

**MUSCULAR DYSTROPHY ASSOCIATION OF
NEW ZEALAND INCORPORATED**

RULES

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MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED

RULES

1. CONSTITUTION

- 1.1 The Association was constituted by a resolution dated 21 April 1959.
- 1.2 Amended Rules were adopted by way of amendment on 8 October 2010.
- 1.3 These Rules were adopted by a resolution dated 11 April 2014.

2. NAME

- 2.1 The name of the Association is Muscular Dystrophy Association of New Zealand Incorporated.

3. INTERPRETATION

- 3.1 In the interpretation of these Rules (unless the context requires a different construction):
 - 3.1.1 "Act" means the Incorporated Societies Act 1908.
 - 3.1.2 "Annual General Meeting" means the meeting of the Members of the Association held in accordance with Rule 17.
 - 3.1.3 "Association" means the Muscular Dystrophy Association of New Zealand Incorporated.
 - 3.1.4 "Branch" means a branch of the Association. A Branch includes one or more Branches.
 - 3.1.5 "Branch Representative" means: such person who acts as a Branch representative to the Association and member of the National Council as referred to in Rule 11 and who is duly elected or appointed to such position in accordance with the constitution of the relevant Branch; and, such person who is duly appointed by a Branch to represent that Branch at a general meeting.
 - 3.1.6 "Chief Executive Officer" means the person appointed to manage the Association as referred to in Rule 14.
 - 3.1.7 "Code of Conduct" means, at any time, the code adopted and approved at that time by the National Council, governing, by way of example only, such matters as the representation of the Association by, and behaviour in relation to the Association of, a member of National Council.
 - 3.1.8 "Condition" and "Conditions" mean a condition or conditions generally defined as muscular dystrophies and other neuromuscular conditions, and other conditions as determined by the Association from time to time.
 - 3.1.9 "Electronic means" includes transmitting to or from a personal computer.

- 3.1.10** "Executive Committee" means the executive committee elected or appointed to carry on the executive functions of a Branch.
- 3.1.11** "Income Year" means each year commencing on the first day of January and ending on the last day of December, or otherwise as determined by the National Council from time to time.
- 3.1.12** "Major Transaction" in relation to the Association means:
- (a) the acquisition of, or an agreement to acquire, whether contingent or not, assets the value of which is more than twenty five (25) percent of its assets before the acquisition; or
 - (b) the disposition of, or an agreement to dispose of, whether contingent or not, assets the value of which is more than twenty five (25) per cent of the value of its assets before disposition; or
 - (c) a transaction that has or is likely to have the effect of the Association acquiring rights or interests the value of which is more than twenty five (25) per cent of the value of its assets before the transaction; or
 - (d) any borrowing by the Association where the amount borrowed or able to be borrowed is in excess of 10% of the then value of the assets of the Association and or any charge given over the assets of the Association.
- For the purposes of this definition, "assets" includes any property of any kind whether tangible or intangible.
- 3.1.13** "Member" means a person who, or organisation which, is a member of the Association as more particularly described in Rule 8.
- 3.1.14** "National Council" means the national council for the time being of the Association.
- 3.1.15** "People living with a Condition" includes a person or persons who have been diagnosed with a Condition and/or a person or persons who are living with persons diagnosed with a Condition as members of the same household and/or a person or persons who are voluntarily involved in the care of persons diagnosed with a Condition.
- 3.1.16** "Person" includes an individual, or an incorporated or unincorporated body.
- 3.1.17** "Register of Members" means those registers referred to in Rule 9.
- 3.1.18** "Returning Officer" means, as the context requires, the person appointed from time to time as returning officer in accordance with Rules 12 or 19.
- 3.1.19** "Special General Meeting" means any meeting of the Members of the Association, other than the Annual General Meeting.
- 3.1.20** "Special Resolution" means a resolution that has been passed with the approval of not less than seventy-five (75) per cent of the Members present at any meeting and entitled to vote and who validly cast a vote in accordance with these Rules.
- 3.1.21** "Young Members' (Rangatahi) Representative" means a member of National Council who is aged between the years of 16 and 25 as at the date of election and is elected by the Young Members (Rangatahi) as defined in Rule 8.3.2.

