

THE RULES OF KAPITI COAST U3A INCORPORATED

(As amended and approved at the AGM in February 2015)

1. NAME

The name of the Society is "Kapiti Coast U3A incorporated".

2. OBJECTS

The objects of the Society are: definite

- a) To provide within New Zealand educational, cultural and recreational opportunities for retired or semi-retired people to further their studies in subjects of interest to them free from the pressures of more formal education systems. There will be no entry qualifications and no certificates of achievement will be issued.
- b) To promote membership of the Society and promote fellowship amongst members.

3. MEMBERSHIP

- a) Any retired or semi-retired person may be admitted to membership, subject to the approval of the Committee or person(s) appointed by them, upon payment of an annual subscription at a rate determined by the Committee. The Committee may, at its discretion, adjust the subscription for new members joining late in the financial year.
- b) The Committee need not give any reason for refusing to grant membership to any person.
- c) The Committee must maintain an up-to-date register showing the name, address, telephone number and email address of each member, and the date of their joining the Society.
- d) A member may leave the Society by submitting a letter of resignation to the Committee.
- e) Every financial member is entitled to receive notice of General Meetings and to vote at such meetings if he or she is present at the time.
- f) Membership shall lapse of any member whose subscription is in arrears for more than three months after commencement of the financial year.
- g) The Committee may by resolution suspend or terminate the membership of any member of the Society who acts in a manner which is prejudicial to the interests of the Society or who brings the Society into disrepute. No such resolution may be passed until the member concerned has been afforded the opportunity to show just cause why suspension or termination of his or her membership should not proceed.
- h) Kapiti Coast U3A affirms a policy against all forms of discrimination, racial, cultural, economic, of gender or sexual orientation or of any other sort when admitting persons to membership or, in its public platform or programme, while simultaneously allowing free expression of opinions, doubts and questions that arise naturally within the limits of any discussion.
- i) A person may be admitted to honorary membership at a General Meeting of the society in recognition of exceptional service to the Society. An honorary member is not required to pay a subscription and his or her name is to be noted in subsequent Annual Reports of the Committee.

4. ALTERATIONS TO THE RULES

- a) Subject to rule 8 (c) the Society's rules may be changed by formal resolution at any Annual General Meeting or Special General Meeting, subject to the following conditions:
 - i. Notice of proposed rule changes must be given to the Secretary in writing before the end of the financial year or may accompany a request for a Special General Meeting.
 - ii. Full details of the proposed changes to the rules must be communicated to all members by the Secretary, together with the notice of meeting.
 - iii. Any alteration to the rules may be approved by a simple majority of financial members voting at an Annual General Meeting, or at a Special General Meeting of the Society called for the purpose of altering the rules.

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- b) Any alterations to the rules shall become effective immediately, but cease to be effective from the date of receipt of notice from the Registrar of Incorporated Societies refusing to register it.
- c) No addition to or alteration of the charitable aims, personal benefit clause and/or the winding up clause of the Rules may be approved without the prior approval of Inland Revenue.

5. MEETINGS

- a) The Society must hold an Annual General Meeting between one and three months after the end of the financial year.
- b) The Committee may convene a Special General Meeting at any time and must do so at the written request of four members of the Committee or fifteen members of the Society if the request clearly states the nature of the business to be considered.
- c) At least twenty-one days' notice of any General Meeting must be given to all members at their last known postal address or email address where a member has chosen to receive communications by email. Any accidental omission to give notice to any member or failure of the notice to reach a member does not invalidate the General Meeting. The notice of the meeting must include a description of the business to be discussed.
- d) Voting at any General or Committee Meeting may be by voice or show of hands at the discretion of the person chairing the meeting. At a General Meeting motions are to be decided by a simple majority of members voting. The person chairing the meeting shall have both a substantive and a casting vote which may be used in the event of a tie in the voting. In the case of election of Officers and Committee members, if the acting President so decides, voting may be conducted by secret ballot and the outcome may be decided by three scrutineers appointed by the meeting.
- e) The President of the Society must occupy the chair at any General Meeting. In the absence of the President the Vice-President, if available, otherwise some other member of the Committee chosen by the meeting must take the chair.
- f) The quorum of a Committee meeting is be four members of the Committee. The quorum at a General Meeting is fifteen members of the Society.
- g) The business of the Annual General Meeting must include:
 - i. Consideration of the minutes of the previous Annual General Meeting, and of unconfirmed minutes of any Special General Meeting.
 - ii. Consideration of the Committee's Annual Report.
 - iii. Consideration of the audited or reviewed Statement of Accounts and Balance Sheet.
 - iv. Election of a Committee.
 - v. Appointment of an Honorary Auditor, or a person with suitable accounting qualifications to conduct a review of the accounts and financial position of the Society.
 - vi. Business of which notice has been given in the notice of meeting.
 - vii. Any other business.
- h) The business to be dealt with at any Special General Meeting must be confined to:
 - i. Consideration of the unconfirmed minutes of the previous Special General Meeting.
 - ii. Business of which notice has been given to members under rule 5 (c).

