



# New Zealand Bowhunters Society

## Officer Holders Rules and Constitution

This Edition updated after AGM on June 1<sup>st</sup> 2024

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### **3. NZBS RULES FOR: Society**

#### **3.0 OFFICE HOLDERS RULES**

##### **3.1 PRESIDENT**

Chairing and leading all meetings and gatherings of the Society, co-ordinating the work of the Committee and spokesman for the Society on all matters pertaining to policy or the Constitution.

Negotiate and strive for complete understanding of Society's recreational hunting needs with the Government departments, National Parks Board, and reserves for continued access and recreational bowhunting. Submit, where appropriate, documentation and proposals to relevant bodies.

Represent our Society at relevant National, International and local conferences. It is considered that personal attention to this is necessary, but a proxy may attend if the President is not available.

President is given authority to pay accounts up to \$300.00 prior to Committee approval. A list of these payments is reported to the next Committee meeting and endorsed. Accounts in excess of \$300.00 need Committee approval before commitment.

The date for the first Committee meeting after the Annual General Meeting shall be set by the President and advised to the Minutes Secretary. All other meeting dates set as per Constitution and advised in the meeting minutes.

##### **3.2 IMMEDIATE PAST PRESIDENT**

To pass over presidency after election of officers and to pass on all relevant information and documentation and to act in an advisory role to the President and Committee and shall hold office for one year.

##### **3.3 ADMINISTRATION OFFICER**

Receive all general correspondence on behalf of the Society and answer promptly, a task that must be carried out diligently if the Society is to remain active.

All correspondence relating to policy, publicity, liaison and game to be passed on to the appropriate officer for action or replied to after the Committee or appropriate officer referral

Dispatch all resale items and supplies paid for by members promptly.

Maintain a file of member's names and addresses.

Membership cards to be issued and clearly marked with the current year.

### 3.3.1 MINUTES SECRETARY

Take and circulate the minutes of Committee and AGM meetings. There will be no payment but postage and photocopying and all other expenses will be met by the Society. A file copy of minutes shall be kept by the Minute Secretary.

### 3.4 TREASURER

The Treasurer shall record income and expenditure and be guided by the auditor and Committee. Act as the NZBS financial director, responsible for advising the NZBS about the level of expenditure, or on the use of funds held.

#### **Specific duties are:**

The audited accounts shall be prepared by April 20<sup>th</sup> and presented to the next Committee meeting. The Committee should consider these accounts and recommend to the members a level of annual subscription to maintain future financial viabilities.

Immediately after the AGM the Treasurer and the Committee should consider the financial state of the NZBS for the coming year.

No payments are to be made except by cheque, all receipts to be banked intact.

Treasurer is given authority to pay accounts up to \$300 prior to Committee approval. A list of these payments is reported to the next Committee meeting and endorsed. Accounts in excess of \$300.00 need Committee approval before commitment.

At each regular Committee meeting the Treasurer reports on receipts and payments, it is the Treasurers duty to watch the level of spending generally and advise the Committee if it appears to be spending beyond its means.

The Treasurer is responsible for collecting all receipts, including the results of fund raising, functions, subscriptions etc. If the task is not done personally, the Treasurer should supervise collection in some way.

It is the Treasurers responsibility to keep an accurate record of members subscriptions and to administer the collection of subscriptions in accordance with the Constitution and ensure notice is placed in the magazine when membership is due and advise members via the magazine of their final magazine unless subscription is received. Subscriptions are due on the 30<sup>th</sup> September with one month's grace. Members not financial by the 30<sup>th</sup> October cannot claim game nor receive magazines. The date of receipt of the annual Society subscription and entry fee is on the passing of the money to the Treasurer or Committee member. Where mailed, the post marked date is deemed the date of receipt. In the cast of lost subscription, no game claims shall be forfeited, at the Committees discretion.

Receipts shall be issued for all monies received and payments only made against accounts received, which shall be held for audit.

For specific projects or functions the Treasurer may prepare a special budget.

A budget shall be prepared for the Annual Tournament in conjunction with the Tournament Committee.