4. COMMUNICATIONS

- 4.1** Each notice and other communication (each a "communication") to be given, delivered or made under these Rules is to be in writing and may be sent by personal delivery, post or, if the Member so agrees, by Electronic means.
- 4.2** Each communication under these Rules is to be sent to the postal address or email address of the Member or (except in the case of a notice of meeting) may be given by posting it on the website of the Association.
- 4.3** Each meeting called under these Rules must be called by sending a notice, specifying the time and place of the meeting to every Member at his or her last known address within such time period as is specified in these Rules. If a Member has consented to receiving notices electronically, notice may also be given by Electronic means sent to the email address last supplied by that Member.
- 4.4** Each Member must supply to the Chief Executive Officer a postal address and, if the Member wishes to receive communications and notices of meetings by Electronic means, a working e-mail address.
- 4.5** It is a Member's obligation to ensure that any change in the contact postal or e-mail address is notified to the Chief Executive Officer immediately. In the case of e-mail failure, the Association shall have the discretion and authority to use other means of communication with a Member.
- 4.6** Communications by Electronic means will be acceptable for the conduct of the business of the Association or the National Council (as applicable) unless the Chief Executive Officer shall advise that any specific business or meeting shall be conducted at a meeting at which Members are required to be physically present.

5. OBJECTS

- 5.1** The objects of the Association are those charitable objects and purposes which are recognised by the Courts of New Zealand as being charitable, including:
 - 5.1.1** to identify and disseminate educational programmes, information and resources to People living with a Condition, and to those who are or who may be involved in their support and care;
 - 5.1.2** to undertake, identify and disseminate the findings of research on the prevalence, causes and management of Conditions;
 - 5.1.3** to identify, develop, promulgate and carry on schemes and programmes which may be of benefit to People living with a Condition;
 - 5.1.4** to educate the wider New Zealand community and create awareness of the prevalence of Conditions and the impact on the lives of People living with a Condition;
 - 5.1.5** to educate the wider New Zealand community about, and lobby and advocate for changes to, attitudes, policies, funding, environments, support and clinical services where these impact detrimentally or sub-optimally on the quality of life, independence, choices and rights of People living with a Condition;
 - 5.1.6** to create and foster national and international communities of interest and support for People living with a Condition including opportunity to participate in and influence the affairs of the Association;
 - 5.1.7** to support the Association's Branches to provide, develop, fundraise for and mitigate the risks associated with their providing services to People living with a Condition;
 - 5.1.8** to generate and manage financial and other resources which enable the Association to carry out its objects;

- 5.1.9** to provide national organisation for the benefit of and service to members with neuromuscular conditions and their families; and
 - 5.1.10** to do all such things as are conducive or incidental to the attaining of the above objects or any of them.
- 4.2** Notwithstanding Rule 5.1 the Association shall be limited in furthering or attaining its objects to the advancement of charitable purposes in New Zealand.

6. REGISTERED OFFICE

- 6.1** The registered office of the Association shall be as determined from time to time by the National Council.

7. POWERS

- 7.1** In addition to its statutory powers, the Association:
- 7.1.1** may use its funds to pay the costs and expenses of furthering or carrying out its objects and, for that purpose, may employ people as may seem expedient;
 - 7.1.2** may purchase, lease, hire or otherwise acquire, and may exchange, sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient;
 - 7.1.3** may invest in any investment in which a trustee might invest;
 - 7.1.4** shall have power to borrow or raise money by debenture, bonds money or other means with or without security; and
 - 7.1.5** may enter into memoranda of understanding or agreements or contracts between it and Branches to further the objects and purposes of the Association, and the means of delivery of those objects and purposes.
- 7.2** Notwithstanding Rule 7.1 the Association must not enter into a Major Transaction unless that Major Transaction:
- 7.2.1** is approved by way of Special Resolution; or
 - 7.2.2** is contingent upon approval by way of Special Resolution.

8. MEMBERSHIP

- 8.1** The classes of membership and the method by which Members are admitted to different classes are as follows in this Rule and elsewhere in these Rules.
- 8.2** The Association acknowledges the Treaty of Waitangi in its aspiration to be fully inclusive of all of its members.
- 8.3** The classes of membership are as follows:
- 8.3.1** **General Members** shall consist of all individuals who have:
 - (a) attained the age of sixteen years; and
 - (b) who are registered as members of a Branch.
 - 8.3.2** **Young (Rangatahi) Members** shall consist of all General Members between the ages of sixteen and twenty-five years. Young (Rangatahi) Members shall have all

the rights of a General Member including the right to vote and shall have the additional right to vote for the Young (Rangatahi) Representative on the National Council. On their twenty-sixth birthday a Young (Rangatahi) Member shall cease to be a Young (Rangatahi) Member and shall be enrolled only as a General Member.

8.3.3 Child (Tamariki) Members shall consist of all Persons living with a Condition under the age of sixteen years. While they shall not be able to vote at general meetings of the Association they shall otherwise have all the rights and privileges of General Members. On their sixteenth birthday a Child (Tamariki) Member shall cease to be a Child (Tamariki) Member and shall be automatically enrolled as a General Member and a Young (Rangatahi) Member, without any further steps being required on their behalf.

