

(ii) To celebrate and increase the capabilities and potential of older people and their value in society

3.0 Powers

(i) The society may purchase, hire or acquire or dispose of property which members may think necessary for the promotion and running of the society.

(ii) The society may produce documents, pamphlets, reports and instructional matter for the benefit of members.

(iii) The society can organise groups, meetings, courses and conferences for the benefit of its members.

(iv) The society can receive fees, subscriptions and donations to promote the objectives of the society and hold these in trust for the society.

(v) The society can do all such lawful things as necessary for the attainment of the objectives of the society.

4.0 Administration:

(i) The committee shall consist of at least six and not more than ten members.

(ii) The committee shall be elected at the Annual General Meeting (A.G.M.).

(iii) The Committee shall consist of President, Secretary, Treasurer, Assistant Secretary and Minute Secretary, Assistant Treasurer, Functions Officer, Senior Net Representative and Three other members (a total of ten members).

(iv) The President of the Society shall preside over Committee Meetings at which he or she is present. In his/her absence a Chairperson shall be nominated from the Committee and approved by the Committee. The President or nominated Chairperson of the meeting shall have a casting vote.

(v) A quorum for Committee meetings must be two from the President, Secretary and Treasurer and three other members.

(vi) The Committee shall have the power to co-opt members with a specialised knowledge, to combine offices, and to set up sub-committees when deemed necessary. Co-opted members may only vote on the specialist areas they are co-opted for.

(vii) Term of office for all Committee members shall be one year, dating from the election at the Annual General Meeting. All officers and members of the Committee shall be eligible for re-election. The maximum consecutive term for a President will be three years but can be re-elected after a period of two years from the completion of the original term of office

(viii) Nominations for the Committee duly agreed by the nominee shall be proposed and seconded and delivered in writing to the Secretary 7 days prior to the A.G.M. In the event of there being insufficient written nominations received prior to the A.G.M. then the A.G.M. may by ordinary resolution resolve to accept nominations from the floor, provided that each such nomination shall be agreed to by the nominee concerned.

(ix) The newly elected Committee shall take office at the conclusion of the A.G.M.

(x) There shall be not less than four Committee meetings a year.

(xi) Special committee meetings may be called at any time by the President or by any three committee members of the Committee by giving 14 days notice to all Committee members of the matters to be discussed.

(xii) Committee members may resign office by giving not less than 21 days notice in writing to the Secretary or President. The Committee has power to fill casual vacancies from the membership. Such an appointee shall complete the term of service of the member he or she is replacing and shall be eligible for re-election.

(xiii) At Committee meetings matters shall be decided by a simple majority of votes of Committee members present. In the case of an equality of votes the Chairperson shall have a second or casting vote.

(xiv) The Secretary or Assistant and Minute Secretary will ensure that minutes of all committee and General meetings will be recorded for presentation at the next appropriate meeting.

(xv) In the case of the President resigning or the position becoming vacant, the committee can appoint a temporary President from the committee until a Special General Meeting is held within three months of the vacancy.

(xvi) The committee will allocate money to support the smooth running of the U3A, the organisation of groups, capital expenses, group activities, individual expenses, the organisation of meetings and social occasions and the provision of gifts to guest speakers.

5.0 Financial reporting

- (i) This incorporated society will prepare their financial statements in accordance with the standard that suits the size of this small society.
- (ii) All financial transactions will be examined annually by an independent certified person and the accounts will be presented to the Annual General Meeting of the U3A.

At the A.G.M. The Treasurer will;

- Present the Society's finalised and completed financial statement for the annual balance date;
- Have the statement accepted by the Committee, then presented to and passed at the annual A.G.M.

(iii) The then agreed financial statements will be signed by two members of the committee of either the President, Secretary or Treasurer; copies of those financial statements will be given to the Registrar for registration

5.1 Finance keeping

- (i) The Treasurer shall be responsible for keeping the accounts of the Society and submit a monthly account and balance to the committee.
- (ii) The Treasurer shall keep an asset register of items bought, sold disposed of or donated to the society.
- (iii) The Committee shall appoint three financial officers from the committee, any two of whom shall be authorised to jointly make payments for the Society by internet banking. The funds of the Society shall be deposited in a recognised bank in New Zealand.
- (iv) All the income and property of the Society shall be applied solely towards the objects of the society and none of it shall be transferred in any way to its committee members. Nothing shall prevent the payment in good faith of reasonable and proper remuneration to any member of the Society, approved by the committee, which has occurred in the running of the society.
- (v) The Society shall have the power to collect and accept donations. Any money received shall be used for the benefit of the Society.

5.2 Contingency and Distribution

- (i) An amount of \$7000 should be kept as a contingency reserve for the maintenance and replacement of assets as needed, running group activities, keeping secure records and maintaining a website. Steps by the Committee should

be considered to allocate money which exceeds this amount to be used for the benefit of the Society and all members. If this amount is insufficient it can be amended at the Annual General Meeting by a proposal and accepted by members as per the rules of the AG.M.

