

The Rules of the Pukehina Ratepayers' & Residents' Association Incorporated (30th May 1968)

1. The name of the Society is the Pukehina Ratepayers' & Residents' Association Incorporated.
2. The objects for which the Association is established are: -
 - (1) To promote preservation of the special character of the Pukehina area in the Bay of Plenty, including its environment and natural coastline for the benefit of local residents and the general public.
 - (2) To assist with the development and provision of public amenities.
 - (3) To encourage a responsible and informed community voice for the benefit of local residents and ratepayers and provide a medium through which they can make themselves heard on matters of community importance.
 - (4) To support and encourage other charitable organisations operating in the Pukehina area.
 - (5) To do all such things as are incidental or conducive to the attainment of the above objects.
3. The Association shall consist of financial members each being a person or body corporate of any kind being a ratepayer or resident of the area known as Pukehina.
4. New financial members are always welcome to join provided they own or live in a property at Pukehina and pay the annual subscription.
5. An annual subscription shall be from time to time be fixed by resolution at the annual general meeting. Non-payment of the annual subscription will terminate membership.
6. Any member may resign from membership by giving the secretary notice in writing to that effect and every such notice shall unless otherwise expressed, take effect from the end of the financial year then current.
7. These rules may be altered or rescinded or otherwise amended by resolution passed by 75% majority at the annual general or special general meeting for which 14 days notice has been given to all members.
 - (1) Every such notice shall set forth the purpose of the proposed alteration, addition, rescission or other amendment.
 - (2) Duplicate copies of every such intended alteration, addition, rescission or amendment be sent to the registrar for approval in accordance with requirements of the Act.
8. The annual general meeting shall be held between the 27th December and the 7th January, and members will be advised of the place and time of the meeting, for the following purposes: -
 - (1) To receive from the committee a balance sheet and statement of accounts for the year ended 30th November.
 - (2) To elect members to the committee.
 - (3) To decide on any resolution which may be duly submitted to the meeting.
 - (4) To discuss any other general business.
 - (5) The Incorporated Society Act 1906 does not require annual accounts to be audited and our Association's accounts shall not be audited.
9. At any time for any special purpose, a special general meeting shall be called upon the requisition in writing of any nine members stating the purposes for which the meeting is required. The secretary shall on receipt of the requisition give fourteen days notice to all financial members of the time, place and purpose of the meeting.
10. (1) At all annual general meetings or special general meetings the chairperson, or in his/her absence any other elected chairperson shall take the chair and every member shall be entitled to one vote on every motion exercised in person and in the case of an equality of vote, the chairperson shall have a casting vote, as well as a deliberative vote. The voting shall be by show of hands or by ballot, as the chairperson shall direct.
 - (2) Membership may be in either one or joint names. Where there is joint membership, that is only one subscription has been paid per property, then only one vote will be allowed. Members who **have interests** in more than one property may, if the required additional subscription(s) have been paid, have more than one vote allowed to them; eg if they own three properties, and have paid three subscriptions they are entitled to three votes.

- (3) At all general meetings and special general meetings only financial members shall be eligible to vote and to stand for election. Persons who are not members of the Association may be permitted to speak only with the consent of the chairperson but shall not be permitted to move or second a motion or to vote on such a motion.
11. At all general meetings 7 members shall constitute a quorum.
12. At every annual general meeting, members shall elect a committee of the following officers - a chairperson, secretary and treasurer and a minimum of five committee members who shall hold office until retirement at the next annual meeting or resignation from office. All committee members must be paid up financial members.
13. The committee shall have the power to appoint a member to fill any casual vacancy on the committee, and the right to co-opt further members until the next annual general meeting. Any member so appointed shall retire at the next annual general meeting together with the rest of the committee but all or any of the retiring committee shall be eligible for re-election.
14. (1) It shall be the duty of the committee generally to conduct the affairs of the Association to keep usual and proper books of account and other records of the business of the association as well as to notify members of the intended meetings and the nature of the business to be transacted.
(2) The committee must also prepare and submit to the annual general meeting a report, balance sheet and statement of accounts for the preceding year.
15. (1) Meetings of the committee are usually held monthly at such times and place as the chairperson shall direct or, in the case of his/her absence, inability or refusal to act, the secretary or any other member shall so direct.
(2) In addition to the usual monthly meetings, the chairperson or the majority of the committee may call a special committee meeting as required.
(3) The secretary shall give notice of every such meeting to every committee member by any reasonable means, including the telephone or electronic device.
(4) Four members of committee will constitute a quorum for all such above-mentioned meetings.
(5) In the absence of the chairperson, the remaining members shall elect one of their numbers to preside at any of the above-mentioned meetings.
16. The committee shall be responsible for the safe custody and control of the common seal of the Association
17. 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 committee or of the Association by the chairperson and any other member of the committee thereby authorised to affix the seal. The persons so affixing the seal shall at the same time sign the document to which the seal is so affixed.
18. (1) All moneys received by or on behalf of the Association shall be paid to the credit of the Association in an account with any bank or savings bank from time to time, to be decided by the Association.
(2) All cheques and withdrawal slips prepared by the treasurer and drawn on the account shall be signed by either the chairperson, secretary or the treasurer (or up to two committee members may also be co-signatories, however one of the signatories must be either the chairperson or the secretary). **All electronic banking facilities will require two authorisers using the same rules as for signing of cheques.**
(3) All purchases, except petty cash items, must be authorised prior to commitment for non-regular items.
(4) Two authorised signatories must sign all cheques and no cheques shall be pre-signed.
(5) Receipts to be issued by the treasurer as required, or by any nominated committee member.
(6) **Any income, benefit or advantage must be used to advance the charitable purposes of the Association.**
(7) **No member of the Association, or anyone associated with a member, is allowed to take part in, or influence any decision made by the Association in respect of payments to, or on behalf of, the member or associated person of any income, benefit or advantage.**
(8) **Any payments made to a member of the group, or associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.**



19. The Association may from time to time invest and reinvest in such securities upon such terms as it shall think fit, the whole or any of its funds, which shall not be required for the immediate business of the Association.
20. (1) The Association may from time to time by resolution in general meeting make, amend or rescind regulations not inconsistent with these rules governing procedure at its meetings and publications (if any) or reports thereof and of the business of the Association in the press.
(2) No addition to or alteration or rescission of the rules shall be approved if it affects the non- profit aims, personal benefit clause or winding up clause.
21. (1) **If a decision is made to wind up or dissolve the Association and any property remains after the settlement of the organisation’s debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005 or the surplus funds will be gifted to the Western Bay of Plenty District Council for use for in the Pukehina area. The procedure leading up to a voluntary winding up shall be in accordance with relevant legislation. A General Meeting of members shall be called for such a purpose. 21 days’ notice of the meeting will be given to members.**
22. (1) The registered office of the Association shall be situated at such place to be decided by the committee from time to time but shall be either the business or residential address of the chairman, treasurer or secretary.
(2) Notice of every change of situation of the registered office shall be duly sent to the Registrar of Incorporated Societies.

Signed;

Chairman.

Treasurer;

Secretary;

Committee;