8.3.4 A Life Member is a Life Member of a Branch or a person honoured for meritorious services to the Association after recommendation by the National Council and election as a Life Member by resolution of a general meeting. A Life Member shall have all the rights and privileges of a General Member, including voting rights and shall be subject to all the duties of a General Member except those of paying subscriptions or levies.

8.3.5 A Friend of the Association shall consist of any person or incorporated or unincorporated body who wishes to be associated with and receive information from a Branch or the Association, but who does not wish to have the full rights, privileges and duties of a General Member. A Friend of the Association shall be entitled to receive and have access to information as if they were a General Member but shall not be entitled to receive other services (except at the discretion of the Association), and shall not be entitled to vote. A Friend of the Association shall be subject to the obligation to pay subscriptions.

9. ADMISSION OF MEMBERS

9.1 The Association shall maintain a Register of Members which shall be divided into a General roll, a Young Members' (Rangatahi) roll, a Child (Tamariki) Members' roll, a Life Members' roll and a Friend of the Association roll. The Register shall also identify the Branch to which each Member affiliates.

9.2 A Member may only be affiliated to one Branch (which shall be of that member's choosing) at any one time, unless the Association in its discretion has determined otherwise.

9.3 The Association shall take such steps and institute such policies as are necessary to ensure that the Association's Register of Members is maintained in a condition that is as up-to-date, accurate and complete as possible.

9.4 All Members who are on the Association's Register of Members at the date of adoption of these Rules shall retain their membership. They will be placed on the General Members' roll, the Young Members (Rangatahi) roll, the Children's (Tamariki) roll, the Life Members' roll or the Friend of the Association roll, as the case may be.

9.5 If there is any difference in the entries appearing in the Association's Register of Members and the register of any Branch, the entries appearing in the Register of the Branch shall prevail and shall be conclusive as to the proper entries in the Register of Members of both the Association and that Branch.

10. MEMBERSHIP CESSATION

10.1 A person ceases to be a Member:

- 10.1.1** when they cease to be a member of a Branch, and the person does not become a member of another Branch; or
- 10.1.2** upon the death of a Member (or, in the case of a Member which is an incorporated or unincorporated body, upon the liquidation or dissolution of that Member).
- 10.2** A person ceasing to be a Member shall immediately cease to hold any office within the Association and the relevant Branch.

11. NATIONAL COUNCIL

- 11.1** The National Council shall consist of a Chairperson, a Vice-Chairperson, one Branch Representative from each Branch, five Councillors elected at large, and one Young (Rangatahi) Representative (who shall represent both Young (Rangatahi) and Child (Tamariki) members). At any meeting of the National Council, if any Branch Representative is not present, his or her place may be taken for that meeting by a person duly appointed by the Chairperson, or Vice-Chairperson of that Branch. Such appointee shall have all of the rights including voting rights held by that absent Branch Representative.
- 11.2** The National Council shall be elected to office in accordance with the rules and procedures set out in this Rule and Rule 12.
- 11.3** The members of the National Council from time to time shall hold office for a term of two (2) years and shall be eligible to stand for re-election subject to the provisions of Rule 11.4.
- 11.4** To be elected as a member of the National Council, a person must:
 - 11.4.1** as at the closing date for nominations for the relevant election, be recorded in the Association's Register of Members; and
 - 11.4.2** meet the eligibility requirements for being an officer of a charitable entity under the Charities Act 2005; and
 - 11.4.3** in the case of the Young (Rangatahi) Representative be between the ages of 16 and 25 as at the closing date for nominations for the relevant election.
- 11.5** A member of the National Council shall not be or have been an employee of any Branch or the Association or a labour-only contractor to any Branch or the Association, or have been engaged in any unresolved employment or other proceedings against any Branch or the Association, within the last twelve (12) months prior to the date on which the vote is to be cast in connection with that person's appointment.
- 11.6** A member of the National Council shall on election be subject to, and must act in accordance with, the Code of Conduct.
- 11.7** Until elections are held in accordance with this Rule and Rule 12 the members of the National Council shall be those persons holding office as at the date of adoption of these Rules.
- 11.8** The members of the National Council as at the date of adoption of these Rules shall retire from office at the date of the next Annual General Meeting of the Association following the date of adoption of these Rules.
- 11.9** The Vice-Chairperson, two at large National Council members and the Young (Rangatahi) Representative appointed at the Annual General Meeting immediately following the adoption of these Rules shall retire at the Annual General meeting in the following year (effectively having a one year term). Such persons shall be eligible to stand for re-election as set out in Rule 11.3.

