

**31 MAY 2010**

**RULES of THE BROAD BAY COMMUNITY CENTRE**

(Incorporated)

Made and Confirmed at a Special General Meeting held at Broad Bay on the 9th day of September,  
1946.

TITLE

1. The title shall be "The Broad Bay Community Centre (Incorporated)" - hereinafter called "the Centre."

OBJECTS

2.
  - (a) To promote and protect the common interests of the Community of Broad Bay.
  - (b) To purchase freehold and leasehold property and erect buildings thereon, as deemed necessary in the interests of the Community of Broad Bay as a whole.
  - (c) To discuss and consider all questions affecting the interests of the Community of Broad Bay as a whole and to protect such interests.
  - (d) To procure the removal or redress of all hindrances, grievances, nuisances and inequalities affecting the Community of Broad Bay.
  - (e) To purchase, take on lease or otherwise acquire any real or personal property, and any rights or privileges either necessary or convenient for any purpose of the Centre and to erect, maintain, improve or alter any buildings, premises, grounds or works as may be required.
  - (f) To subscribe for, take, or otherwise acquire and hold shares, debentures, or securities of any Company carrying on or about to carry on business capable of being conducted so as directly or indirectly to benefit the Community of Broad Bay as a whole.
  - (g) To sell, lease, or exchange, or mortgage, charge, manage or otherwise deal with all or any or any part of the real or personal property of the Centre.
  - (h) To borrow or raise money by the issue of debentures or upon mortgage or charge of any real or personal property of the Centre with or without giving security.
  - (i) To draw, make, accept, indorse, discount and issue Promissory Notes, bill of exchange, Debentures, and other negotiable or transferable instruments.
  - U) To subscribe to and become a member of any other Association whether incorporated or not, whose objects are altogether or in part similar to those of the Centre.

- (k) To co-operate with other persons and bodies corporate for any of the foregoing objects.
- (l) Generally to do all such acts and things whatsoever as may be considered to be for the benefit of the Community of Broad Bay as a whole.

#### MEMBERSHIP

- 3 Any person company or other corporate body residing or having property or business connections with or in Broad Bay shall be eligible for membership.
- 4 The persons whose names and signatures are attached hereto shall be the original members of the Centre and shall be entered upon the Register of Members forthwith. All other persons, Companies, or other corporate bodies shall be subject to election in the following manner:
- 5 Application for membership shall be confirmed upon payment of the annual subscription.
- 6 The Committee of the Centre shall be entitled to decline any application for membership without assigning any reason for such decision.
- 7 Members shall be elected at a general meeting or a meeting of the Committee of the Centre on a majority vote of those present at either meeting.
- 8 The name and address of each member shall be entered in the Register of Membership as required by the provisions of the Incorporated Societies Act, 1908. Each member shall immediately notify the Secretary of every change of his/her or its address.

#### RESIGNATION

- 9 Any person, company or other corporate body may resign his or her or its membership in writing delivered to the Secretary, but he or she or it shall remain liable for all subscriptions due, including that for the current financial year.

#### EXPULSION

- 10 Any person who shall wilfully infringe any of the rules or bylaws of the Centre or whose conduct at the Meetings or outside shall be deemed unworthy of a member or injurious to the interests of the Centre may be required to attend before the Committee of the Centre to answer any charge made against such person and, if found guilty of such charge, may be expelled from membership.

#### LIFE MEMBERSHIP

- 11 Notwithstanding anything herein to the Contrary members may in general meeting resolve that any person who has rendered services to the Centre be a life member of the Centre whereupon he or she shall be entitled to all the privileges of membership without payment of any subscription but otherwise shall remain subject to these Rules.

#### SUBSCRIPTIONS

- 12 The financial year of the Centre shall commence on the first day of July in each year.
- 13 Each member shall pay to the Centre an annual subscription the amount of which shall be decided at a General Meeting.