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6. MANAGEMENT OF THE SOCIETY

- (a) The officers of the Society comprise:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- (b) The affairs of the Society must be managed by a committee of not more than nine financial members of the Society elected at the Annual General Meeting or subsequently appointed to the Committee according to Rule 6 (f), or Rule 6 (g).
- (c) Written nomination for election to the Committee must be in the hands of the Secretary no later than fourteen days preceding the Annual General Meeting. No nominations may be accepted after this date. If nominations exceed vacancies an election must be held in accordance with Rule 5 (d).
- (d) Officers of the Society must be elected by the incoming Committee from among Committee members at its first meeting following the Annual General Meeting.
- (e) The term of Committee members concludes at the end of the next Annual General Meeting following that election. Former Committee members are eligible for election for the following year. No person may be a Committee member for more than 3 successive years unless the Annual General Meeting expressly so resolves when electing the Committee.
- (f) The Committee may co-opt members to fill vacancies arising throughout the year. Co-opted members serve until the next Annual General Meeting. The Committee, or a committee member, may appoint individuals to subcommittees to carry out specific tasks or functions as the Committee, or committee member, may identify. Such persons may be relieved of their duties at the discretion of the Committee.
- (g) The Committee may co-opt additional committee members for specific purposes and times.
- (h) A member of the Committee vacates his or her position by:
 - i. Giving notice of resignation in writing to the Committee.
 - ii. Terminating his or her membership of the Society.
 - iii. Being absent from three consecutive meetings of the Committee without leave of absence.
 - iv. Inability to perform Committee duties for any reason

7. COMMON SEAL

- a) The Society's Common Seal must be kept in the custody of the Secretary.
- b) Whenever the Common Seal of the Society is required to be affixed to any deed, document, writing or other Instrument, the Seal must be affixed pursuant to a resolution of the Committee by any three of the following officers, namely the President or Vice-President, one member of the Committee and the Secretary. The three persons affixing the Seal must at the same time sign the deed or other instrument to which the Seal was also fixed.
- c) The following attestation clause shall be used:

"The Common Seal of Kapiti Coast U3A Incorporated was hereto affixed by the President (or Vice-President, as the case may be), by a member of the Committee and by the Secretary".

8. FINANCE

- a) The Financial Year ends on 31st December.
- b) The Society is empowered to invest any funds of the Society not required for immediate use in the following manner, viz:
 - (i) On any form of security which is or may be approved by Trustees under any public Act of New Zealand.
 - (ii) On deposit either at interest or on current account in any bank carrying on business in New Zealand under authority of

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any Act of Parliament. Operation of the Society's accounts shall be controlled by the Treasurer and by a nominated alternative member of the Committee.

(iii) The funds and property of the Society must be applied solely for the Objects of the Society.

c) No member of the Society or any other person associated with a member may participate in or materially influence any decision made by the Society in respect to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income must be reasonable and relative to that which would be paid in any arm's length transaction (being the open market value). This rule may not be changed.

9. BORROWING

The Society is not empowered to borrow any money whatsoever.

10. DISSOLUTION

The Society may be dissolved by a resolution passed by a simple majority at a General Meeting and confirmed in accordance with the Incorporated Societies Act 1908 or any statute which is successor of that ACT. Upon dissolution of the Society and after payment of the Society's debts any surplus assets shall be transferred to Age Concern or to some other approved charitable body with similar objects within New Zealand approved by the last President of the Society.