

Constitution

CONSTITUTION AND RULES OF THE CENTRAL RICCARTON RESIDENTS' ASSOCIATION INCORPORATED

Clause 1 Name of the Society The name of the Society shall be "Central Riccarton Residents' Association Incorporated".

Clause 2 Objects The objects of the Central Riccarton Residents' Association Incorporated hereinafter referred to as "the association", shall be: (a) To promote, preserve and protect the interests of the residents of the Central Riccarton Residents' Association area (b) To support the efforts of any person, persons, association, or any other bodies, who may in the opinion of the association be working for the benefit of the Central Riccarton area. (c) To foster social activities within the association's area.

Clause 3 Membership 3.1.1 Any person, being a ratepayer or resident within the defined boundaries of the Central Riccarton area (see clause &) shall be eligible for membership of the association. Applications may be verbal or in writing to the Secretary. 3.1.2 Applications in writing from individuals or relevant organisations not qualified by clause 3.1.1 who can justify local interest will be considered by the committee.

3.1.3 A person shall become a member by having name, address and occupation entered in the membership register of the association (as required by the Incorporated Society's Act 1980 hereinafter called "the act"). Membership shall be free. 3.1.4 Any Member resigns by either (1) tendering a written resignation to the Secretary, or (2) permanently leaving the district. 3.1.5 A quorum (5 people) or the full committee may by resolution suspend or expel any member from the association for any reason it may deem fit PROVIDED HOWEVER that if such member within one month of suspension or expulsion gives notice in writing to the Secretary of his/her intention to appeal such decision, the committee shall then appoint three members to hear and determine such appeal and shall give notice of the time and place of the hearing the appeal to the appellants.

Clause 4 Annual Subscription There shall be no annual subscription. **Clause 5** Financial Year The financial year shall end on the 30th day of September each year, or such other day as the Annual Meeting may decide. **Clause 6** Boundaries of the Association Those parts of the City of Christchurch bounded by the South Island Main Trunk Line, Riccarton Road south side, Matipo Street, east side, and Blenheim Road, and shall include all of Dallas Street and Maxwell Street.

Clause 7 Officers, Management and Method of Election 7.1.1 The affairs of the association shall be administered by a committee made up of the following officers: Chairperson, Secretary/Treasurer, and not less than five other members. 7.1.2 The Treasurer and three others shall be trustees of the bank accounts) with the ability to sign cheques and also administer any other properties or assets of the association. 7.1.3 An auditor shall be appointed annually, not necessarily a member. 7.1.4 All officers shall retire annually and shall be eligible for re-election at the Annual General Meeting of the association, or should an emergency arise, at a Special General Meeting called for the purpose. 7.1.5 Nominations for all offices shall be received verbally at such Annual General Meeting or Special General Meeting aforementioned. 7.1.6 In the event of nominations for any office being in excess of requirements, a secret ballot shall be held, and the results recorded in the minutes of the meeting concerned.

DUTIES 7.2.1 Secretary Handling correspondence, carrying out the administration of the association's affairs; keeping a register of members and other records; preparing for and attending meetings of the committee and of the association; writing up the minutes of all meetings, and observing the requirements of the act. The secretary shall also be responsible for the summoning of all committee meetings. 7.2.2 Treasurer Receive and account for all monies due to the association; pay all accounts owing by the association; prepare the association's annual accounts; prepare a budget for the following year; report on the association's financial position to the committee at regular intervals; observe the requirements of section 23 of the act, and ensure that all monies received by the association are, receipted and banked. 7.2.3 Chairperson Preside at meetings in a proper and dignified manner; ensure that the meeting is properly convened and that a quorum is present in accordance with the association's rules; conduct meetings properly in accordance with the association's rules; ensure that the sense of the meeting is properly ascertained with regard to any question under consideration; preserve order, and see that a proper procedure is followed, particularly regarding the rules of debate; give all persons present and entitled to speak and vote a reasonable opportunity to do so; declare the meeting closed at the termination of business, and vouch for the correctness of the minutes by signing them. 7.2.4 Committee Manage the association; make by-laws and regulations for the conduct of the association; open, and operate bank accounts as required; raise funds; borrow money; elect new members; ensure the keeping of minutes of all meetings of the committee, sub committees and members; ensure that proper books of accounts are kept, and delegate certain of its powers to sub committees. 7.2.5 What Powers do Delegates Have? Delegates have no more power or authority than the appointing committee or body gives them. If, in carrying out the tasks assigned to them, the delegates exceed their authority, the appointing body may ratify their actions. However, where the parent body's own power is exceeded problems could arise.