#### COMMITTEE

- 14 The officers of the Centre shall consist of the President, the immediate Past President, the Secretary and the Treasurer.
- 15 *The Committee of the Centre shall consist of the officers of the Centre and a minimum of four financial members of the Centre who shall be elected at the Annual General Meeting each year as hereinafter provided.*
- 16 Five members of the Committee shall form a quorum at meetings of the Committee.
- 17 If any member of the Committee, including ex-officio members, shall be absent from three consecutive meetings of the Committee without leave from the Committee, the Committee declare his or her seat vacant. Leave of absence may be given retrospectively.
- 18 In the event of any vacancy occurring on the Committee whether by death resignation or otherwise, the remaining members of the Committee shall fill up such vacancy for the unexpired term of office.
- 19 In the event of a member of Committee being appointed Secretary of the Centre the Committee shall be empowered to elect another member to the Committee in the terms of Rule 20 hereof.
- 20 The Committee shall have the power to co-opt members.

#### OFFICE BEARERS

- 21 The office bearers shall be elected at the Annual General Meeting or failing that appointed by the Committee.
- 22 It shall be the duty of the Secretary to convene all meetings of the Centre and of the Committee and of the sub-committees, to keep correct Minutes of all meetings and a correct Register of Membership as required by the provisions of the Incorporated Societies Act 1908, to conduct all correspondence.

- 22(i) The Treasurer shall keep proper books of account and collect and receive moneys due to the Centre and to pay its accounts.

#### BANK ACCOUNT

- 23 All moneys received by or on behalf of the Centre shall be paid into an account kept at a Bank appointed by the Committee. All cheques and bills drawn on such account shall be signed by the President or Secretary of the Centre and countersigned by the Treasurer.

#### GENERAL MEETINGS

- 24 The Annual General meeting of the Centre shall be held before December in each year for the purposes of receiving the report of the Committee and the Statement of Income and Expenditure and Balance Sheet and of electing office bearers and a minimum of four Committee members and conducting such other business of which due notice shall have been given.
- 25 Twelve members shall form a quorum at General Meetings.
- 26 At all General Meetings the chair shall be taken by the President, or failing him or her by a Committee member chosen by the meeting, or failing a Committee member by a member of the Centre chosen by the meeting.
- 27 At all General Meetings each member shall have one vote. The Chairperson shall, in case of equal voting, have a casting vote as well as a deliberative vote. If three or more members at a General Meeting so demand, the voting shall be by ballot. Otherwise questions shall be decided by a show of hands. Ballots shall be conducted in such manner as the Chairperson shall decide. A declaration by the Chairperson that a resolution has been carried or not carried shall be conclusive.
- 28 Fourteen clear days' notice shall be given to members of every General Meeting. Notices of General Meetings shall in general terms state the business proposed to be submitted. Any member desiring to move any resolution at a General Meeting shall give notice in writing thereof to the Secretary not less than 7 days before the date of such meeting.

#### REGISTERED OFFICE

- 29 The registered office of the Centre shall be situated at No. 1 Clearwater Street, Broad Bay, in the City of Dunedin or at such other place as the Centre may from time to time determine.

#### COMMON SEAL

- 30 The Common Seal of the Centre shall be in the custody of the Secretary for the time being. It shall not be affixed to any deed or document except by resolution of the Committee. Every deed or other document to which the Seal of the Centre is required shall be affixed by the President or Secretary for the time being and by two members of the Committee who shall attest the sealing.

#### ALTERATIONS TO RULES

- 31 These rules may be added to altered or rescinded at any general meeting of members by a vote of a least two-thirds of the members present at such General Meeting.

#### PROPERTY AND FUNDS

- 32 The income and property of the Centre, from whatever source derived, shall be applied solely towards the promotion of the objects of the Centre.
- 33 Subject to the approval of the members obtained at a General Meeting called for the special purpose of considering borrowing or raising money on mortgage, the Committee shall have full authority to do so on behalf of the Centre.
- 34 The Centre may be wound up in terms of Section 24 of "The Incorporated Societies Act 1908" provided that the resolution requiring the Centre to be wound up must be passed and confirmed by a majority of the members present at the respective General Meetings referred to in the said Section.

If any property remains after the winding up and settlement of all of the Centre's debts and liabilities that property must be used to further the purposes of the organisation and in accordance with its rules.

The General Meeting at which the resolution requiring the Centre to be wound up is passed shall also by resolution direct the method of disposition of the funds and property of the Centre after the Centre has been wound up.

#### DISPUTES

- 35 Every decision of the Committee on the interpretation of these Rules and of any by-law, and on any matter which may arise and is not covered by these Rules or any by-law, or is alleged to be not so covered, shall be final and binding.

