

## NORTHCOTE RESIDENTS' ASSOCIATION INCORPORATED

### THE RULES OF THE NORTHCOTE RESIDENTS' ASSOCIATION INCORPORATED.

#### 1. Name

The name of the Association is the 'Northcote Residents' Association Incorporated' (the 'Association').

#### 2. Representative Area

"Northcote" is that area commonly known as Northcote Point and Northcote Central and which is bounded in the East by State Highway 1, to the north Ocean View Road to its junction with Pupuke Road and to the west, by Raymond Tce and Park Ave, including Onewa Road as far as Park Ave and Valley Road (as shown on attached map).

#### 3. Objects

3.1 The objects of the Association are:

- (a) To promote and protect the interests and welfare of the residents and ratepayers of Northcote and to provide the means whereby their views can be ascertained, presented to the appropriate authorities and implemented where possible.
- (b) To conserve and improve the environment of Northcote and to ensure that any development takes into account sound and positive ecological principles and the historical heritage of the area.
- (c) To encourage active participation of Northcote residents in the affairs of their community.
- (d) To affiliate, combine or amalgamate with or take over the affairs of any other society, body or organisation having objects similar or ancillary to the objects of this Association.
- (e) To provide a forum at which the ideas or concerns of the residents can be aired and if appropriate to act as a mechanism to action them.
- (f) To ensure that any projects, proposals or developments in Northcote and its environs is for the betterment or maintenance of amenities, character and nature of Northcote and respects the rights and reflects the interests of its residents.

#### 4. Membership

4.1 The number of members of the Association is unlimited and any person who is a resident or ratepayer of Northcote is eligible for membership and shall be admitted as a full member on (i) payment of the subscription specified by the Executive; (ii) completion of a membership

form; and (iii) agreeing to abide by the Rules of the Association; (iv) approval of the Executive in accordance with Rule 4.3 below.

- 4.2 Any person who has an interest in Northcote but is not a resident or ratepayer of the area is eligible for Associate membership of the Association on the same terms as 4.1 Such Associate shall have all the privileges of full membership except the entitlement to vote at any meeting of the Association.
- 4.3 A majority of two thirds or more of the members of the Executive, by resolution, may determine that any person's application for membership be declined. The Executive shall not be obliged to provide any reasons for its decision.
- 4.4 Persons shall cease to be members of the Association:
- (a) if the person gives notice of their resignation in writing to the Secretary;
  - (b) if the Association in a General Meeting resolves by a majority of three quarters of those present and voting on the recommendation of the Executive that any member's name be removed from the membership list for conduct contrary to the interests of the Association.
  - (c) if the members subscription remains unpaid 90 days after the close of the Annual General Meeting, in which case that member shall be deemed to have resigned from the Association.
- 4.5 Upon a person ceasing to be a member of the Association as a result of either (a), (b) or (c) above, he or she shall immediately cease to hold any office in the Association or be entitled to any privileges of membership.

## 5. Financial Year

The financial year of the Association shall commence on 1 April and finish on 31 March the following year.

## 6. **Annual Subscription**

6.1 The annual subscription shall be fixed at the Annual General Meeting and shall be payable to the Treasurer.

6.2 Payment of the subscription in a particular year shall render the member financial until the day after the AGM in the following financial year.

## 7. **Alteration of Rules**

The Rules of the Association or any of them may be altered, added to, rescinded or substituted by a majority of two thirds of those financial members present and voting at a General Meeting of the Association on the motion of any member, provided that notice of such motion, and the reasons for it, shall be in the hands of the Secretary at least 21 days before the date of such General Meeting and the Secretary shall have circulated to the members or published in a newspaper circulating in Northcote notice of such motion and its reasons 14 days before the date of such General Meeting.

## **8. General Meetings**

- 8.1 The Association shall call an Annual General Meeting once in every calendar year to be held not later than three months after the expiry of the Association's financial year, which shall be 31 March or such other date as determined at any General Meeting, for the purpose of presenting accounts, annual reports, election of Executive and other business required by these rules to be done in an Annual General Meeting.
- 8.2 If requested in writing to do so by 20 financial members, the Secretary shall call a General Meeting of the Association at any time.
- 8.3 The Executive, by simple majority also has the right to call a General Meeting.
- 8.4 Members shall receive at least 14 days written notice of all General Meetings whether Annual General Meetings or otherwise.
- 8.5 The quorum for all General Meetings shall be twenty financial members personally present.
- 8.6 All financial members personally present shall be entitled to one vote at General Meetings; and voting shall be by a show of hands except in the case of the election of the Executive which shall be by way of secret ballot. In the event of an equality of votes on any matters whatsoever, the Chairperson shall have a second or casting vote.

## **9. Notice**

Where notice is required to be given in writing under these Rules that shall mean communication by post, electronic means (including email and website posting), telephone or advertisement in periodicals covering the Northcote area, or a combination of these methods at the discretion of the Chairman and Secretary.

## **10. Appointment of Officers**

- 10.1 All financial members of the Association shall be eligible for election to the Executive of the Association. The Executive shall consist of no fewer than six and no more than ten persons elected at the Annual General Meeting.
- 10.2 Nominations for the Executive shall be made by financial members and shall be received prior to or at any Annual General Meeting or special General Meeting called for the purpose of electing the Executive.