The Treasurer checks the monthly bank statements and any charges made setting them against the records kept by the Society. If the Society is holding substantial funds the Treasurer may suggest investment.

The Treasurer shall prepare the Society records for the Auditor, at least to the extent of annualized inwards and outwards cash books, bank reconciliations, valued stock sheets, asset records and balance sheets.

It is the Treasurers responsibility to fill all requirements laid down in the Incorporated Societies Act and other relevant legislation.

### 3.5 MAGAZINE EDITOR AND MANAGER

Collect all relevant information from members, minutes and correspondence for compiling into a magazine (minimum of four issues per year) to keep members informed of the Society's activities.

Obtain from the Administration Officer an up to date file of financial members and addresses and post magazines to all who qualify.

Arrange compiling, printing and posting of magazine.

To seek advertising to reduce cost to the Society

To arrange judges for the literary award, collate judge's returns and report to the Administration Officer (confidentially).

To seek stories and articles for the magazine

To place material and notices in the magazine if directed by the Committee

Publish results of Remits in the magazine immediately following the Tournament.

Articles and stories which are supplied for publication for the magazine can only be used elsewhere with contributor's permission.

### 3.6 PUBLICITY AND SOCIAL MEDIA MANAGER

Promotes NZBS, who we are and what we offer

Recommends, develops and manages social media strategy and platforms

Encourages members to contribute and share material

Co-ordinates sponsorship initiatives for NZBS

### 3.7 AREA VICE PRESIDENTS

The role of this office is primarily promotion of bowhunting in their area.

To advise the Committee of any changes pertaining to hunting in their area

To organize for their area transport to stay in the bush hunts whenever possible

Where possible to arrange junior sponsorship

Advise members in their area the aims and objects of the Society and to assist new members with queries regarding awards systems, gear etc to the best of their ability.

To liaise with relevant archery groups in their area

To act as proxy for the President or Committee representative in their area if required

To keep members informed of Society's activities and Committee work/decisions as per the minutes.

To liaise amongst their members and report members views to Committee.

To actively encourage recruitment of new membership to the Society

### 3.8 GAME RECORDING OFFICER

Record all Big and Small Game for the members of the Society.

Maintain an accurate list of game claimed and awards for all members.

To authenticate as far as possible all game claims, that members are financial and Code of Ethics and Fair chase rules complied with.

To answer all correspondence related to game.

To present a game report at each Committee meeting detailing all big and small game claimed, record book entries, and game awards presented.

To provide an up to date game report to each magazine

To recommend to the Committee changes to game awards or rules to take into account changing circumstances pertaining to game recognized or availability.

For the Annual Tournament to advise the Tournament Secretary details of annual game placings, for most big game, most small game, most deer, most fish, most big game species, most small game species, Junior Bowhunter of the Year and Bowhunter of the Year

To report annual game statistics to the AGM

### 3.9 AUDITOR

To audit the Society records paying particular attention to cash receipts, payments and that payments have been authorized by the Committee.

The Auditor should be either a member of the NZ Society of Accountants or someone with accounting skills who is clearly independent of the general Committee.

### 3.10 CUSTODIAN PHOTO ALBUMS AND RECORD BOOKS

To maintain the record books from claims as advised by the Game Recording Officer

Maintain photo albums recording the activities of the Society and membership.

To keep safe these valuable records on behalf of the members and the Committee

Ensure that photo albums and record books are available for display at the annual Tournament.

Photos provided for use in NZBS photo album, record books and magazine can only be used elsewhere with contributors permission.

### 3.11 COMPLIMENTARY TICKETS

The President and Tournament Secretary have free entry to the Tournament social for themselves and partner. Other free social tickets for the Tournament are property owners, Host Club Presidents and partners.

### 3.12 WEBSITE MANAGER DUTIES

To update & maintain the Big Game and Fish Records. To update & maintain pre Tournament information and post Tournament results. To update & maintain Koi Carp Classic information and results

To update the NZ Bowhunter Magazine web page as each new issue is published. The Magazine Editor is to supply the latest cover photo prior to the magazine post out.

To update the annual game statistic's report post tournament.