(ii) The committee can also consider such items as;-

- A reduction or increase of the annual members subscription fee.
- Having a subsidy for the cost of running quarterly meeting for all members.
- A social occasion for all officials, convenors, village liaison officers, tutors and helpers who have contributed to the running of the U3A.
- Working with Liaison Officers to give presentations and promoting the society's work in retirement villages.
- Promoting an association with local societies such as SeniorNet Hawkes Bay

6.0 Membership

(i) All persons interested in supporting the objects of the Society shall be admitted to membership at the approval of the Committee, upon delivery to the Secretary of the completed application form and upon payment of the annual subscription as determined by the Committee, provided they agree to abide by any conditions properly imposed by the Committee. The Secretary will keep a secure data base of all members and their details.

(ii) The Committee may admit to membership as an Honorary Member any person who renders special services to the Society whilst such services are being rendered.

(iii) The Committee may terminate membership of any member if there is any money owed to the society in respect of membership or other fees after six months.

(iv) Or that member acts in a way which is prejudicial to the Society or brings it into disrepute.

(v) Any member may resign from the society by verbally communicating the intention to the Secretary.

(vi) The cost of joining the Society will be set by the committee

7.0 Annual General Meetings,

(i) The Annual General Meeting shall be held once in each year and not later than fifteen months after the previous A.G.M. At least fourteen days' notice shall be given in writing or electronically to all members. A quorum shall be 20% of all paid

up members. The President of the Society shall preside over the General Meeting or Special General Meeting at which he or she are present. In his/her absence a Chairperson shall be nominated from the Committee and approved by the Committee or General Meeting. The Chairperson of the meeting shall have a casting vote.

The business of the A.G.M. shall include:-

- (ii) Receiving and approving the Annual Report.
- (iii) Receiving and approving the examined accounts.
- (iv) Electing a President, Secretary, Treasurer and members of the new committee.
- (v) Approving an examiner for the accounts.
- (vi) Consider proposals to alter rules that are fair and equitable in the internal running of the society.
- (vii) At Annual General Meetings and Special General Meetings, scrutineers not holding office, shall be appointed as necessary. On the declaration of votes the President shall move that the ballot papers be destroyed.

7.1 Special and other meetings

(i) A special General Meeting of the Society may be convened at any time by a resolution of the Committee or upon a requisition signed by one fifth or more members stating the object of the meeting. A meeting held on such a requisition shall be called by the Secretary of the Society giving the members fourteen days written notice of such a meeting. There shall be a quorum when 20% of members are present.

(ii) There will be three ordinary meetings for all members of the Society each year.

8.0 Committee Rules

(i) The President of the Society shall preside over any Committee or General Meeting at which he or she is present. In his/her absence a Chairperson shall be nominated from the Committee and approved by the Committee or General Meeting. The Chairperson of the meeting shall have a casting vote.

- (ii) Voting at meetings shall be by voice or show of hands or written ballot at the President's or Chairperson's discretion.
- (iii) The Secretary shall ensure that minutes are kept of all Committee and General Meetings as in Section 4 (xiv).
- (iv) The Committee may appoint sub-committees to which it may from time to time and for such time as it determines delegate such of its powers and functions as it thinks fit. Sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers.
- (v) Rules can only be amended with the assent of more than two thirds of the members present and voting at a General meeting.
- (vi) Twenty one (21) days notice shall be given to all members stating an intention to change rules. No alterations or additions to the Constitution and Rules shall be approved if they have the effect of changing the fundamental nature of this voluntary organisation as in sections 1.0 and 1.1 of this Society.

9.0 Group organisation

- (i) The majority of activities are in groups co-ordinated by leaders or organisers of a group. The numbers that can attend a group are notified to the secretary by the convenor. This often depends upon the venue or equipment available. The secretary keeps a list of group members and advises the leader or organiser the names of wishing to attend. If there are too many wishing to attend a group they are put on a waiting list to wait for a vacancy. The group leader keeps a record of attendees and advises the secretary of a vacancy.
- (ii) A group leader can claim expenses for running a group for such items as materials used or venue expenses up to a value of \$50 with receipts provided to the Treasurer.
- (iii) Beyond this amount the leader can apply to the committee to raise this amount and this will be decided by the Committee and notified to the leader.
- (iv) Members wishing to join a group may be requested to accept a fee to belong to that group in order to meet venue or material costs. These costs are purely for the activity and not payment to any person or persons attending or visiting a group.

10.0 Conflict Resolution

The society must abide by the rules set out in Section 39 of the Incorporated Societies Act of 2022

Key Points for our Society

- The procedures must be treated as being consistent with the rules of natural justice.
- Do not ignore the conflict situation.
- Clarify what the issue is.
- Bring involved parties together to talk.
- Use mediation services to identify a solution.
- Having a signed and agreed settlement.
- Continue to monitor and follow up on the conflict.

10.1 Mediation

Note: When a member or an officer who makes a complaint against another, both have a right to be heard before the complaint is resolved or any outcome is determined. The information must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response

(i) The Society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its constitution, ensure that the dispute is investigated and determined.

(ii) Disputes must be dealt with under the constitution in a fair, efficient, and effective manner.

(iii) If a dispute arises parties are committed to negotiated outcomes. Both parties of the dispute have a right to be heard. This can be initially with someone of their own choosing.

