

60s-UP MOVEMENT OF NEW ZEALAND INC.

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RULES OF 60s-UP MOVEMENT OF NEW ZEALAND (INC.)

Note: These rules were registered with the Assistant Registrar of Incorporated Societies, Auckland on 23rd January 2009

RULE 1 Name

The name of the Organisation shall be “**60s-Up Movement of New Zealand Incorporated**”, Hereinafter referred to as “the Movement”

RULE 2 Interpretations and Definition

The decision of the National Executive Committee of the Movement on the Interpretation of these Rules, and its direction and control on or concerning any matter or thing, whether contained in these Rules or not which pertains to the Movement, its assets, interests, or the duties, privileges or conduct of members shall be conclusive and binding on the Movement and its members, until revoked, altered or otherwise determined by a resolution of the Annual General Meeting or of a Special General Meeting, taken in accordance with these Rules.

The following terms used in these Rules will have the meanings ascribed herein under – words importing the masculine gender shall include the feminine and those importing the singular, include the plural.

Financial Member

Means a member of the Movement whose subscription is paid up to date, or not more than three months in arrears, and it is subject to these Rules and the Act.

The Act

Means the Incorporated Societies Act 1908 and its amendments

Headquarters

Means the address of the registered office of the Movement, that is, the location of the National General Secretary and for postal purposes the Post Office Box Number used by the National Executive.

Membership Roll

Means a list or record of financial members of the Movement, including their surname, preferred first name, residential address and date of joining the Movement. The holding of the above information is a requirement of the Incorporated Societies Act 1908. This recorded list is to be held in security by the Privacy Officer.

RULE 3 Objectives

The principal objective of the Movement shall be to foster within the general community, respect for older people and support for their needs and interests.

RULE 4 Autonomy

To maintain independence of policy and approach, the Movement will not affiliate with any political party, trade union, religion or other group which might inhibit membership or freedom of action of the Movement, although the Movement shall retain the right to co-operate with other organisations for particular purposes that may further its objectives.

RULE 5 Membership

- (a) Membership of the Movement shall be open to any person who supports the objectives of the Movement.
- (b) A person having been accepted as a member, shall remain a member of the Movement as long as they continue to pay the annual subscription, or are not more than three months in arrears and have not had their membership terminated by the Branch Committee or the National Executive Committee within the provision of these rules, nor been deemed unsuitable to retain their membership by a majority vote of either of these Committees.
- (c) Applications shall be on the official form of the Movement accompanied by the annual subscription applicable at the time of joining and will commence from the time such application has been received and receipted.
- (d) Details of members enrolled by Branches will be transmitted to Headquarters in such a manner as prescribed by the National Executive Committee.
- (e) Headquarters will maintain a full roll of members of the Movement and make appropriate details available to Branches as required. Members residing outside the boundaries of existing Branches will be enrolled as Country Members.
- (f) Life membership of the Movement may be granted by the National Executive to any person in recognition of services given to the Movement in furthering its objectives. Such Life Members will have full membership rights and privileges, but will not be required to pay any subscription to either the National Executive or any Branch.

Rule 6 Subscription

- (a) Subscription to be paid by members for the running of the Movement will be fixed on an annual basis at the Annual General Meeting in pursuance of a resolution passed in accordance with these rules.
- (b) A National Annual Subscription, in respect of each member, as may be decided upon at an Annual or Special General Meeting shall be paid to the Movement. Branches shall be permitted to set such additional fees to cover local Branch expenses as their Branch Executive deem fit.
- (c) An annual subscription shall be due in respect of each member on 1st January of each year. New members joining after the 1st July shall pay only 50% of the annual subscription. This dispensation applies only to new members joining the Movement for the first time.
- (d) An individual member may subscribe to more than one Branch but will pay the Capitation to the Movement at one Branch only.

Rule 7 Organisation Structure

- (a) The Movement shall have a National Executive Committee consisting of nine (9) elected Officers. National President, National Vice President, National General Secretary, National Treasurer and five (5) Committee Members who shall be elected at the Annual General Meeting.

: (b) Duties:

- (i) **National President** – provides overall leadership of the Movement and be its spokesman. He/she will chair the National Annual General meetings, Special General Meetings and the National Executive Committee meetings. He/she will also appoint from the Committee Members the Privacy Officer and any other Officers as may be required.

National General Secretary – Will arrange meetings, prepare agendas, handle correspondence, keep and maintain all records and archives.

National Treasurer – will receive and bank monies, maintain investment accounts and records. Prepare financial statements. Undertake financial transactions with Branches. Prepare and issue cheques and expenditure.

Privacy Officer - will be responsible for the maintenance of the Master Roll in accordance with the requirements of the Incorporated Societies Act.