- 11.10** The order of retirement of the at large National Council members shall be determined by agreement, failing which the determination shall be made by lot.
- 11.11** Should any casual vacancy arise as a result of a National Council member ceasing to hold office prior to the expiry of the relevant term of office then that vacancy may be filled by resolution of the National Council, except in the case of a Branch Representative who shall be appointed by the relevant Branch, and that appointment shall be until the next Annual General Meeting. Any person so appointed shall:
- 11.11.1** be entitled to vote; and
- 11.11.2** retire at the next Annual General Meeting but at that meeting shall be eligible for election.
- 11.12** Notwithstanding the foregoing Rules, a National Council member shall cease to hold office if he or she:
- 11.12.1** at any time ceases to fulfil the eligibility requirements for being an officer of a charitable entity under the Charities Act 2005; or
- 11.12.2** retires from office by giving written notice to the National Council; or
- 11.12.3** completes his or her term of office and is not re-elected; or
- 11.12.4** refuses to act; or
- 11.12.5** has his or her membership of the National Council terminated in accordance with clause 11.15; or
- 11.12.6** is absent from three (3) consecutive ordinary meetings of the National Council without good reason or without the permission of the Chairperson; or
- 11.12.7** becomes physically or mentally incapacitated to the extent that he or she is unable to perform the duties of a National Council Member; or
- 11.12.8** becomes an employee or labour only contractor to any Branch or the Association.
- 11.13** It is expected that the composition of the National Council will include a majority representation of those Members who are Persons living with a Condition, and further, that a simple majority will comprise Members who have been diagnosed with a Condition. Notwithstanding this expectation, it is acknowledged that there are no requirements of this nature in relation to candidates for election and failure to achieve this expectation will not, of itself, affect the validity of an election.
- 11.14** Where, in the sole opinion of 80% of the National Council members excluding the Member concerned, a member of the National Council fails to comply with the provisions of the Code of Conduct in a significant, material or deliberate way to the extent that the failure to comply is disruptive of the operations of the National Council and/or the Association and has become detrimental to the achievement by the Association and/or National Council of its goals and effective operational management or is otherwise likely to bring the Association into disrepute, the National Council, through the Chairperson, may advise the Member of its opinion in this regard and invite the Member to comply with the notice or cease the activity or take action specified by the National Council in the notice.
- 11.15** If the Member to whom notice is given pursuant to clause 11.14 does not cease the activity or take the action specified by the National Council within one (1) month of the date of the notice, the National Council may elect to terminate that Member's membership of the National Council.

12. ELECTION OF NATIONAL COUNCIL

- 12.1** All members of the National Council except for Branch Representatives shall be elected by postal voting or Electronic means, or a combination thereof, at the discretion of the

National Council, and such voting shall be conducted in the manner set out in these Rules.

- 12.2** The Association shall give notice calling for nominations for those positions for which elections are required not less than thirty-five (35) days before the Annual General Meeting of the Association for that Income Year. Such notice shall specify:
- 12.2.1** the method of making nominations;
 - 12.2.2** the latest date by which nominations must be made and lodged with the Association or such other person as the notice directs; and
 - 12.2.3** the type of biographical information required to accompany the nomination.
- 12.3** All nominations must be lodged with the Association not less than twenty-one (21) days before an Annual General Meeting. The nomination of a candidate for election shall be in writing sent to the Chief Executive Officer. In the case of nominations sent by post the nomination shall be signed by not less than two (2) General Members and endorsed by the candidate. In the case of nominations sent by Electronic means, the nomination shall advise the names of not less than two (2) General Members who support the nomination and the nomination shall also confirm that the candidate wishes his or her name to go forward for nomination. A nomination shall include such biographical information as the Association has determined under Rule 12.2.3. A candidate may at any time, by notice, withdraw his or her nomination.
- 12.4** Those Members eligible to vote will be those Members recorded in the Association's Register of Members on the date upon which nominations close.
- 12.5** In the event that only sufficient numbers of nominations are received in respect of any particular position then no election shall be necessary and the person(s) nominated shall be deemed to be duly elected.
- 12.6** Immediately after the closing date for nominations, the Association shall, where an election is required:
- 12.6.1** appoint a person to be the Returning Officer in respect of such elections; and
 - 12.6.2** give notice to each Member entitled to vote at the election containing:
 - (a) the closing date for the elections; and
 - (b) a list of the candidates for election accompanied by brief biographical notes relating to them; and
 - (c) a voting form or means of voting that contains information sufficient to identify the elector and that the elector has cast a vote; and
 - (d) the procedures to be followed in making a vote.
- 12.7** The Returning Officer shall be responsible for the supervision of the conduct of the election and for determining whether the votes have been validly cast.
- 12.8** Voting forms must be delivered to, or where votes are cast by Electronic means received by, the Returning Officer no later than 4pm on the day preceding the Annual General Meeting.
- 12.9** Once the votes have been counted and the result of the election determined by the Returning Officer, the Returning Officer shall certify the result of the election and communicate the result of the election to the Chairperson, or to the Vice-Chairperson if the Chairperson is unavailable. The Chairperson or Vice-Chairperson shall declare the result of the election at the Annual General Meeting.