To add additional information to the website as requested by the committee or relevant committee executive provided full and complete information is supplied to the Website Manager.

To maintain regular updates of any time sensitive material

To create new and maintain existing web pages where needed and keep the overall appearance of the NZBS website looking fresh.

When intending to use specific personal information, photographs, or literature that will be open to view to the public, it is the responsibility of the Website Manager to seek approval from the individual or rightful owner of that material before proceeding.

The Website Manager has no right to post personal views or comments on the NZ Bowhunters Society website. No use of coarse language allowed on the website.

No distasteful photographs with excessive blood or gore to be used. If unsure, the Website Manager must seek comment or approval from the committee before proceeding.

To reply to queries made to the website or direct them to the appropriate person.

# **NEW ZEALAND BOWHUNTERS SOCIETY**

## **CONSTITUTION**



## **NEW ZEALAND BOWHUNTERS SOCIETY INCORPORATED CONSTITUTION**

### 1. Name

The name of the Society shall be “New Zealand Bowhunters Society Incorporated” hereinafter referred to as “the Society”. The letters NZBS shall be recognized as the official abbreviation of the New Zealand Bowhunters Society Incorporated.

### 2. Registered Office

The registered office of the Society shall be at the premises of the Administration Officer.

### 3. Objects

The objects for which the Society is established are:

- 3.1 The promotion, encouragement and advancement of the sport of bowhunting, bush craft and the like and the provision for the members of facilities for the same.
- 3.2 The fostering of the preservation and protection of native fauna and flora.
- 3.3 The settlement of questions referred to the Society, the repression of abuses in connection with bowhunting, and the encouragement of respect for private property, Crown land and National Parks.
- 3.4 Federation and/or associations with branches, persons, and bodies interested in bowhunting.
- 3.5 The management so far as practicable of bowhunters in New Zealand, the promulgation of laws and regulations governing same and the conduct of members engaged therein.
- 3.6 The representation of New Zealand Bowhunters in their relations with overseas sportsmen.
- 3.7 Association with other groups involved in national and international sporting affairs.

### 4. Membership

- 4.1 The Society recognizes various types of membership.
- 4.2 Full Membership – Full membership is granted to individuals upon application

and acceptance by the Committee, and settlement of the requisite fees and dues. The society retains the right to refuse an application or renewal at the Committee's discretion at any Committee meeting.

Full members shall be entitled to:

A membership card

Regular issues of the Society's publication

Participate in the Society's game award system

Speak and vote at General Meetings of the Society

Hold office at any level of the Society

#### 4.3 Honorary Membership for Life

The Society may grant Honorary Membership for Life to any individual in recognition of extraordinary service. Such membership will entitle the recipient to the right to attend General Meetings and to speak, but not to make motions, vote nor receive game awards.

#### 4.4 Life Membership

This may be granted to any member whom the Society so desires to honour. Life Members shall be exempted annual membership subscriptions and have all the privileges of Full Membership. Nomination shall be submitted by the Committee with full citation at the Annual General Meeting (AGM) for ratification. Any member who has given many years outstanding service to bowhunting shall be eligible for Life Membership of the Society.

#### 4.5 Sponsored Junior Membership

The minimum age for acceptance into the NZBS is eight years of age.

For juniors aged 14 to 16 years a sponsor is required who is a senior financial member (18 years of age or over) and is willing to take full responsibility and guide the junior in following our code of ethics, indicating this by countersigning their application form. Game claim forms must be witnessed by the sponsor.

In addition, for juniors aged 8 to 13 years, the sponsor must be present during all bowhunting activities. No game is to be claimed unless the sponsor is personally there to witness and help with the taking of the game.

#### 4.6 Family Membership

Family Memberships are available to one or two senior members plus any number of junior members aged 8 to 16 years in the same family. All family members will have full membership privileges except that the family will only receive one copy of the Society's publication. The annual Family Subscription will be equivalent to two individual Subscription fees.

## 5. Entry Fee, Subscriptions

New members pay an Entrance fee which covers to 30<sup>th</sup> September. At this time, Annual Subscriptions are due for the next year. Entrance Fee and Annual Subscriptions to be set by Annual General Meeting.