(iv) If a negotiated settlement has not been arrived at, the parties agree that either party may refer disputed matters to the President or Committee for mediation and that the parties agree to participate in the mediation process in a genuine attempt to

reach a settlement as set out below. The reasons for the dispute must be submitted in writing.

(v) Notice Period: If a member wishes to raise a grievance or dispute an action, they must raise the grievance or dispute with the President or the Committee within 30 days of the date of the action alleged to amount to a grievance occurring.

(vi) The member should submit to the President or committee written notice of the personal grievance, dispute or problem, covering the following points:-

- a. Details of their grievance, dispute or problem;
- b. Why he/she feels aggrieved;
- c. What solution he/she seeks to resolve the grievance, dispute or problem.

(vii) The President or Committee and member shall meet to discuss and attempt in good faith, to resolve the problem.

(viii) Where the problem is not resolved by the parties in discussions, the President or member may, without undue delay, seek the assistance of a mediator.

(ix) Both parties must co-operate in good faith with a mediation service in a further effort to resolve the problem.

(x) Both sides or member acknowledge that the service provided by the mediation service is confidential and if it does not resolve the problem is without prejudice to the parties' positions.

(xi) Any settlement of the problem agreed to by the parties and signed by the mediator will be final and binding.

10.2 Society Procedure

(i) The Society may make a complaint involving an allegation against a member or an officer by giving to the member or officer a notice in writing that:-

(a) States that the Society is starting a procedure for resolving a dispute in accordance with the Society's constitution as set up in **section 10.1** and

(b) Sets out the allegation to which the dispute relates.

(ii) The information given must be enough to ensure that a person against whom an allegation is made is fully and fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.

(iii) If the dispute cannot be settled as in Section 10.1 Parts (i) (ii) and (iii) then either party can as in Section 10.1 part (viii) can, without undue delay, seek the assistance of an independent mediator.

(iv) Both parties must co-operate in good faith with the mediation service in a further effort to resolve the problem.

(v) Both sides or member acknowledge that the service provided by the mediation service is confidential and if it does not resolve the problem is without prejudice to the parties' positions.

(vi) Any settlement of the problem agreed to by the parties and signed by the mediator will be final and binding.

(vi) The mediator shall monitor and follow up on the agreement.

11.0 Members Privacy

- This Society will follow the Privacy requirements in the 2020 Privacy Act
- This policy sets out how the Society will collect, use, disclose and protect your personal information. The Privacy Act requires organisations to have at least one person who fulfils the role of privacy officer.
- In this small voluntary organisation the President and the Secretary with advice from the Committee will advise and report on Privacy issues; deal with any complaints about possible privacy breaches
- Will deal with requests for access to personal information, or correction of personal information

11.1 Collection of information

- (i) The Society collects personal information that is necessary for members to take part in the Society's functions and activities.
- (ii) These functions and activities are the emailing, phoning or posting information to members about meetings, activities taking place, cancellations or changes that would affect individual members.
- (iii) The information collected is members name, address, telephone number and email address, and the activities in which members participate.
- (iv) The information is stored on a central data base by the Secretary or Assistant Secretary, password protected in a secure cloud data base such as Google Drive.
- (v) The President, Secretary and Assistant Secretary have access to the data base.
- (vi) At all times we take reasonable steps to maintain secure internet connections if you provide us with personal information.

11.2 Disclosing Your Personal Information

- (i) Only to the President, Secretary, Assistant Secretary, Treasurer and leader of the activity you have chosen to join.
- (ii) The disclosure will enable them to contact you regarding Society Meetings, functions, newsletters and activities.
- (iii) Multiple emailing will use the BCC function so other email addresses cannot be seen by another party.

11.3 Exceptions to Disclosure of Information

The only other persons who can receive your information are;

- (i) A person who can require us to supply your personal information (e.g. a regulatory authority).
- (ii) Any other person authorised by the Act or another law (e.g. a law enforcement agency).
- (iii) Any other person authorised by you.

11.4 Consent

By membership of the Havelock North U3A you consent to the collection and use of your personal information by the Havelock North U3A in accordance with this privacy policy as in sections **11.0; 11.1; 11.2; 11.3.**

11.5 Protecting Your Personal Information

We will take all reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

11.6 Accessing and Correcting Your Personal Information

(i) You have the right to access your personal information that we hold and to request a correction. Before you exercise this right, we may need evidence to confirm that you are the individual to whom the personal information relates.

12.0 Common Seal

The Club shall have a Common Seal which shall be in the custody of the Secretary. The Seal shall not be affixed to any documents except by authority of the Committee and in the presence of any two members of the Committee who will affix their signatures to every document sealed.

13.0 Disposal of Assets on Dissolution

Should the society dissolve or be wound up then any assets remaining after repayment of debts and obligations shall be distributed to such charitable bodies in the community of Havelock North or surrounds who have one or more similar objects as defined in Section 61A of the Charitable Trusts Act 1957 or if no such other body exists then disposed of in accordance with the directions of the High Court of New Zealand pursuant to Section 27 of the Charitable Trusts Act 1957.