12.10 Young (Rangatahi) members voting for the Young (Rangatahi) representative must be between the ages of 16 and 25 as at the closing date for nominations for the relevant election.

12.11 A candidate may simultaneously accept nomination for elected Councillor and for Chairperson or Vice-Chairperson. If the candidate is elected as Chairperson or Vice-Chairperson and, but for this provision would also have been elected as a Councillor, that person shall be excluded from the ballot for elected Councillor and the other highest polling candidates shall be elected depending on the number of vacancies.

13. MANAGEMENT BY THE NATIONAL COUNCIL

13.1 The Association shall be governed by a National Council, elected or appointed in the manner set out in these Rules.

13.2 Subject to these Rules and the resolution of any General Meeting, the National Council may exercise all the Association's powers, other than those required by statute or by these Rules to be exercised by the Association in General Meeting.

13.3 The National Council shall meet at least two monthly (but need only meet once in the December/January period) at such times and places and in such manner (including by telephone or video conference or analogous technologies) as it may determine and otherwise where and as convened by the Chairperson or Chief Executive Officer.

13.4 All National Council meetings shall be chaired by the Chairperson or in the Chairperson's absence by the Vice-Chairperson or in the absence of both of them by some other National Council member appointed for the purpose by the meeting, and any chairperson shall not have a casting vote.

13.5 The quorum for National Council meetings is at least half the number of the National Council members including at least fifty (50) per cent of the Branches which must be represented by their respective Branch Representative or appointee under Rule 11.1.

13.6 Only National Council members or appointees under Rule 11.1 who are present in person or by telephone or video link or analogous technologies shall be counted in the quorum and entitled to vote.

13.7 The National Council may act by resolution approved by not less than two thirds of the members of the National Council through a written ballot conducted by mail, or facsimile or email or analogous technologies.

13.8 Other than as prescribed by statute or by these Rules, the National Council may regulate its proceedings as it thinks fit.

13.9 Members of the National Council shall:

13.9.1 subject to 21.5 be entitled to receive such honoraria or remuneration for their services as National Council members as may be approved by a general meeting; and

13.9.2 be entitled to be reimbursed by the Association for any reasonable actual expenses incurred by them on behalf of the Association.

13.10 Each National Council member shall within one (1) calendar month of submitting a resignation or ceasing to hold office deliver to that person's successor all books, papers and other property of the Association possessed by such former National Council member.

13.11 No National Council member shall be liable for the acts or defaults of any other National Council member or any loss occasioned thereby, unless occasioned by the wilful acquiescence of the first National Council member.

- 13.12** The National Council and each of its members and the Chief Executive Officer and any other officer of the Association shall be indemnified by the Association for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.
- 13.13** The National Council may co-opt any person to assist the National Council for a specific purpose, or for a limited period, or generally on such terms as the National Council determines but for a term that in any event does not extend past the next Annual General Meeting.
- 13.14** The National Council may appoint such sub-committees to consider and attend to such business of the National Council or the Association as it sees fit and may determine the terms of reference and rules of procedure and conduct of any such sub-committees from time to time in its absolute discretion.

14. CHIEF EXECUTIVE OFFICER

- 14.1** A Chief Executive Officer shall be appointed by the National Council on such terms and condition of employment as the National Council may determine from time to time; that person may be paid such remuneration as the National Council may from time to time determine, in accordance with National Council protocols.
- 14.2** The Chief Executive Officer shall exercise such powers and discretions as are determined by the National Council on behalf of the Association from time to time.
- 14.3** A member of the National Council or any member of an Executive Committee of a Branch may not hold the position of Chief Executive Officer or otherwise be an employee of or a contractor to the Association or any Branch.

15. FINANCE

- 15.1** The National Council shall keep such books of account as may be necessary to provide a true and correct record of the Association's financial position.
- 15.2** The National Council shall maintain bank accounts in the name of the Association, and all paper or electronic banking forms and transactions shall be signed or authorised by two members of the National Council or, if so resolved by the National Council, by the Chief Executive Officer and one other person.
- 15.3** All handling of finances will be performed in accordance with generally accepted accounting principles and in compliance with the Charities Act 2005 and its amendments if any, or any legislation in substitution for that Act.
- 15.4** All accounts paid or for payment shall be submitted to the National Council for approval of payment, except that the National Council may delegate authority to its Chief Executive Officer to approve such payments up to a financial limit it may fix from time to time.
- 15.5** The Annual General Meeting each year shall appoint an auditor (who is a member of the New Zealand National Society of Accountants and not a member of the National Council) to audit the annual accounts of the National Council and provide a certificate of correctness of the same and, if any such auditor is unable to act, the National Council shall appoint a replacement auditor.

