No member or group of members shall make any public or press statement purporting to be made by or on behalf of the Association without the approval of 2 members of the Executive.
33. INTERPRETATION The decision of the Executive on the interpretation or application of the rules or on any matter or thing not contained in these rules but pertaining to the Association, its properties or interests shall be conslusive and binding on all members until revoked at an Extraordinary General Meeting.