

# **Rules of the Te Horo Hall Society Incorporated (2009) Updated 26 April 2023**

## **1 Name and Location**

1.1 The name of the society is “The Te Horo Hall Society Incorporated” (“the Society”)

1.2 The Society is constituted by resolution dated 22 November 1933

1.3 The Registered Office of the Society is 56 School Road, Te Horo. Mail should be addressed to the Secretary’s address or email address which will be advised to the Registrar as and when it changes.

## **2 Purposes of the Society**

2.1 The purposes of the Society are to:

- provide a means whereby Te Horo residents and visitors may meet for social and recreational activities and to promote and encourage such occasions
- build, repair and maintain, alter and improve public halls and other buildings of the Society and to provide these buildings with light, water, drainage and other necessities
- accept subscriptions, gifts, donations and bequests for any of these purposes
- manage all assets and property of the Society and enter into contracts or agreements for the hire and use of the Society’s buildings
- do anything necessary or helpful to any of the above purposes.

## **3 Membership of the Society**

3.1 The Society shall have a managing committee (“the Committee”), comprising the following persons: the Chairperson, the Secretary, the Treasurer and other persons elected at the AGM, up to a maximum of 12 persons. Further Committee Members may be elected at any subsequent Committee Meeting to fill any vacancies. All Committee Members must be eligible as in Rule 3.2 and automatically become members of the Society

3.2 All persons who are residents in the Te Horo and surrounding districts are eligible to be members of the Society

3.3 A Life Member is a person who is acknowledged as having provided important services to the Society. Persons may be nominated to be Life Members at an AGM or SGM. If approved and accepted, the person remains a Life Member during their lifetime, whilst they remain in the Te Horo or surrounding districts, unless the Life Membership is revoked at a subsequent Committee meeting. A Life Member does not have the right to vote at any Committee Meeting.

3.4 All Committee membership ceases at the election of the Committee at the AGM. New Committee membership starts as in Rules 3.1 and 3.2

3.5 Any member absent for 4 consecutive meetings without prior notification to the Secretary (approximately 6 months elapsed time) will be deemed to have resigned from the committee. At the discretion of the existing membership, resigned members may be voted back onto the committee at any subsequent meeting, provided there is a vacancy.

#### **4 Appointment of Committee Members**

4.1 The positions of Chairperson, Secretary and Treasurer (“Officeholders”) **and up to 9 other Committee Members** will be filled if possible at the AGM. If any position is not filled or is made vacant during the year, the Committee may vote to fill it at a subsequent Committee Meeting

4.2 Nominations for these positions will be requested at the AGM and if more than one candidate is nominated then a ballot will be undertaken. This will normally be by a show of hands but a secret ballot may be requested

4.3 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property in their possession

4.4 The Committee may, with a 75% majority, vote to remove from office any Officeholder **or Committee Member**.

#### **5 Role of the Committee**

5.1 Subject to the rules of the Society (“the Rules”), the role of the Committee is to:

- administer, manage, and control the Society
- carry out the purposes of the Society, and use any asset to do that
- manage the Society’s bank accounts
- decide how a person becomes or stops being a member of the Society
- decide the times and dates for meetings
- decide the procedures for dealing with complaints
- make regulations.

5.2 The Committee has all of the powers of the Society, unless the Committee’s power is limited by these Rules, or by a majority decision of the Society.

#### **6 Roles of Committee Members**

6.1 The Chairperson’s role is to:

- ensure that the Rules are followed
- convene meetings
- chair meetings, deciding who may speak and when
- oversee, encourage and support the operation of the Society
- give a report on the operation of the Society at each AGM.

6.2 The Secretary’s role is to:

- set agenda of meetings
- advise Committee members of date/time and agenda of meetings
- record the minutes of meetings
- keep a register of Committee members
- keep a register of Keyholders
- hold the Society's records, documents and books
- receive and reply to correspondence as required by the Committee
- advise the Registrar of Incorporated Societies and the Charities Commission of any rule changes.

