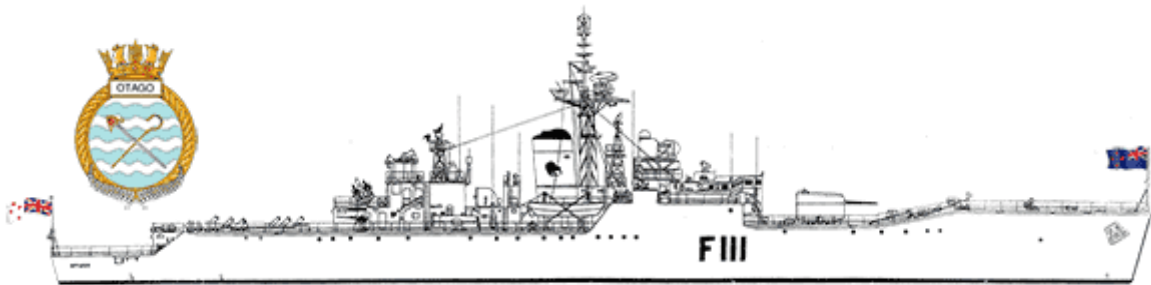




HMNZS OTAGO ASSOCIATION

CONSTITUTION



INTERPRETATION

In these Rules, the following interpretations shall be given to the under mentioned terms whenever they appear in the text:

Association – Shall mean the HMNZS Otago Association.

Full Member – A member of the Association shall be deemed to be a full voting member when their subscription is current.

Committee - The properly elected Committee of the Members of the Association who will be responsible for the governance and day to day running of the association.

OBJECT

The Object of the Association is:

To stimulate the Camaraderie of the Royal New Zealand Navy, and in particular, those that served onboard Her Majesty's New Zealand Ship Otago.

ASSOCIATION RULES

Rule 1 - COMPOSITION AND MEMBERSHIP OF THE ASSOCIATION.

A - Full Membership

- I. Currently serving and former Officers and Ratings of the RNZN and the Reserve Divisions that served in HMNZS OTAGO at any time.
- II. Full Members will be required to pay an annual subscription, or Life Subscription, and may vote at General Meetings. A Member who is three months in arrears with his annual subscription becomes a non-financial Member, and may not vote at General Meetings or attend any Association Function.
- III. At the sole discretion of the Committee, non-financial Members may be struck from the list of the Association Members, and cease to belong to the Association.

B - Honorary Membership

- I. May be granted to serving and former Officers and Ratings of the RNZN, RNZNVR and other such persons as the Committee may from time to time approve.
- II. Numbers are not to exceed 5% of the Full Membership at the time of granting.
- III. Must be proposed and seconded by Full Members.
- IV. May be required to pay an annual subscription. The decision as to whether or not a subscription should be paid shall lie with the Committee
- V. Shall not be entitled to vote at any General Meeting of the Association.
- VI. Shall be liable for the cost of attending any Association function.

C - Life Membership

- I. May be granted to Full Members by a 75% majority vote at an Annual General Meeting of the Association, for Special or Outstanding Meritorious Service to the Association.
- II. Must be proposed and seconded by Full members.
- III. Shall enjoy all the privileges of a Full Member.
- IV. Shall not be required to pay an annual subscription.
- V. Shall be liable for the cost of attending any Association function.

D - Patron

- I. The Association may, at its discretion, elect a Patron.
- II. The Patron will retain this position until he/she resigns.
- III. The Patron may enjoy all privileges of full membership, but shall not be liable for an annual subscription.
- IV. The Patron shall be liable for the cost of attending any Association function.

E - Termination of Membership

- I. Any Member whose actions or behaviour are detrimental to the good name of the

Association may, at the sole discretion of the Committee, have his membership suspended until the next General Meeting, where and when the matter will be reconsidered.

F – Resignation.

- I. Members, who wish to resign, must do so in writing to the Association.

Rule 2 - COMMITTEE

A - Function.

- I. The management of the Association shall be vested in a Committee.

B - Composition.

- I. The Committee shall comprise of eight full members, as follows:
 - President (Chairman)
 - Vice President
 - Secretary/Treasurer
 - Five other Members
- II. The Committee quorum shall be five, one of whom must be either the President or Vice President.
- III. The Chairman shall have a Casting Vote as well as a Deliberate Vote.

C - Election.

- I. The Committee shall be elected by vote or ballot at the Annual General Meeting.
 - Retiring members shall be eligible for re-election.
 - A vacancy caused by any reason, may be filled by means of the Committee co-opting a financial member, such co-opted Member having full voting rights on the Committee.
- II. No Member is to be nominated for election to the Committee without his approval or during his absence, unless he has previously stated, in writing, his willingness to stand.

D - Powers and Responsibilities.

- I. The Committee shall have the power to co-opt other Members for special purposes, other than as laid down in Rule 2 C (iii), such co-opted Members not being entitled to vote at Committee meetings.
- II. The Committee is to have the power to establish Sub-Committees for special purposes, members of which shall be entitled to vote only on the Sub-Committee. The Sub-Committee will report back to the Committee its findings and recommendations, as and when directed by the Committee.
- III. Committee meetings shall be held at least three-monthly to conduct business, or at any time, to consider urgent matters, or to administer and organise any function.
- IV. Provincial Co-ordinators are to be appointed by the Committee to disseminate

information relevant to the Association within their designated area of responsibility. The Secretary/Treasurer is to ensure that all relevant information is sent to the Provincial Coordinators, this information to include copies of the Minutes of all Meetings.