(b) A discount of 50% of the Entrance fee will be given to any new member joining after 30<sup>th</sup> June.

One month's grace will be given for membership renewal.

## 6. Cessation of Membership

Any members may resign from membership by giving to the Administration Officer notice in writing of their intention to that effect and by paying up fees subscriptions or levies due. All resignations must be accepted by resolution of the Committee.

The Committee may at any time invite any member to resign within a specified time for acting in such a manner as may bring discredit on the Society or its members, for breach of the Constitution or Rules of the Society, or for serious misconduct.

In default of resignation the member concerned may submit the subject of their expulsion to a special Committee Meeting to be held within three calendar months of such letters. At such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation or defence either verbally or in writing.

If thereupon five-sevenths of the Committee present and voting shall vote for expulsion the members status shall terminate.

In the event of the member ignoring all communications, the Committee may vote for expulsion. If thereupon five-sevenths of the Committee present and voting vote for expulsion, the member's status shall terminate.

## 7. Organisation

### 7.1 Officers

Officers and Honorary Officers must:

1. Act in good faith and in the best interests of the society.
2. Exercise powers for proper purposes only.
3. Comply with the Act and the society's Constitution.

4. Exercise reasonable care and diligence.
5. Not create a substantial risk of serious loss to creditors.
6. Not incur an obligation the officer doesn't reasonably believe the society can perform.

All Officers must be 16 years of age or older and must consent, and certify, in writing, to the society that they are not disqualified. A person is disqualified from being an officer if they are —

- currently bankrupt
- prohibited from being a director or promoter of a company
- disqualified from being an officer of a charitable entity
- convicted and sentenced for certain offending within the last 7 years (for example, crimes involving dishonesty, tax evasion, and money laundering)
- subject to particular orders in New Zealand and overseas (for example, a banning order issued by the Court)
- unable to comply with any qualifications for officers contained in the constitution.

The Officers of the Society shall be: President, Immediate Past President, Minutes Secretary, Website Manager, Treasurer, Magazine Editor, Game Recording Officer, Custodian Photo Albums and Record Books, Publicity and Social Media Manager and General Committee Members as specified in paragraph 8.3

#### 7.2 Area Vice Presidents

Area Vice Presidents may be elected annually to represent the interests of members in the regions but do not hold the status of Officers.

#### 7.3 The Committee

The Committee is the Administrative body of the Society. To it belong all powers that are not specifically excluded by the Constitution. Any member has the right of attendance at Committee Meetings, to speak and to be heard, but does not enjoy rights of interjection or vote. The following Officers shall attend or apologise at all meetings: President, Minutes Secretary, Treasurer, General Committee Members.

The following may attend with full Committee status: Immediate Past President, Area Vice Presidents, Website Manager, Publicity and Social Media Manager, Magazine Editor, Game Recording Officer and Custodian Photo Albums and Record Books.

Committee members have a duty to declare any actual, perceived or potential conflicts of interest if they become aware of it when any matter is being considered by the Committee.

#### 7.4 Honorary Officers

- (a) Auditor
- (b) Patron

7.4 Office holders duties are as defined in the separate document entitled "Office Holders

Rules". Such document to be continually reappraised and evolved by the Committee, and form an integral part of the Society's Rules.

## 8. Appointment and Dis-Appointment

### 8.1 Appointment

Appointment is by normal process of nomination, seconding and majority vote at AGM.

The Office of Immediate Past President shall hold office for a period of one year.

### 8.2 Nomination of Officers, except General Committee Members

By nominations prior to the closing date as per notification in the official publication, nomination forms (along with notification of time and place of nomination) shall be mailed to members at least one month prior to closing date.

Failing nominations, positions may be filled from the floor at AGM.

### 8.3 General Committee Members

The AGM may vote to give the Committee the power to co-opt General Committee Members. Failing this up to five General Committee Members shall be elected, with nominations to come from the floor at the meeting.

### 8.4 Voting for Officers

A secret ballot will be held for election of officers where more than one member is nominated.