6.3 The Treasurer's role is to:

- receive and collect all payments made to the Society. These payments must be banked within seven days after the Treasurer receives them
- keep a true and accurate record in the Society's accounts, so that the Society's financial situation can be clearly understood at any point in time
- give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each AGM, and Committee Meeting
- obtain an annual Audit review from an Auditor chosen by the Committee, if authorised by a Committee majority vote (refer to Clause 10).
- forward the annual financial statements for the Society to the Registrar of Incorporated Societies and the Charities Commission upon approval by the Committee Members at an AGM.

## **7 The Register of Committee Members**

7.1 The Secretary shall keep a current register of Committee members ("the Register"), which shall contain, where available, the name, telephone number, address and email address of each member

## **8 Use of Money and Other Assets**

8.1 The Society may only use money and other assets if:

- it is for a purpose of the Society
- it is not for the sole, personal or individual benefit of any Member or their family

8.2 All payments must be approved by two authorized signatories

8.3 Any expenditure item over \$500 must be agreed in principle and recorded in Committee minutes, multiple quotations obtained, and then expenditure approved via the normal voting process.

## **9 Additional Powers**

9.1 The Society may:

- employ persons for the purposes of the Society
- exercise any power a trustee might exercise
- invest in any investment that a trustee might invest in

- borrow money and provide security for that if authorized by majority vote at any Committee meeting.

## **10 Appointing an Auditor**

10.1 At an AGM or Committee Meeting, the Society may, by majority vote, appoint someone to audit the Society (“the Auditor”). The Auditor shall audit the Society’s accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Institute of Chartered Accountants and must not be a Member of the Committee. If this Auditor is unable to act for some reason, the Committee shall appoint a replacement Auditor.

## **11 Society Meetings**

11.1 A Society Meeting is either an Annual General Meeting (AGM) or a Special General Meeting (SGM) or a Committee Meeting

11.2 The AGM shall be held once every year between 1 April and 30 June at the determination of the Committee

11.3 Committee Meetings are arranged about 8 times each year by the Committee. However, the Committee must call an SGM if the Secretary receives a written request signed by at least a quarter of the Committee Members

11.4 The Secretary shall give notice of the AGM and any SGM by display on a Board outside the Hall and by either a notice in a local newspaper or by other communication with the community

11.5 Only Committee Members may vote at Committee Meetings but the public may attend

11.6 No Society Meeting may be held unless at least 5 Members attend. Meetings may be held electronically if deemed necessary.

11.7 All Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Secretary shall chair the Meeting. If the Secretary is also absent, the Committee shall elect another Committee Member to chair that meeting. Any person chairing a Meeting has a casting vote

11.8 Working groups of Committee Members may be created to advance specific projects, as agreed by a majority of the Committee at a Committee Meeting

11.9 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:

- voices *or*
- show of hands *or*
- secret ballot

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have a casting vote

11.10 The business of an Annual General Meeting shall include:

- minutes of the previous AGM
- the Chairperson's report on the business of the Society
- the Treasurer's report on the finances of the Society, and the Statement of Account
- election of Officeholders and Committee Members
- motions to be considered
- general business.

## **12 Altering the Rules**

12.1 The Society may alter or replace these Rules at a General Meeting by a resolution passed by a two-thirds majority of those Members present

12.2 Any proposed motion to amend or replace these Rules shall be communicated to the Secretary at least 21 days before the General Meeting at which the motion is to be considered, and accompanied by an explanation of the reasons for the proposal

12.3 When a Rule change is approved at a General Meeting, the Secretary shall file with the Registrar of Incorporated Societies and the Charities Commission advice of the Rule changes in the required form. No Rule change shall take effect until this is done.

## **13 Winding up**

13.1 If the Society is wound up:

- the Society's debts, costs and liabilities shall be paid
- surplus money and other assets of the Society may be disposed of
  - (i) by resolution *or*
  - (ii) according to the provisions in the Incorporated Societies Act 1908

but no distribution may be made to any member and the surplus money and other assets shall be distributed to the Kapiti Coast District Council or to a registered charitable organisation nominated by that Council.