

SHETLAND SOCIETY OF WELLINGTON NEW ZEALAND (INC.)

RULES

September 2023

- 1 **NAME.** The name of the society shall be "The Shetland Society of Wellington New Zealand Incorporated".
- 2 **OBJECTS**
 - a The primary object of the Society is to provide opportunities for all people to enjoy and share in Shetland culture
 - b To raise public awareness of the contributions of Shetlanders and their descendants to New Zealand society
 - c To maintain and promote communication and interest in Shetland, its traditions and cultural heritage and to expand links within New Zealand and between Shetland and New Zealand
 - d To promote social fellowship and provide information and hospitality for members of the Society and people who are interested in Shetland
 - e To educate members and their families about their Shetland heritage.
 - f To foster and communicate with kindred societies for mutual benefit, and to subscribe to, or become a member of such organisations as the Society may think fit
 - g To encourage, promote or assist in any way such activities as are considered to be in the best interest of achieving the aims of the Society
 - h To ensure that any financial benefits gained by the Society from its activities are applied exclusively to achieving the aims of the Society and not for the private benefit of any individual
- 3 **MEMBERSHIP**
 - a Membership of the Society shall be open to anyone interested in Shetland or who seeks to further the objects of the Society. All adult applicants must consent to seeking membership
 - b Life Membership: Any member may be nominated for Life Membership in recognition of outstanding service to the Society. Nominations for Life Membership made and approved by the Management Committee must then be approved by a majority of members present at a General Meeting of the Society

- c All applications for membership must be approved by the Management Committee of the Society, and such new members shall be admitted after payment of the annual subscription for the current year
- d Any member may resign from the Society or from the Management Committee by giving notice to the Society to that effect
- e The Secretary of the Society shall maintain a current register of members

4. SUBSCRIPTIONS

- a Members' subscriptions for each year shall be fixed at the Society's Annual General Meeting
- b The Management Committee has the discretionary right to reduce or waive the subscriptions for any member as it sees fit
- c Any member whose subscription is in arrears for a period exceeding two years shall be considered to have defaulted their membership, and cease to be a member of the Society

5. MEETINGS

- a Annual General Meeting

The financial year of the Society shall commence on 1 July in each year and shall end on 30 June the following year. An Annual General Meeting of the Society shall be held each year between 1 July and 30 September for the following purposes:

- i To receive the Annual Report and Financial Statements for the preceding year.
- ii To elect the Officers of the Society; members of the Management Committee and appoint an auditor for the ensuing year
- iii To elect Life Members of the Society
- iv To fix the annual subscriptions
- v To consider any matter of general business

- b Special General Meeting

A Special General Meeting of the Society shall be convened by the Secretary when directed by the Management Committee, or on the written request of ten or more members of the Society. Every request shall state the purpose for which the meeting is required, and the meeting shall be held within thirty days of such request.

- c Notice

At least fourteen clear days notice of all general meetings shall be given in writing or by email or letter and such notice shall state the date, time, place and general nature of the business of the meeting.

d Voting

- i Meetings of the Society and Management Committee shall be presided over by the President, or in the absence of the President, by the Vice-President, who shall act as Chairman. In the event of the absence of both the President and the Vice-President at any meeting, the Management Committee shall have the power to elect one of its members to act as Chairman and conduct the business of that meeting.
- ii At all meetings each member shall have one vote. The Chairman for any meeting shall have both a deliberative and casting vote. At the request of at least two members the voting on any matter shall be by ballot, otherwise the voting shall be taken as directed by the Chairman.

e Quorum

- i The quorum at the Annual General Meeting or any Special General Meeting shall be ten members. In the event of there not being a quorum present then such meeting shall be adjourned until the seventh day following. At least three days notice shall be given of such adjournment and if then a quorum is not present the business for which the meeting has been called may be proceeded with.
- ii The quorum at a meeting of the Management Committee shall be five members of the Management Committee.

6. ELECTION OF OFFICERS

- a The following Officers of the Society shall be elected annually at the Annual General Meeting:

President
Vice-President
Secretary
Treasurer

- b A minimum of four Management Committee members and an Auditor are to be elected at the Annual General Meeting also. Any vacancy that may occur in the Officers and members of the Management Committee may be filled by a person appointed by the Management Committee, with the person so elected holding office until the ensuing Annual General Meeting.

