

THE MAKARA COMMUNITY CENTRE ASSOCIATION (Incorporated)

RULES

(amended May 2017)

1. NAME

The name of the Association shall be:

MAKARA COMMUNITY CENTRE ASSOCIATION INCORPORATED,
(hereinafter in these rules referred to as "the Association").

2. AIMS AND OBJECTS

The objects of the Association shall be:

- (a) To provide an Association in which the residents of Makara and surrounding districts may combine and work together with local authorities, religious, charitable and educational bodies and other voluntary or public organisations in the interests of the Makara community. In carrying out any or all of the objects of the Association will remain non-political, non-denominational and non-sectarian in character.
- (b) To foster a community spirit through service and co-operation in the achievement of the objects of the Association.
- (c) To safeguard and improve the well-being of the community and to provide facilities for these services.
- (d) To encourage and extend child and adult education and services within the community.
- (e) To provide and encourage social, recreational and cultural activities within the community.
- (f) To purchase, sell, lease or otherwise acquire and dispose of real and personal property upon such terms and conditions as may be thought fit.
- (g) To erect, maintain, manage and develop buildings for activities promoted by the Association and its members in furtherance of the objects and rules of the Association.

- (h) To furnish, equip and maintain any buildings or land owned and/or used in connection with the Association and to make such available for public use including meetings, entertainment, social gatherings and other such functions and to determine the purpose for which such buildings shall be used and to permit the use of same with or without charge.
- (l) To purchase, hire or otherwise provide such goods, articles and assets as may from time to time be available in connection with the Association and to sell and/or dispose of the same upon such terms as may be deemed necessary.
- (j) Generally to provide, maintain and keep all property real or personal, for the time being used in connection with the Association in good order, repair and condition and to use the same in the interests of the Association and terms of its objects.
- (k) To solicit, collect raise and receive money and contributions and to use the same for the objects of the Association.
- (l) To appoint, employ, control and dismiss (paid and/or unpaid) officers and servants of the Association.
- (m) To borrow money and to give security therefore in manner hereinafter provided.

3. BOUNDARY

The sphere of operation of the Association shall be within the WELLINGTON CITY COUNCIL environs marked from the South/East skyline (known as the windbreak) between Karori and Makara Valley, South Makara Road and those residents of Makara North and West, including Makara beach and North to Takarau gorge boundary with Ohariu Valley.

4. MEMBERSHIP

Membership shall comprise:

- (a) Bona fide residents of MAKARA VALLEY (as described in the aforementioned sphere of operations) over the age of 16 years. Such members shall be called ordinary members and are entitled to become associate members.
- (b) Persons not qualified by residency to become ordinary members shall be entitled to become associate members. Associate members shall have rights and privileges of ordinary members except that they shall not be entitled to vote at meetings of the Association. Such other members may be approved by the Management Committee as being eligible for ordinary membership on the grounds of special interest in connection with the activities of the Association. Such persons may be deemed as special members and shall be proposed and seconded by ordinary members of the Association and their signed applications shall be placed before the Management Committee for approval. Such members shall be entitled to

full privileges of membership.

5. SUBSCRIPTIONS

The Committee may from time to time ask the members for annual subscription fee. A public notice of request will be issued to members if so, and a reasonable timeframe allowed for registration of financial members.

6. RESIGNATION OF MEMBERS

(a) Any member of the Association may resign his/her membership by giving notice in writing to the Secretary.

7. MANAGEMENT COMMITTEE

The affairs of the Association shall be under the control of the Committee called the Management Committee, which shall consist of the officers of the Association elected as hereinafter provided, and a minimum of four other members elected at the Annual General meeting of the Association. The Management Committee shall have power to fill vacancies in the Committee and such appointments shall hold good until the next Annual General meeting after any such appointment.

8. DUTIES OF THE MANAGEMENT COMMITTEE

- (a) To manage the affairs of the Association between meetings thereof.
- (b) To adopt such policies and procedures for the operation of the Association as may be consistent with these rules and objects of the Association.
- (c) To appoint committees as it may deemed expedient for the carrying out of the objects of the Association.
- (d) To arrange for the raising of funds.
- (e) To control the distribution of funds collected.
- (f) To supervise the work of Sub-Committees.
- (g) To provide an annual report of the activities of the Management Committee to a meeting of members of the association and to submit to such meeting a statement of the financial operation and position of the Association prepared in accordance with the appropriate Tier of the Public Benefit Entity reports. The Committee may choose to present audited accounts if they deem it necessary.

9. OFFICERS

(a) The officers of the Association shall be the President, Vice President, Secretary, Treasurer, and such other officers as the Management Committee may from time to time determine, all of whom shall be elected at the Annual General Meeting.

(b) All officers and members of the Management Committee shall be nominated and seconded at the Annual General Meeting of the Association. In the event of there being more nominations than vacancies for any position a vote shall be taken.

d) All officers shall be elected for a term of one year, but subject to the right of the Management Committee to fill vacancies, shall remain in office until their successors are elected and qualified. An officer shall not serve for more than three (3) successive years in the same office, unless at the request and resolution of the Management Committee (existing prior to election of new officers at the AGM) on the grounds that the continuity of the Aims and Objects of the Association will benefit from the officer being re-nominated for the position.