Clause 8 Annual General Meeting The annual general meeting of the association shall be held in the month of November in each year. Not less than fourteen days notice shall be given of the holding of the meeting by advertisement in the local newspaper or by newsletter. **Clause 9** Meeting procedure 9.1 The quorum at an annual or special general meeting shall be of members whilst that for committee meetings shall be five members. 9.2 Voting shall normally be by voice, and in the case of doubt, by show of hands provided that a secret ballot may be required as follows: (a) If the presiding officer deems it appropriate, or (b) If 5 or more members present request it. 9.3 Proxy votes for any general meeting must be in writing on individual forms supplied by the secretary, and must be signed by both parties. 9.4 No member shall hold more than five proxies. Two scrutineers, not Members of the committee, shall be appointed by the meeting to count the votes and report the results. The members register shall be available if required to validate proxy votes the rights of those present to vote. Meeting consensus applies in the absence of stated procedure. **Clause 10** Special General Meetings 10.1 Special General Meetings may be called at any time the committee considers necessary or upon a requisition signed by at least ten (10) members of the association or the majority of the committee. 10.2 Any such requisition shall be lodged with the secretary of the association, and shall state the nature of the business

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to be transacted. No other business may be entered into at such special meeting.

10.3 Notices of special general meetings to alter rules or the constitution of the association shall be advertised at least fourteen days prior to the meeting by nature c advertisement and/or by means of newsletter.

10.4 The Chairperson or Secretary can call an emergency meeting of the committee which must have a quorum.

Clause 11 'Committee Meetings' The committee shall meet a minimum of four times in any calendar year.

Clause 12 'Alteration or Addition to the Rules of Association' The rules of the association may be altered, added to or rescinded only by notice of motion having been given at least fourteen days before a special general meeting called for that purpose. In all cases of alteration to, or rescinding of rules: (a) The requirements of the act and subsequent amendments must be complied with. (b) There must be at least two thirds of those members present at the meeting or by proxy in favour.

Clause 13 'Liquidation of the Association' The association may be dissolved by consent of the majority of the members entitled to vote in the manner provided by Section 24 of the act, namely at two general meetings of the association, called for the purpose and held not more than 30 days apart. Upon the association being liquidated, the property of the association shall be sold, and the balance after payment of debts shall be held in trust by the local authority for the benefit of the Central Riccarton Residents' Association area at large.

Clause 14 'Authority of the Association'

14.1 Common Seal The association shall provide a common seal which shall be in the custody of the secretary. The seal shall not be affixed to any instrument except in pursuance of a resolution of the committee and in the presence of two members of the committee.

14.2 Signatories Any members of the committee acting bona fides on behalf of the association as authorised signatories either to cheques, negotiable instruments, contracts or agreements shall not render themselves personally liable.

Clause 15 'General' In case a question arises which is not provided for in these rules, or any doubt exists as to the interpretation of these rules or any other matter shall arise pertaining to the association, its property or interests, the same shall be determined by the committee whose recommendation shall be conclusive and binding on all members unless revoked at a special general meeting held not later than the next following Annual General Meeting.

Clause 16 'Manner of receipt of Notices of Motion' The secretary shall receive all notices of motion at least 24 hours before the advertised date of the annual or special general meeting.