

Sandspit SOS Incorporated

Constitution Approved 16th July 2009

1. Name

- i) The name of the Society shall be Sandspit SOS Incorporated

2. Objectives

- i) To protect and conserve the coast, coastal catchment, and environs of the Sandspit and Matakana harbours for the benefit of the environment and for the enjoyment of the general public
This objective shall be achieved by seeking to deliver on the following priorities in the following order
- ii) To oppose the establishment of a marina adjoining the Sandspit
- iii) To promote, protect, preserve and draw attention to any proposition which may detract from the natural beauty and stability of the Sandspit and the Matakana harbour
- iv) To advance the education in environmental matters of all, but especially the young, by study assistance in subjects in accordance with the Society's objectives
- v) To co-operate with and promote other organizations with similar objectives
- vi) To seek funds and use these funds in the execution of the objectives

3. Membership

- i) Any person, company or organisation may apply to join by completing the official membership form
- ii) Resignation from the Society must be made in writing and sent to the Secretary
- iii) Membership will commence when such application has been approved by the Committee and a subscription for the current year has been paid
- iv) Membership shall be deemed to have lapsed if membership fee has not been paid within 6 months provided a reminder notice has been issued to that effect
- v) Responsibility to notify the Secretary of change of address rests with the member
- vi) Members may be expelled for bringing the Society into disrepute by a motion passed by not less than 75% of the committee. Expelled members may appeal expulsion by appearing before the Committee
- vii) Any society property must be returned on termination of membership

4. Subscriptions

- i) Annual subscriptions shall be determined by a General Meeting from time to time
- ii) Due date for all subscriptions shall be the first day of the financial year

5. Meetings

- i) Each year there shall be an Annual General Meeting held on or before the 30th September following the end of the financial year
- ii) The business of the Annual General Meeting shall include:
 - i. An annual report of activities
 - ii. Presentation of annual accounts
 - iii. Appointment of Auditor
 - iv. Election of Officers including Chairman, the Secretary and Treasurer whose roles may be shared
 - v. Setting of annual subscription
 - vi. Constitutional matters previously notified
 - vii. General business

- iii) Notice of Annual and General Meetings shall be by notice to members in the Society's newsletters, web site or public advertisement at least two weeks prior to the meeting and shall include date, time, location and purpose
- iv) A quorum for an Annual or Special Meeting shall be 50% of the members entitled to vote or 10 members, whichever is the lesser
- v) A Special General Meeting may be called at any time by the Committee or by written request to the Secretary from at least six current financial members
- vi) Such request shall specify the proposed business and shall be held within one month of the request
- vii) Committee meetings shall be called by the Chairman or Secretary and shall be called within fourteen days of a signed request by two or more Committee members
- viii) Notice of Committee Meetings may be made by minutes of previous meeting, or by newsletter or by web site or by notice personally conveyed by Chairman or Secretary
- ix) A quorum for the Committee meeting shall be the majority of the members of the Committee
The following procedure shall apply to all meetings of the Society:
- x) A motion, except for changes to the constitution, may be proposed by the Chair or from the floor by any member
- xi) Any formal motion shall be moved and seconded by the members present
- xii) To become a resolution the motion must be voted on affirmatively by the members present
- xiii) Voting will be on voices, or if any member requests, by show of hands
- xiv) A secret ballot shall be held if more than half the members request it or the Chair chooses it
- xv) At all meetings all financial members shall have one vote
- xvi) There shall be no additional deliberative vote for a person chairing the meeting
- xvii) Vote by proxy is not allowed

6. Committee and Officers

- i) The Committee will consist of up to nine elected members
- ii) The Committee shall elect a Vice chairman
- iii) The Chairman and Vice chairman may not also hold the office of Secretary or Treasurer
- iv) The Committee may appoint a person or persons to operate as a subcommittee for a particular purpose and to report back to the Committee

7. Management and Public Representation

- i) The management of the Society including financial and day to day running shall rest in the hands of the Committee subject to this constitution and any instruction from a General or Special Meeting
- ii) The Chairman and the Secretary are the only authorised spokespersons for the Society, unless otherwise agreed by the Committee

8. Control and Investment of Funds

- i) The Society may seek funds from any appropriate and legal source to achieve its objectives
- ii) Expenditure of any funds shall be approved in advance by the Committee Payment of money, advantage or benefit shall be directed towards achieving the objects of the Society
- iii) No person shall be involved in decisions where they have a personal interest, financial or otherwise
- iv) The Society funds shall be held and operated in a bank account as determined by the Committee
- v) All cheques or withdrawals shall be signed by the Treasurer and Chairman or alternative signatory approved by the Committee. In all cases not less than two signatories are required

- vi) All financial transactions shall be controlled by the Treasurer who shall keep proper records in accordance with the requirements of the Incorporated Societies Act, other relevant legislation and the Committee, and collection of money owed to the Society
- vii) A set of annual accounts shall be produced by the Treasurer and shall be audited as required by the previous Annual General Meeting
- viii) The financial year for the Society shall begin on the 1st of April of each year
- ix) Any undertaking requiring a major commitment of funds or special fundraising effort for a project shall require a two thirds majority vote of members in favour of a resolution at a Special General Meeting called for the purpose

9. Disposition of Property

- i) In the event of the Society winding up any assets remaining after settlement of all liabilities shall be given to a charitable organisation with similar aims or objectives to this Society

10. Changes to the Constitution

- i) The constitution may only be altered or amended by resolution at a General or Special General Meeting properly called for that purpose

11. Common Seal

- i) The common seal of the Society shall be held by the Secretary in safe keeping and be affixed to any document only by special resolution of the Committee and shall be attested by the Chairman and the Secretary