- (ii) Vice President will, in the absence of the President, chair meetings and will assist the President in his/her duties.
- (iii) National General Secretary as written.
- (iv) National Treasurer as written.
- (v) Privacy Officer as written.

Rule 8 Regional Meetings

- (a) May be formed by two or more adjacent Branches that exist within a recognised area or region.
- (b) Each Branch in a Regional Meeting will elect one of its Members to be their delegate to the Regional Meeting. The Regional Meeting shall determine how many members of each Branch shall be entitled to attend and to have speaking and/or voting rights.
- (c) Officers – Chairperson and Secretary to be appointed by the Regional Meeting.
- (d) Regional Meetings will be as often as is felt necessary.
 - (i) To co-operate with other organisations in their area which may Benefit their members.
 - (ii) To encourage Branches to work together for the benefit of mature persons.
 - (iii) To pool and discuss ideas from individual Branches so that the quality of service of all Branches in their area is improved.
 - (iv) To co-operate with the National Executive in forming new Branches in their region. To make recommendations to the National Executive concerning the progress and well being of the Movement.
 - (v) To assist (by invitation only) any Branch in the region which is having difficulty to discuss and forward Remits to the National Executive for discussion at the Annual General Meeting of the Movement.
 - (vi) Delegates' costs to attend the Regional meetings will be met by the National Executive

Rule 9. National Executive Committee

- (a) The Executive shall generally meet once a month or as shall be deemed necessary and make a decision on any issues not inconsistent with the Movement's objectives, or any decision taken by the Annual General or by a Special Meeting,
- (b) At least five (5) members present shall constitute a quorum.
- (c) The executive may co-opt other Members of the Movement to take part in discussion on specific topics being considered by it, but such co-opted members will not have voting rights in the Executive.
- (d) Paid staff may be employed from time to time by resolution of the Executive.
- (e) No member or person associated with a member of the organisation shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage. Except where that income, benefit or advantage is derived from.
 - (a) Professional services to the organisation rendered in the course of business, charges at no greater rate than the current market rates, or
 - (b) Interest on money lent at no greater than current market rates.
- (f) Any member of the Executive other than the President
 - (a) Resigns due to ill health or otherwise
 - (b) Absents themselves from two consecutive Meetings without first having sought approval from the Executiveshall cease to be a Member of the Executive.
- (g) The Executive may elect a Member to fill a vacant Executive position.
- (h) Appoint a suitable person to undertake an annual Financial Review.

Rule 10: Administration

The Administration of the Movement shall be vested in:

- (a) The National Annual General Meeting or Special General Meeting of financial Members of the Movement.

The National Annual General Meeting of members will be held in such month as may be resolved by the National Executive Committee each year at such time and place as is determined by the National Executive Committee for the purpose of transacting the following business:

- (i) Confirm the Minutes of the previous National Annual General Meeting and any such Special General Meeting held.
 - (ii) Receive the report of the National President of the previous year.
 - (iii) Receive the Annual Balance Sheet and Financial Statement.
 - (iv) Elect the nine (9) National Executive Committee.
 - (v) Elect an Auditor or a suitable person to undertake a Financial Review.
 - (vi) Remits tabled.
 - (vii) Such other business as may arise.
 - (viii) The date and location of the National Annual General meeting will be notified by the National Executive Committee at a later date.
- (b) The National Executive Committee
- (c) Branch Committee

Rule 11 Remits

Remits and Notices of Motion from Branches, Regional Meetings and National Executive for the National Annual General meeting must be in the hands of the National General Secretary not less than twelve (12) weeks prior to the date of the National Annual General Meeting. Such remits should be advised to the Branches at least six (6) weeks prior to the National Annual General meeting.

Rule 12 Quorum

- (a) A quorum of the National Annual General Meeting shall be half the persons who are entitled to vote.
- (b) A quorum for a Special General Meeting shall be twenty five (25) financial members.

Rule 13 Special General Meetings

A Special General Meeting may be convened by a resolution of the National Executive Committee or by a requisition in writing by not less than fifty (50) members representative of at least three (3) Branches. Such resolution must state the business to be transacted at the meeting.

Rule 14 Notification of Meetings

Notice of the National Annual General Meeting and of Special General Meetings shall be given to all members by:

- (a) Issuing a notice to all Branches not less than six (6) weeks before the date of the meeting. Branches then to be responsible for the issuing the notice of individual members.
- (b) The notice of meeting must state the date, time and location of the meeting and resolution or business to be placed before the meeting.