10. DUTIES OF OFFICERS OF THE ASSOCIATION SHALL BE:

PRESIDENT: To preside at all general and special meetings of members, to assist in appointing all committees unless otherwise directed, to call special meetings whenever it deems necessary and to carry out such other duties as usually pertain to his office.

VICE PRESIDENT: To perform the duties of the President in the event of absence, resignation or inability to perform the duties of President.

SECRETARY: Under the authority of the Management Committee to be responsible for the administration of the Association in accordance with the policies laid down by the Management Committee and to record minutes of meetings.

TREASURER: To be responsible for the funds of the Association, to present a financial report to the Management Committee at each of its meetings, to prepare an annual statement of accounts for approval of the Annual General Meeting and if required, for the Charities Commission and/or the Registrar of Incorporated Societies.

11. SUB-COMMITTEES

The Management Committee shall have power to appoint such sub-committee as it thinks fit and for the purpose may co-opt such members of the Association as it considers necessary and may appoint any such co-opted member to be Convenor of the sub-committee, and may delegate to any such sub-committee such powers and duties it considers desirable for the attainment of the purpose of the Committee.

12. MEETINGS

(a) There shall be an Annual General Meeting of the Association no later than 15 months from the date of the last AGM, at such time and place as the Management Committee may determine, for the purpose of the election of Officers, members of the Management Committee and for receiving the Annual Report of the Management Committee, the Annual Statement of Accounts and dealing with any other business of which notice has been given or which the Management Committee places on the agenda paper for the meeting. Constitutional matters, amendments and additions and/or deletions to the aims and objectives of the Association may be determined at the Annual General meeting.

(b) Other general meetings of members shall be held as the Management Committee may from time to time determine. Or upon the requisition in writing of not less than fifteen (15) members. Such requisition shall specify the business which the meeting is to be asked to consider. The Management Committee shall be at liberty to add items to the Agenda Paper of such requisitioned meeting provided however, that the business mentioned in the original requisition shall have priority discussion at the meeting.

(c) A general meeting of the Association shall be summoned by notice under the hand of the Secretary specifying the time, place and business of the meeting and such notice shall be forwarded to all members of the Association not less than seven (7) days before the meeting or alternative shall be advertised not less than fourteen (14) days before the meeting in the form of community notification that best reaches the majority of Association members.

13. MEETING OF MANAGEMENT COMMITTEE

The first meeting of the Management Committee shall be held as soon after the Annual Meeting as may be possible, for the purpose of appointing the sub committees and transacting such other business as may come before it.

14. QUORUM

The quorum for all Committee meetings shall be five (5) members of the Committee. The quorum for a general meeting shall be ten (10) of the members entitled to vote at such meeting.

15. VOTING AT MEETINGS

All members present and entitled to vote shall be entitled to one vote and the Chairperson shall have a deliberative vote, and in the case of equality of voting, a casting vote. Voting shall be by voices unless a decision is called for when a show of hands shall be taken. The Chairperson's decision on the count shall be final.

Voting at meetings of the Management Committee shall be by voices or show of hands.

16. COMMON SEAL

The Association shall have a common seal which shall be kept by the Secretary. Whenever the Common Seal of the Association is required to be affixed to any deed, document, writing or other instrument the Seal shall be affixed pursuant to a resolution of the Management Committee and in the presence of the Chairperson of the Management Committee, Secretary and another member of the Management Committee.

17. BANKING AND INVESTMENT FUNDS

(a) The funds of the Association shall be held in a bank account to be opened in the name of the Association and such account shall be operated by the Treasurer together with any one Signatory of the Management Committee.

(b) A maximum of four (4) Management Committee members (including the Treasurer) will be appointed Signatories. A minimum of two (2) Signatories are required to authorise any Association financial transaction. A Signatory is any committee member granted authority by the Management Committee to authorise financial transactions.

(c) The surplus funds of the Association may from time to time be invested by the Management Committee in such manner and upon such security as it thinks fit.

(d) All such investments shall be made in the name of the Association or in the name or names of the Trustee or Trustees for the Association, such Trustee or Trustees to be appointed by the Management Committee.

18. BORROWING POWER

The Management Committee shall for the purpose of carrying out any of the objects of the Association have power, if authorised by resolution passed by two thirds majority of members present and voting at any General Meeting of the Association to borrow or raise money and to give security for the repayment of same in such manner as the Association shall by resolution, as aforesaid determined, and in particular by the issue of debenture or mortgage charge or lien upon the whole or any part of the assets of the Association. Save as is provided in this article the Association shall not borrow money.

19. ALTERATION OF RULES

No new rule or alteration of a rule shall be made or previous resolution of the Association shall be rescinded except at an Annual General Meeting of members of the Association and after such notice of resolution has been given to members of the Association seven (7) days

before such meeting. General meetings of the Association may make recommendations to the Annual General Meeting for the purpose of any rule change.

No alteration of any rule shall be valid until same has been approved and registered.

20. WINDING UP

The Association may at any time resolve by the majority of the ordinary members at any Annual or other General Meeting of the Association, and confirm by a majority of ordinary members at a Special General Meeting convened for the purpose, and held not earlier than thirty (30) days after the day on which such resolution was passed. Notice of the passing of such resolution shall be given to the Registrar. Legal and financial commitments shall be met and assets shall be transferred to a suitable Local Authority and/or Trust for the use and benefit of the citizens of Makara resident within the environs of Makara.