- 10.3 The Executive shall elect the Chairperson of the Association from amongst the members of the Executive at a Meeting to be convened within 21 days of the Annual General Meeting electing the members of the Executive.
- 10.4 The Executive may appoint a person(s) to perform the functions of a Secretary and Treasurer.
- 10.5 Any vacancy in the number of members of the Executive, caused by resignation or expulsion of a member may be filled by an appointment made by the Executive but it shall not be compulsory to fill such vacancy until the Annual General Meeting next succeeding such vacancy. Any person so appointed shall hold office only until the next following Annual General Meeting but shall be eligible for re-election. The number of persons appointed to the Executive under this Rule 8.3 shall not exceed three at any one time.
- 10.6 All Executive Meetings shall be chaired by the Chairperson. In the event of the absence, sickness, incapacitation or death of the Chairperson the members of the Executive may elect a person to act in place of the Chairperson and that person shall have all the powers of the Chairperson.

## 11 **Role of the Executive**

- 11.1 Subject to the rules of the Association, the Executive is to:
- (a) Administer, manage, and control the Association;
  - (b) Carry out the objects and purposes of the Association and use money or other assets to do that;
  - (c) Manage the Association's financial affairs, including approving the Annual Financial Statement for presentation to the members at the Annual General Meeting;
  - (d) Set accounting policies in line with generally accepted accounting practice;
  - (e) Delegate responsibility and co-opt members where necessary;
  - (f) Ensure that all members follow the Rules;
  - (g) Decide the times and dates for Meetings and set the agenda for Meetings;
  - (h) Facilitate communication with members by holding a brief public forum , chaired by the Chair of the Executive or his/her nominee prior to each Executive meeting;
  - (i) Decide the procedures for dealing with complaints;
  - (j) Recommend the level of membership fees including subscriptions and levies.
- 11.2 The Executive has all the powers of the Association unless the Executive's power is limited by these Rules or by a majority decision of the Association.
- 11.3 All decisions of the Executive shall be by a majority vote. In the event of an equal vote the Chairperson shall have a casting vote, that is, a second vote.

11.4 Decisions of the Executive bind the Association unless the Executive's power is limited by the Rules or by a majority decision of the Association.

## **12. Roles of Officers**

12.1 The Chair is responsible for:

- (a) Ensuring that the Rules are followed.
- (b) Convening Meetings and establishing whether a quorum (half the Executive) is present.
- (c) Chairing Meetings, deciding who may speak and when.
- (d) Overseeing the operations of the Association.
- (e) Providing a report on the operations of the Association at each Annual General Meeting.

12.2 The Secretary is responsible for:

- (a) Recording the minutes of Meetings.
- (b) Keeping the Register of members.
- (c) Holding the Association's records, documents and books except those required for the Treasurer's function.
- (d) Receiving and replying to correspondence as required by the Chair and/or the Executive.
- (e) Forwarding the annual financial statements for the Association to the Registrar of Incorporated Societies and Charities Commission (if registered with that Commission) upon their approval by the members at an Annual General Meeting.
- (f) Advising the Registrar of Incorporated Societies of any Rule change.

12.3 The Treasurer is responsible for:

- (a) Keeping proper accounting records of the Association's financial transactions to allow the Association's financial position to be readily ascertained.
- (b) Preparing annual financial statement for presentation at each Annual General Meeting.
- (c) Providing a financial report at each Annual General Meeting.
- (d) Providing financial information to the Executive as the Executive determines.

**13. The Common Seal**

The Common Seal of the Association shall be in the custody of the Secretary and shall be affixed to any document requiring the same only pursuant to a resolution of the Executive and shall be attested by the signature of the Chairman or Secretary and any one other member of the Executive

**14. Bank Account**

All cheques and withdrawal slips shall be signed on behalf of the Association by not less than two persons appointed by the Executive to undertake that function.

**15. Investment of Funds**

The Executive may invest any monies of the Association not required for immediate use in any trustee status investments approved by the Executive.

**16. Borrowing Powers**

The Association shall have the power to borrow money from any Bank or other body, institution or person with or without security whether by overdraft or mortgage or debentures or promissory note or otherwise at such rate of interest and on such terms and conditions as the Executive shall think fit and to give security over any property whether real or personal now or hereafter belonging to the Association for the repayment of such monies and the interest thereon in such forms as the Executive shall think fit.

**17. General Powers**

Subject to the provisions of the Incorporated Societies Act 1908, the Association shall have the power of a natural person to do all acts and things necessary for the furtherance of its objects or any of them. Such powers shall include, but not be limited to, the power to acquire by way of purchase, gift or lease, any real or personal property or building; the power to conduct and manage works, money raising schemes, polls and referenda.

**18. Power of Sale**

The Association shall have the power to sell all or any of the assets of the Association either for cash or on such terms as the Executive shall approve and the proceeds from all such sale shall be applied towards the general purposes of the Association or otherwise in accordance with these rules.

**19. Winding Up**

The Association may be wound up voluntarily if the Association at a General Meeting of its members passes a resolution by a simple majority requiring the Association to be wound up and the resolution is confirmed by a simple majority at a subsequent General Meeting called together for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed was passed.

In the event of the Association being wound up, on its dissolution by the Registrar, then, in the absence of any directions from the Registrar of the High Court,

after all costs, debts, liability and commitments of the Association have been paid and satisfied, the balance of the Association's funds and assets shall be disposed of at the discretion of the Executive for the benefit of any other society, club, organisation or body to the best advantage of the residents of Northcote.

## **20. Indemnity**

- 20.1 The members of the Executive, Auditor, Secretary and other officers shall be indemnified by the Association for all losses and expenses incurred by them in or about the discharge of their respective duties except such as shall result from their own reckless negligence.
- 20.2 No member of the Executive, Auditor, Secretary or other officers shall be liable for the acts or defaults of any other member of the Executive, Auditor, Secretary or other officers, or for any loss or expense happening to the Association, unless the same happens from his or her own reckless negligence.