Rule 15 Nomination Procedure

- (a) That Nominations for National Executive Officers shall be made in writing on the appropriate form to reach the National General Secretary not less than twenty-one (21) days before the scheduled date of the meeting at which the election is to be conducted, and must bear the signed acceptance of the member nominated, and that all Branches be notified of all nominations fourteen (14) days before the aforementioned meeting.
- (b) If sufficient nominations are not received by the date written Nominations close to fill the vacancies occurring, nominations may be accepted from the floor with the consent of the nominee, in person or in writing.

Rule 16. Voting at Annual General Meetings and Special General Meetings.

One representative from each Branch will be entitled to exercise one Vote by display of a voting card.

- (a) One representative from each Branch, all National Life Members and one representative of the National Executive will be entitled to exercise one vote by display of a voting card.
- (b) Any motion before a meeting of the Movement shall be determined by a show of voting cards and in the event of an equality of votes, the Chairman will have a casting vote.
- (c) Proxy votes may be used for voting on remits only.
- (d) Proxy votes should be conveyed to the National General Secretary not later than seven (7) days prior to the National General Meeting or Special General Meeting.

Rule 17 Branches.

- (a) A Branch may be formed in any locality where at least fifteen (15) interested persons decide that a Branch should be formed to further the objectives of the Movement. The procedure for forming Branches shall be laid down by the National Executive Committee through the Branch Information Guide.
- (b) The name of the Branch will be decided by the National Executive Committee following the recommendations of the Members resolving to form the Branch.
- (c) The Branch will be administered by a Committee who shall be responsible to the Branch membership and the National Executive Committee for conducting the affairs of the Branch.
- (d) Each Branch shall hold an Annual General Meeting in April or May of each year, at which the following business will be transacted:
 - (i) Confirm the Minutes of the previous Annual General Meeting
 - (ii) Receive the Branch President's Report
 - (iii) Receive a financial report for the year
 - (iv) Elect a Branch president, Vice President, a Secretary or Secretary/Treasurer, a Treasurer, and not less than 5 Committee Members:
 - (v) Elect a Delegate who may attend National Executive Council at National Annual General Meetings.
 - (vi) Elect an Auditor or a suitable qualified person to undertake a financial review
 - (vii) Such other business as has been notified to members for discussion at this meeting.
- (e) A person should not hold Office on a Branch Committee in any one position for a period of more than three years at a time, provided that there is another candidate willing to accept that position.
- (f) Any vacancy in Officers or Committee arising between Annual General Meetings may be filled by the Committee.
- (g) A notice of Annual General Meeting or Special General Meeting of the Branch will be given to all financial members by circular or advertisement in the press circulating in the territory of the Branch, so as to reach members not less than fourteen (14) days before the date of the meeting, and will state the business to be transacted.

- (h) The Secretary of each Branch will send to the National General Secretary before the 31st day of May each year two copies of the Branch Annual Report.
- (i) In all administrative matters, including the calling of meetings, election and meeting procedures, Branches will conduct their affairs in accordance with the procedures laid down in these rules.
- (j) A quorum for a Branch Committee Meeting shall be half the designated Committee plus one.
- (k) A quorum for a Branch Annual or Special General Meeting shall be not less than 20% of financial members, unless the total financial membership of the Branch is forty (40) or less, when a quorum will consist of not less than ten (10) financial members being present.
- (l) A Branch may adopt such rules for its own governance as are accepted by the Branch in an Annual or Special General Meeting, of which due notice has been given. Such rules will have no force or effect unless or until they are approved by the National Executive Committee.
- (m) All monies received by the Branch will be received in the name of and for the purpose of, promoting the aims of the Movement. Such monies will be deposited in a bank account maintained in the full name of the Movement.

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and designating the Branch name below. The account shall be operated by two of four signatories, these being the Branch President, Vice President, Secretary and or Treasurer.
- (n) Branches shall pay to the National Treasurer on a monthly basis, the National Annual Subscriptions received as determined at the previous National Annual General Meeting.
- (o) The Branch Treasurer will maintain books of accounting and present at the monthly Committee meetings a statement of income and expenditure. At the close of each financial year ending 31st March, two copies of a signed, audited balance sheet and financial statement to be forwarded to the National Treasurer no later than 31st May.
- (p) In the event of a Branch ceasing to function or being wound up, all monies and properties held by the Branch shall be transferred to the National Executive to be used for establishing new Branches.

- (q) Contracts between Branch Offices and/or members, with third parties cannot be entered into without the written consent of the National Executive Committee under the Common Seal of the Movement.
- (r) Branch Information Guide (B.I.G). It is the responsibility of the Secretary to keep the B.I.G. up to date with any additions or omissions found necessary from time to time.
- (s) Life Membership of a Branch may be granted by the Branch Committee to any person in recognition of service given to their Branch.

Such Life Members shall have full Membership Rights and Privileges and will not be required to pay any Branch Subscription. Subscriptions to the National Executive, as set by the National Annual General Meeting for the running of the Movement shall be paid by either the Branch or the Member, at the Branch's discretion.