16. EXECUTION OF DOCUMENTS

- 16.1** The Common Seal of the Association, if any, shall be that adopted by the National Council and shall be held in the custody of the Chief Executive Officer.

16.2 Deeds and agreements to be executed by the Association pursuant to a resolution of the National Council shall be executed as follows:

16.2.1 by affixing the Common Seal, if any, witnessed by the Chairperson or Vice-Chairperson and countersigned by two (2) members of the National Council; or

16.2.2 by the Chairperson or Vice-Chairperson and two (2) other members of the National Council.

17. GENERAL MEETINGS

17.1 The Association shall, no later than four (4) calendar months after the end of each Income Year, and in any event no more than fifteen (15) months after the date of the last Annual General Meeting of the Association, hold its Annual General Meeting, and shall at that meeting:

17.1.1 report on the operation of the Association during the preceding Income Year;

17.1.2 present the annual report and duly audited consolidated financial statements in respect of that preceding Income Year;

17.1.3 announce the names of all newly appointed officers and members of the National Council;

17.1.4 invite nominations from the floor and conduct elections for any positions which have not been filled through postal or electronic voting;

17.1.5 appoint an auditor for the current Income Year;

17.1.6 approve any National Council honoraria or remuneration;

17.1.7 consider any matter or motion which may be submitted to the meeting, notice of which has been given in accordance with the provisions of Rule 17.3; and

17.1.8 at the discretion of the Chairperson, consider any other general business raised at that meeting, but in respect of such general business no binding resolution of the meeting may be passed although the general sense of the meeting can be canvassed.

17.2 Not less than seventy (70) days' notice of the holding of the Annual General Meeting shall be given to every Member. The notice shall contain the date, time and place of the meeting and may also include the provisions relating to nominations for those positions for which elections are required referred to in Rule 12.1.

17.3 Not less than fourteen (14) days' prior notice in writing shall be given to every Member of the general nature of the business to be transacted at the Annual General Meeting.

17.4 All general meetings other than the Annual General Meeting shall be called Special General Meetings. The National Council shall convene a Special General Meeting of the Association on the requisition of:

17.4.1 the Chairperson and Deputy Chairperson for the time being of the Association; or

17.4.2 any five (5) members of the National Council or

17.4.3 ten (10) per cent of the General Members.

17.5 Not less than twenty one (21) days' notice of any Special General Meeting shall be given to every Member. The notice shall contain the date, time and place of the meeting and the general nature of the business to be transacted at the meeting.

17.6 The persons requisitioning any Special General Meeting must provide a statement to the Association setting out the purposes for which the meeting has been requisitioned and

the specific agenda items proposed for such a meeting (including the proposed wording of all special resolutions to be voted on at the Special General Meeting).

- 17.7** No business shall be transacted at any Special General Meeting other than the business expressly referred to in the notice calling that meeting.
- 17.8** Any notice to be given under this Rule 17 shall be given by posting to each Member at the Member's last address shown on the Association's Register of Members or by any other means as the Association may determine, including by posting on its website, or any other Electronic means it may consider appropriate.
- 17.9** The accidental omission to give notice of a general meeting to a Member, or a failure to receive notice of a general meeting by a Member does not invalidate the proceedings at that meeting.
- 17.10** Any deficiency or irregularity in a notice of meeting will not invalidate anything done at the meeting if the Members present proceed with the meeting without protest as to the deficiency or irregularity or if all Members present and entitled to vote waive the deficiency or irregularity.

18. PROCEEDINGS AT GENERAL MEETINGS

- 18.1** No business may be transacted at a general meeting if a quorum is not present when the meeting proceeds to business.
- 18.2** The quorum required for any general meeting shall be twelve (12) General Members present in person and Branch Representatives representing no fewer than seventy-five (75) per centum of Branches. All present must complete and sign a record of attendance.
- 18.3** The Chairperson for the time being of the Association will be the chairperson of any general meeting and will preside over and have control over the meeting. If the Chairperson is not present within 15 minutes of the time appointed for holding a meeting, then the Vice-Chairperson or such other person appointed by the National Council shall be the chair. If none of those persons are present, then the General Members present shall elect one (1) of their number to substitute as the chairperson for that meeting.
- 18.4** To the extent that a vote is sought or required at any general meeting, not being in respect of a Special Resolution to which Rules 19 or 20 otherwise applies, every General Member and Life Member shall have one (1) vote. Any General Member or Life Member may appoint a proxy and a proxy is entitled to attend, be heard and vote as if he or she were that Member provided that:
 - 18.4.1** a proxy must be appointed by notice in writing signed by the appointor and the notice must state the appointment is for a particular meeting or a specified term;
 - 18.4.2** no proxy is effective in relation to a meeting unless a copy of the notice of appointment is produced to the Chairperson before the start of the meeting; and
 - 18.4.3** a proxy may only vote on resolutions noted in the Agenda for the meeting.
- 18.5** Subject to Rule 18.6, resolutions of the Association at meetings shall be decided by a simple majority of votes of Members present at the meeting in person or by proxy and entitled to vote.
- 18.6** A Special Resolution shall be required to:
 - 18.6.1** approve a Major Transaction in accordance with Rule 7; or
 - 18.6.2** amend these Rules in accordance with Rule 22; or
 - 18.6.3** wind up the Association in accordance with Rule 23.

