

New July 2014

## **Constitution of the Glenorchy Community Association Inc.**

### **Name:**

The name shall be the Glenorchy Community Association Incorporated.

### **Purpose:**

- a) The Association shall represent the community in dealing with national and local authorities, corporations, companies, organisations and individuals;
- b) The Association shall respond to the needs of the community.

### **Membership:**

- a) All ratepayers and their families over the age of 16 years;
- b) People over the age of 16 years who do not qualify under (a) but have resided continuously, within the boundaries for a period of not less than three months;
- c) The boundaries shall be a line drawn from Rat's Point to Black Gorge, the Humboldt Range, the Richardson Range and the Main Divide;
- d) Persons qualifying under any of the above clauses shall be members of the Association upon payment of one dollar (\$1.00) subscription per annum.
- e) Any member may resign at any time by advising the Secretary in writing of their desire to do so.

### **Rule Changes:**

The constitution may be amended at the Annual General Meeting or an Extraordinary General Meeting. The notice of motion shall be individually and publicly notified not less than 14 days before the meeting and be passed by a majority of members present.

### **Meetings:**

- a) There shall be a general meeting once per month to be held in the first week of that month.
- b) The Chairman may at any time call an extraordinary meeting.
- c) All General and special meetings and their agenda shall be publicly notified giving four days notice.
- d) A special meeting is one called to deal with a specific item of business.
- e) The Annual General Meeting shall be held in the month of June. Notice of the meeting and its agenda shall be publicly notified not less than 14 days before it being held.
- f) At the Annual General Meeting the Chairman's annual report and the financial statement will be circulated to all members.
- g) A quorum shall be at least half the members of the Executive Committee.
- h) Minutes of the previous month's meeting shall be circulated with the agenda for the upcoming month's meeting.
- i) Standing orders shall be as per Model Standing Orders NZS 9202 2003 published by Standards New Zealand.

### **Voting:**

- a) Voting at all meetings shall be by voice, show of hands or by secret ballot by the Executive Committee members;
- b) In the event of an equality of votes, the Chairman shall have the casting vote.
- c) All Executive Committee members shall be entitled to one vote, exercised in person, on every motion.

- d) All Executive Committee members shall hold their meetings in public, but may go into committee after passing a resolution to do so.
- e) At a special meeting all members present can vote.

**Officers:**

- a) The Chairman, Secretary and Treasurer are elected by the Executive Committee following the Annual General Meeting.
- b) The Executive Committee shall consist of seven members who are elected for a term of one year. All retiring committee members shall be eligible for re-election.
- c) The Committee may appoint or have elected, subcommittee members of which may be from the general public, to deal with specific matters and to report back to the Executive Committee.
- d) Casual vacancies are to be filled by the next highest polling member or by public election or appointed by the Executive Committee.

**Role of the Executive Committee:**

- a) To ensure that the resolutions passed at all meetings are carried out.
- b) To conduct the business of the Association between meetings.
- c) To distribute the Queenstown Lakes District Council grant and other such funds for community purposes.
- d) To exercise vigilance with regard to planning and public notices which may affect the district and shall take the action required to best further the interest of the community, including a special meeting to validate submissions made by anybody on behalf of the Association.

**Common Seal:**

The Common Seal shall be approved by the Committee who will be responsible for the safe custody and control thereof.

**Finance:**

- a) The Executive Committee shall make responsible decisions regarding funds,
- b) There shall be trustees too all cheque accounts, any two of whom must sign all cheques;
- c) Association accounts are to be reviewed annually by a chartered accountant appointed for that purpose at the Annual General Meeting.

**Dissolution:-**

- a) In the event of the Association being unable to continue as resolved, by a simple majority of those present at a General Meeting, a second General Meeting shall be called no earlier than 30 days from the first meeting, to pass a resolution confirming the earlier decision to wind up the organisation;
- b) The assets of the Association will be given to other local organisations with aims and objectives which are compatible, in the opinion of the meeting, with the aims and objectives of the Glenorchy Community Association, after the payment of all liabilities.