Rule 18 Branch Voting

Voting at all Branch Meetings of the Movement shall be conducted in the following manner:

- (a) By a show of hands
- (b) If so requested by any five members, or if so decided by the member presiding over the meeting, by a ballot.
- (c) All resolutions will be carried by a simple majority of votes cast.
- (d) The member presiding over the meeting shall, in the event of an equality of votes, be entitled to the casting vote.

Rule 19 Grants to Branches

- (a) The National Executive shall decide upon the amount to be paid to a New Branch to assist with its financial expenses.
- (b) The subscriptions of up to sixty (60) members only enrolled during the first year of operation, will be retained in full by the Branch, thereafter part subscriptions, regardless of Branch Membership, will be paid to the National Treasurer as laid down by the Annual General Meeting of the Movement.
- (c) The Executive may authorise grants for the payment of advertisements seeking recruitments of new Branch Members.

Rule 20 National Travel Fund

- (a) National Executive
 - (i) The Fund will pay all travel and accommodation expenses incurred by any Official Delegate of the National Executive in the execution of their duties to the Movement.
 - (ii) When attending Regional and Executive Meetings the Fund will pay the mileage rate as determined from time to time by the National Executive.
 - (iii) When attending Annual General Meetings the Fund will pay a percentage of travel and accommodation costs.
- (b) Branch Delegates
 - (i) The Fund will pay the travel costs of Branch Delegates to attend Regional Meetings at the mileage rate determined from time to time by the National Executive.
 - (ii) When attending Annual General Meetings the Fund will pay a percentage of travel costs.
- (c) National Executives and Branch Delegates
 - (i) Fares and accommodation are to be purchased at the most economical cost and receipts forwarded to the National Treasurer for reimbursement.
 - (ii) Allocation of funds available will be at the discretion of the National Executive.
 - (iii) When more than one Delegate and/or Executive Member travel in the same vehicle to such meeting only **ONE** may claim travel expenses.

Rule 21 Sub-Committees

- (a) Sub-Committees may be appointed by the National Executive Committees, to investigate any subject or matter of concern on which they will report back to the body that established the Sub-Committee.
- (b) Sub-Committees may be given authority by the constituting body to co-opt members with appropriate special knowledge or experience to assist them with their deliberations.
- (c) The constituting body will state in writing the purpose for which the Sub-Committee is established.

Rule 22 Common Seal

- (a) The Seal of the Movement shall consist of the words -
60s-Up Movement of New Zealand Incorporated
enclosed in a circle and surrounding the words -
The Common Seal of
- (b) The National Secretary shall be responsible for the safe custody of the Common Seal.
- (c) The Seal shall be fixed to documents requiring the Seal in the presence of two members of the National Executive Committee and pursuant to a resolution of the National Executive Committee.

Rule 23 Registered Office

The Registered Office of the Movement shall be the residence of the National General Secretary for the time being, or such other place as may be decided by the National Executive Committee and notified to the Registrar of Incorporated Societies.

Rule 24 Pecuniary Profit

Any income, benefit, or advantage must be used to advance the charitable purposes of the Movement.

Rule 25 Alteration to the Rules

- (a) These Rules may not be added to, altered or rescinded, except by resolution passed at a National Annual General meeting or Special General Meeting pursuant to a Notice of Motion setting out the proposal to be taken at that meeting.
- (b) No addition to or alteration or rescission of the Rules shall be approved if it effects the Pecuniary Profit Clause or the Winding Up Clause without the Inland Revenue Department's approval.

Rule 26 Winding Up

- (a) The Movement may be wound up voluntarily if such a resolution is passed by a simple majority at two general meetings held at least thirty (30) days apart.
- (b) The surplus funds and assets of the Movement shall be disposed of for charitable purposes, at the sole discretion of such meeting, provided that no part of such funds and assets may be paid or handed over to any member of the Movement.

- (c) Such disposal of funds and assets of the Movement shall not be contrary to the Incorporated Societies Act of 1908.

Rule 27 Winding up Branches

1. In the event of a Branch having internal problems, the President of the Branch concerned shall notify the Executive Committee before any drastic action is taken by the Branch.
 - (a) The Executive Committee will act as an independent body in an endeavour to bring about a solution to the problem.
 - (b) After all avenues have been explored with no satisfactory outcome a date shall be set for a Special General Meeting of all Branch Members to vote by secret ballot.
 - (c) Members at the centre of the problem be deemed unsuitable to retain their membership under Rule 5(b).
2. The Branch goes into recess by majority vote.
3. The Branch be wound up with the Executive being responsible for the disposal of the funds and assets of the Branch.