- V. The Secretary/Treasurer is to compile and mail regular Newsletters to all financial Members, in order to keep the membership informed of the affairs of the Association.

Rule 3 - GENERAL MEETINGS

A - Annual General Meetings.

- I. The Annual General Meeting shall be held on a date which will be decided by the Association Committee.
- II. The Secretary/Treasurer shall give at least Twenty One (21) days notice of the Meeting, in writing, to all financial Members. This notice may be by means of a Newsletter or via email.
- III. The President shall submit a Report of the Association's activities over the previous year, to be presented at the Annual General Meeting.
- IV. The Secretary/Treasurer shall submit a Financial Report, including an audited Balance Sheet for the Financial Year ending 31st March, and a Report on the current state of the Association Membership is to be presented at the Annual General Meeting.
- V. Remits, Notices of Motion, etc. are to be in the hands of the Secretary/Treasurer at least seven days prior to the Annual General Meeting.
- VI. General Business will be conducted after the conclusion of all other business.

B - Extra-Ordinary General Meetings.

- I. Extra-Ordinary General Meetings may be convened only as follows:
 - By the Secretary/Treasurer, for matters of finance only.
 - By a requisition of the Committee.
 - By a signed requisition of at least Twenty Per Cent (20%) of all financial Members, to include a Proposed and Seconded Notice of Motion.
- II. Extra-Ordinary General Meetings are to be called within Twenty Eight (28) working days of the receipt of a requisition as laid down by Rule 3 B (1).
- III. At least Fourteen (14) days notice of an Extra-Ordinary General Meeting shall be given in writing to all financial Members, such notice giving the substance of the business to be discussed.
- IV. No other business shall be discussed at an Extra-Ordinary General Meeting.

C - Constitution Amendments.

- I. No amendment shall be made to the Constitution of the Association unless a properly proposed and seconded Notice of Motion detailing the change(s) is made in writing and delivered to the Secretary/Treasurer. Such Notices of Motion will be considered at an Annual or Extra-Ordinary General Meeting, as appropriate, in accordance with Rule 3 A and Rule 3 B.

D - Voting.

- I. Voting at General Meetings shall be either by a show of hands or by secret ballot, at the sole discretion of the Chairman.
- II. Counting of votes shall be conducted by three Scrutineers elected by show of hands.
- III. Ballot papers are to be destroyed by the Scrutineers immediately after the Meeting.

Rule 4 - FINANCE

- I. Audits of the Association Accounts are to be carried out annually.
- II. The Secretary/Treasurer is to present a brief statement showing the current financial state of the accounts to Committee Meetings, this report to include a separate account for any function held.
- III. A Bank Account is to be kept in the name of "THE HMNZS OTAGO ASSOCIATION", and any cheques for payment of accounts are to be signed by any two of the following Officers of the Association:
 - Secretary/Treasurer
 - President
 - Vice President
- IV. Cheques for payment to the Association are to be made out to "The HMNZS Otago Association", and are to be 'crossed'.
- V. All payments made on behalf of the Association by the Treasurer through internet banking, shall be subject to the following approval system:
 - Payments are to be pre-cleared/approved by the President or Vice President.
 - All payments made between committee meetings are to be included in the Treasurers Report. This is to ensure that the committee is aware of income and expenditure for the period.

Rule 5 - MEMBERSHIP FEES

- I. Membership Fees are due on the 1st day of April each year.
- II. Membership Fees for the next financial year are to be set at the Annual General Meeting.
- III. Members may voluntarily elect to pay a "one off" Lifetime Subscription of \$100.

Rule 6 - GENERAL

- I. The cost of functions organised by the Association shall usually be covered by the Members attending, but may, at the sole discretion of the Committee, be subsidised by the Association's funds, by any amount decided by the Committee.
- II. Any expense for the hosting of Official Guests to Association functions shall be met from the Association's funds.

- III. At the sole discretion of the Committee, Members may invite guests to certain functions, the cost of such guests being met by the Member concerned. Of necessity, some functions will be deemed by the Committee to be for Members only.
- IV. The conduct of Member's guests at any function is the responsibility of the Member concerned, and the Member should not leave the function before his guest.
- V. Members and their guests will be expected to comply with reasonable standards of dress and decorum.
- VI. Suggestions and/or constructive criticism regarding better management of the Association, or of any function held by the Association, will always be welcomed by the Committee, and should be addressed to the Secretary/Treasurer, preferably in writing.

Rule 7 - WINDING UP OF THE ASSOCIATION

- I. The decision to wind up the Association can only be made at a General Meeting of the Association.
- II. Any funds held by the Association at the time of winding up shall be donated to a recognisable Royal New Zealand Naval charity, as directed by the General Meeting.
- III. All Books, records etc. held by the Association shall be donated to the Royal New Zealand Navy Museum or such other as shall be decided by the General Meeting.