### 8.5 Where only one nomination is required this person shall be elected automatically unless there is a request for a vote which will take the form of a secret ballot.

### 8.6 Dis-Appointment of Officers

By written resignation, ratified by the Committee, consistent with the process outlined in 8.7.

The Committee may at any time invite a fellow officer to resign within a specified time for acting in a manner as may bring discredit on the Society or its members, for breach of the Constitution or Rules or non-performance of duties, and criminal or civil offences which in the opinion of the Committee give cause for instigation of dis-appointment procedures.

In default of resignation from office, the officer concerned may submit the subject to a special Committee Meeting to be held within one calendar month of such letters. At this meeting the officer under

consideration shall be allowed to offer explanation and defence either verbally or in writing. If thereupon five-sevenths of the Committee present and voting shall vote for dis-appointment, that person shall forthwith cease to hold office.

In the event of the officer ignoring all communications, the Committee shall vote for that person's dis-appointment. If there upon five-sevenths of the Committee present and voting shall vote for that person's dis-appointment, they shall cease to hold office.

The Committee has power to fill vacated offices as and where they occur.

## 8.7 Resolving Disputes

### 8.7.1. How complaint is made

1. A member or an officer may make a complaint by giving to the committee (or a complaints subcommittee) 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 to which the dispute relates and whom the allegation is against; and
  - c. sets out any other information reasonably required by the society.
2. The society may make a complaint involving an allegation 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.
3. The information given under subclause 1b. or 2b. must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.
4. A complaint may be made in any other reasonable manner permitted by the society's constitution.

### 8.7.2. Person who makes complaint has right to be heard

1. 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.
2. 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.
3. 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 statement or submissions (if any) are considered by the decision maker.

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

1. 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 bylaws or the Incorporated Societies Act 2022; or
  - c. has damaged the rights or interests of a member or the rights or interests of members generally.
2. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
3. If the respondent is the society, an officer may exercise the right on behalf of the society.
4. 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.

#### 8.7.4. Investigating and determining dispute

1. 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.
2. Disputes must be dealt with under the constitution in a fair, efficient, and effective manner.

#### 8.7.5. Society may decide not to proceed further with complaint

Despite the clause 'Investigating and determining dispute' above, the society may decide not to proceed further with a complaint if —

- a. the complaint is 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 bylaws or the Incorporated Societies Act 2022;
  - 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.

#### 8.7.6. Society may refer complaint

1. The society may refer a complaint to —
  - a. a subcommittee or an external person to investigate and report; or
  - b. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
2. 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).

#### 8.7.7. Decision makers

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 subcommittee 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.

## 9. Meetings

### 9.1 Annual General Meeting

The Annual General Meeting of the NZBS will be held during the period of the National



Annual Tournament and at the same locality. The dates and times for the AGM will be fixed by the Committee in consultation and mailed to members at least one month prior to the AGM. Quorum for the AGM shall be 15% of total Society membership as at closing date of the National Annual Tournament.

The business of the AGM will be:

- Welcome
- Apologies
- Confirmation of previous AGM Minutes
- Presidents Report
- Treasurers Report
- Magazine Report
- Publicity and Social Media Manager Report
- Game Recording Officers Report
- Election of Scrutineers
- Election of Officers
  - President
  - Immediate Past President
  - Minutes Secretary
  - Treasurer
  - Publicity and Social Media Manager
  - Game Recording Officer
  - Custodian Photo Album and Record Books
  - Magazine Editor
  - Website Manager
- Election of Area Vice Presidents
- Power to Co-opt General Committee Members
- Election or Confirmation of Honorary Officers
  - Patron
  - Auditor
- Consideration of Remits
- Tournament Venue
- Notification of bids for future Tournaments
- General business – recommendations to the Committee
- Vote of Thanks
- Closure

#### 9.2 Regular Committee Meetings

The meeting date and venue shall be set by consensus under the chairman of the previous meeting or failing that as called by the President.

In the event of emergency any three Committee Members can call for a Special Committee Meeting which shall give all Committee Members due notice.