18.7 Voting may be by voice or on a show of hands, except in the case of an election required under Rule 17.1.4 where voting shall be by a poll. The Chairperson of the meeting or any five (5) General Members present may also demand a poll on a resolution either before or after any vote. In respect of such poll:

18.7.1 each Member present and entitled to vote shall have one (1) vote;

18.7.2 it shall be taken in the manner that the Chairperson directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded;

18.7.3 if the poll is demanded on the election of a Chairperson or on the question of an adjournment it shall be taken forthwith and in respect of any other question shall be taken at that meeting at such time as the Chairperson determines;

18.7.4 the demand for a poll may be withdrawn.

18.8 A declaration by the Chairperson that a resolution is carried by the requisite majority is conclusive evidence of that fact, unless a poll is demanded in accordance with Rule 18.7.

18.9 In the case of an equality of votes, the Chairperson shall not be entitled to a second or casting vote.

18.10 If within one (1) hour of the time appointed for an Annual General Meeting a quorum is not present, the meeting will stand adjourned to be re-convened seven (7) days after the date of the meeting. On that later day, the meeting will be held again at the same time and in the same place as the adjourned meeting. If a quorum is not present within one (1) hour from the time appointed for that adjourned meeting, the General Members present will constitute a quorum. If within one (1) hour of the time appointed for a Special General Meeting a quorum is not present then the Special General Meeting shall be abandoned.

18.11 Except as provided in these Rules, any meeting may regulate its own proceedings.

18.12 The Association shall keep a proper record in a minute book of all decisions taken and business transacted at every general meeting.

18.13 Any minutes of the proceedings at a general meeting signed by the Chairperson of that meeting shall be prima facie evidence of those proceedings.

19. POSTAL AND ELECTRONIC BALLOTS

19.1 Any resolution or Special Resolution of Members able to be passed at a general meeting may instead be passed by postal ballot or by Electronic means (or by a combination of postal and Electronic means) (a "ballot") conducted in accordance with these Rules.

19.2 The National Council may determine that any resolution or Special Resolution be put to Members by way of ballot and, if so, the National Council shall:

19.2.1 appoint a person to be the Returning Officer in respect of such ballot;

19.2.2 fix a closing date for the ballot;

19.2.3 give notice to each Member entitled to vote on the resolution containing:

(a) the closing date for the ballot;

(b) the resolution to be voted on;

(c) the procedures to be followed in making a vote.

- 19.3** The Returning Officer shall be responsible for conducting the ballot, for supervising the conduct of the ballot and for determining whether the votes have been properly cast. Voting forms must be delivered to or, where votes are cast by Electronic means, received by the Returning Officer no later than 4 p.m. on the closing date for the ballot.
- 19.4** The notice of the ballot and other papers relating to the ballot are to be in the form determined by the National Council from time to time, but in each case must include an explanatory memorandum setting out the general effect of the resolution.
- 19.5** The accidental omission to forward papers relating to a ballot to any Member entitled to vote shall not invalidate that ballot.
- 19.6** Once the votes have been counted and the result of the voting determined by the Returning Officer, the Returning Officer shall certify the result of the voting and communicate the result to the Chairperson, or to the Vice-Chairperson if the Chairperson is unavailable within 48 hours after the closing date for the ballot. The Chairperson or Vice-Chairperson shall forthwith advise the National Council members and declare the result to the members within seven days of receiving the result.
- 19.7** The result of any ballot shall be as effective and binding on Members as a resolution passed at a meeting.