7. MANAGEMENT COMMITTEE

- a The affairs of the Society shall be conducted by a Management Committee comprising the President, the Vice-President, Secretary, Treasurer and the committee members elected under clause 6 .
- b The Management Committee may at its discretion set up such sub-committees as it thinks fit, with full powers to co-opt members to such subcommittees as it may

establish. Any business transacted by such subcommittees must be approved at the next meeting of the Management Committee.

- c Secretary: The Secretary shall -
 - i conduct correspondence of the Society
 - ii call meetings and keep proper minutes of all meetings of the Society and of the Management Committee
 - iii make provision for the safe custody of the records, documents and personal property of the Society;
 - iv comply with the requirements of the Registrar of Incorporated Societies and the Charities Commission
 - v to carry out such other duties as may be required by the Management Committee or the Society

- d Treasurer: The Treasurer shall —
 - i ensure that all monies payable to the Society are forthwith lodged to the credit of the Society's bank account or otherwise disposed of as may be directed by the Management Committee
 - ii ensure that all accounts and dues as are approved by the Management Committee are paid
 - iii produce at each Management Committee meeting an account of the Society's receipts and expenditure since the last Management Committee meeting
 - iv prepare and submit to the Annual General Meeting an audited balance sheet and statements of accounts
 - v advise each member of the Society of the amount of subscription due each year as set by the Annual General Meeting
 - vi carry out such other duties as may be required by the Management Committee or the Society

8. RAISING DISPUTES

Any grievance by a Member, and any complaint by anyone, is to be lodged by the complainant with the Secretary in writing and must provide such details as are necessary to identify the details of the grievance or complaint. All Members (including the Committee) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the Society's activities.

The complainant raising a grievance or complaint, and the Committee, must consider and discuss whether a grievance or complaint may best be resolved through informal discussions, mediation or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

The resolution of all disputes must be conducted in a manner that is consistent with natural justice.

9. ALTERATIONS TO RULES

- a Any alterations, additions or deletions to these Rules must be confirmed by two thirds of the members present and entitled to vote at an Annual General Meeting or a Special General Meeting after the required notice has been given setting out such amendments. Twenty-eight days' notice of any amendments to these Rules must be given to the Secretary before the Annual General Meeting or such Special General Meeting as the case may be, and the Secretary shall notify all members of such amendments at least fourteen days prior to the meeting at which they are to be considered.
- b The Secretary shall notify the Registrar of Incorporated Societies of any amendments to the Rules in accordance with the Incorporated Societies Act 1908.

10. FUNDS OF THE SOCIETY

- a All monies received by or on behalf of the Society shall forthwith be paid to the credit of the Society into such bank accounts as are determined by the Management Committee, and all cheques or withdrawals from such accounts must be signed by two of the authorised signatories to the Society's accounts.
- b The signatories to the Society's accounts shall be the the Treasurer and any one of three Management Committee members") who have been appointed by the Management Committee for that purpose.
- c The Management Committee may invest and reinvest in such securities and items the whole or any part of the Society's funds as may be determined by the Management Committee.
- d The Society may purchase, rent, lease or otherwise acquire any real or personal property and any rights or privileges which the Society thinks fit, and may sell, mortgage, lease or transfer the same subject to the approval of a Special General Meeting of members called for that purpose.
- e The Society may raise levies from its members and/or borrow money, for such purposes of the Society subject to the approval of a Special General Meeting of members called for that purpose.
- f The funds of the Society shall be used to promote the charitable objects of the Society and may include the employment of advisers, officers, servants and agents as may be deemed necessary, on such terms and conditions as may be determined by the Management Committee.

11. DISSOLUTION

- a The winding up of the Society shall be only by resolution at a Special General Meeting called for that purpose in accordance with these Rules and confirmed by at least two-thirds of the members present and entitled to vote at such a meeting.

- b If upon winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Society but shall be given or transferred to some other not-for-profit organisation or body with similar objects to the Society.

12. INTERPRETATION

The Management Committee shall have power to deal with any interpretation of these Rules or with any matters not expressly provided for. All members shall be deemed to have notice of and to be bound by these Rules.