Quorum for Committee Meeting: two of the following: President, Minutes Secretary, Treasurer, Magazine Editor, Website Manager, Game Recording Officer, Custodian Photo Album and Record Books, Publicity and Social Media Manager, plus sufficient Committee members to make up a total of at least five.

Notification of Meetings to be at least seven days

9.3 Extra-Ordinary General Meeting (Postal)

If the Committee requires the resolution of an issue that would normally be handled by the AGM, a postal ballot may be called. A description of the issue along with postal ballots is to be mailed to all voting members. These shall be returned, by the time allotted, to the Administration Officer who will deal with these as instructed by the Committee.

10. Voting

10.1 Voting Qualifications

Voting shall be limited to financial members. Honorary members may speak to a motion but not vote.

10.2 Voting at Meetings

Votes at both Committee and Annual General Meetings may be registered by:

Voice

A show of hands

Secret ballot if requested by any member

10.3 Questions shall be resolved by a majority vote of eligible members present, except in the matter of alteration of Constitution which shall require a majority of two thirds eligible members present.

No vote shall be taken without formally moved, seconded and discussed. In the event of a voting deadlock, the issue may be further discussed with a view to: breaking the deadlock, deferring for further investigation, seeking added member participation. The Chairman (Presiding Officer) does not have recourse to a casting vote, except for the election of officers.

11. Remits

These are used to notify members of the business to be decided at the Annual General Meeting. Notice of the closing date for remits shall be given in the official publication mailed not less than one month prior to their closing date.

The Committee, on receipt of remits may discuss and add recommendations but cannot change the text of the remit so received.

All remits must conform with our Code of Ethics and the judicial laws of New Zealand as they apply to Bowhunting.

All remits will be published to members through the official publication mailed prior to the AGM.

Remits to be considered by the AGM should be supported and signed by five financial members.

## 12. Common Seal

The Common Seal of the Society shall be in a form approved by the Committee and shall be kept in the custody of the Minutes Secretary. Such seal shall be affixed to deeds or similar documents by a resolution of the Committee. Applications of the Seal shall be attested by two members of the Committee and the Minutes Secretary or President.

## 13. Finance

13.1 The financial year of the Society shall commence on the 1<sup>st</sup> day of April of each year.

13.2 All cheques drawn upon the Society bank account shall have two signatures: the Treasurer and/or President plus any other authorised member. Cheques and other negotiable instruments to be paid into any Society bank account may be endorsed by the Treasurer or any authorized member.

13.3 The Committee shall have power to operate banking accounts and may delegate any of this authority to such of its members as it shall from time to time determine.

13.4 Expenditures and payments shall be authorized by the Committee.

13.5 The Accounts of the Society shall be audited by a competent person(s) appointed at the AGM.

13.6 Investments. Surplus cash funds may be deposited in bank term deposits. Other investments shall be authorized by a General Meeting.

## 14. Rules

Such matters concerning the operation of the Society as are not specifically covered by the Constitution may be included in the Rules. The Rules shall be drawn up by the Committee and shall be in such printed form as the Committee may determine.

They may be added to, altered or rescinded by the Committee at any time subject to ratification by the Society at the next General Meeting. The Rules shall be binding upon members.

15. Interpretation of Rules

If at any time matters arise that are not provided for in the Rules or in the interpretation of them, the same shall be determined by the Committee, whose decision shall be final, subject only to review by or direction by the Society at the next General Meeting.

16. Indemnity

The officers of the Society and each and every one of them respectively shall be fully indemnified by the Society against any loss or damage caused by liability incurred by any person or body by reason of or in connection with any act properly done or omitted in the performance of the official duties of the said officers.

17. Winding Up

In the event of winding-up, assets shall be disposed of as may be determined by the Society. Money remaining after payment of debts and liabilities shall be disposed to another Incorporated Body for such community, or recreation purposes as the members of the Society may decide.

No addition to or alteration of clause 17, Winding Up, shall be approved without Inland Revenue Departments approval.

18. Copy of Rules

An up to date copy of this Constitution and Rules shall be maintained on the Societies website.

Any existing member, upon request, shall be supplied with a printed copy of this Constitution and the Rules.