20. RELATIONSHIP WITH BRANCHES

- 20.1** The Association has established Branches within New Zealand and may establish further Branches from time to time.
- 20.2** The National Council may from time to time in its absolute discretion reallocate areas of coverage of Branches, and that power shall include power to split the area of a Branch, amalgamate Branches, and approve the incorporation of a new Branch(es) to cover part of the area previously covered by an existing Branch.
- 20.3** The National Council may place an existing Branch into recess from time to time and may require a Branch to be wound up.
- 20.4** Each Branch shall at all times comply with these Rules so far as applicable, and each Branch shall supply to the National Council as and when requested all Branch membership and other information as shall be required from time to time by the National Council.
- 20.5** Subject to any directions from the Association, each Branch shall be responsible for promoting the objects of the Association within the area covered by that Branch.
- 20.6** Subject to any directions from the Association, each Branch shall be responsible for the management of its own affairs including meeting its own debts and other liabilities, and neither any Branch nor any creditor of any Branch shall have any claim on the funds or assets of the Association. No Branch shall have any power to pledge the credit of the Association.
- 20.7** No Branch shall join or affiliate with any other organisation without first obtaining the written approval of the National Council.
- 20.8** The rules or constitution of each Branch shall be in a form approved by the National Council, with a view to there being consistency between the Branches. The rules or constitution of each Branch may not be amended without the consent of the National Council. The rules or constitution of each Branch shall in particular provide for the following:
- 20.8.1** That each Branch shall also maintain a Register of Members of that Branch, which shall be divided into such membership categories as are referred to in Rule 9.1;
- 20.8.2** A Branch upon receiving any application for membership shall forward a copy of the same to the Association within fourteen (14) days of its receipt.

20.9 If, in the opinion of the National Council, any Branch fails to comply with these Rules in any significant, material or deliberate way, or the operations of the relevant Executive Committee have become detrimental to the achievement of the Branch's or Association's objects or to the Association's reputation, the National Council may in its absolute discretion (but subject to policies which shall be produced by the National Council for addressing Branch compliance and performance), by written notice served on the Registered Office of that Branch dismiss the Executive Committee from the time of service of the notice and appoint a new Executive Committee who may but need not be members of the Branch. Such a new Executive Committee will hold office until the following Annual General Meeting of that Branch.

20.10 The National Council or some person or persons appointed by the National Council for the purpose shall have power to resolve any dispute between members of any Branch, between members of any Branch and their Executive Committee, or within any Executive Committee. The National Council and the person so appointed by the National Council shall have power to resolve that dispute in such manner as the National Council or the person so appointed thinks fit, and any decision made in respect of such dispute by the National Council or the person so appointed shall be final and binding on all parties.

21. NO PERSONAL BENEFIT

21.1 Any income, benefit or advantage shall be applied to the charitable purposes of the Association within New Zealand.

21.2 No Member or associated person of a Member may gain any form of private income, benefit or advantage from the operations of the Association.

21.3 Any transactions between the Association and any Member, and the Association and any associated person of a Member, shall be at arms' length and in accordance with prevailing commercial terms on which the Association would deal with third parties not associated with the Association, and any payments made in respect of such transactions shall be limited to:

21.3.1 A fair and reasonable reward for services performed;

21.3.2 Reimbursement of expenses properly incurred;

21.3.3 Usual professional, business or trade charges; and

21.3.4 Interest at no more than current commercial rates.

21.4 No Member or associated person of a Member may take part in, be present at, or influence any decision made by the Association in respect of payments to or on behalf of such person of any income, benefit or advantage whatsoever.

21.5 No remuneration will be paid to a member of the National Council in his or her capacity as such (including any responsibilities as an officer) unless that remuneration has been authorised by a resolution of Members present at the Annual General Meeting or any Special General Meeting. Each such resolution will express the remuneration to be paid as a monetary sum per annum and/or per meeting attended payable either to all members of the National Council taken together or to any person who from time to time holds any specified office on the National Council.

21.6 For the purpose of this Rule 21, "associated person" means any person who is:

21.6.1 an officer or Member of the Association;

21.6.2 a shareholder or director of any company carrying on any business or with the Association;

21.6.3 a settlor or trustee of any trust which is a shareholder of any company carrying on any business of or with the Association; or

21.6.4 an associated person (as defined by the Income Tax Act 2007) of any such settlor, trustee, shareholder or director.

22. ALTERATION OF RULES

22.1 Subject to Rule 22.2 all amendments to these Rules shall only be made with the approval of a Special Resolution.

22.2 No amendment shall be made to these Rules which:

22.2.1 is inconsistent with the Act;

22.2.2 changes the Association's Rules so that the Association no longer holds charitable status under the Charities Act 2005;

22.2.3 changes this Rule 22.2;

22.2.4 changes the restrictions requiring that a Major Transaction is approved or is contingent upon approval by way of Special Resolution;

22.2.5 changes the requirement for a Special Resolution (as defined from time to time) in Rule 18.

23. WINDING-UP

23.1 The Association may be wound up under the provisions of the Act.

23.2 If the Association is wound up the surplus assets after payment of all debts, costs and liabilities shall be disposed of for such charitable purposes in New Zealand relating to the assistance of persons with Conditions as may be determined in accordance with the statute or resolution to wind up, but no distribution shall be made to any Member.