

# **The Rules of the New Zealand Maori Wardens Association Incorporated**

**( updated from the Companies Office 2005 )**

**NAME:**

**RULE 1A**

- THE NAME OF THE ASSOCIATION IS "NEW ZEALAND MAORI WARDENS' ASSOCIATION INCORPORATED", hereinafter referred to as "the Association and shall be referred to in the abbreviated form as "THE N.Z.M.W.A."
- THE Association shall consist of:

**RULE 1B**

- 1. NINE or more District Associations commensurate with the District Maori Council Districts or within such boundaries as may from time to time be defined by the Executive Council.
- 2. SUB Associations dividing each District into areas convenient for the administrations of the Association business.

**RULE 2**

THE Registered office of the Association shall be at 14 Ruapehu Street, Taupo, or as from time to time may be decided and notified to the Registrar of Incorporated Societies.

**AIMS AND OBJECTS**

**RULE 3**

THE principal aims and objects of the Association shall be:

- a. TO provide an organisation for the purpose of enabling members to play an effective part in the social development of the community.
- b. TO represent and protect the interests of Maori Wardens.
- c. TO assist members to exercise the powers and authority conferred on Maori Wardens.

- d. TO provide adequate and continual training programmes based on a national syllabus as and when required.
- e. TO work in close co-operation and harmony with the New Zealand Maori Council, Maori Affairs Department, Government Departments, and agencies and societies.
- f. TO assist Maori Associations in carrying out the objects of the Maori Community Development Act 1962.
- g. TO make representations on matters which in the opinion of the Association require attention or alteration
- h. TO use the funds of the Association as the Association may consider necessary or proper in payment of cost and other expenses of furthering or carrying out the objects of the Association including the employment of officers, agents and servants as shall appear necessary or expedient.
- i. TO provide and raise by subscription, entertainment or any other lawful way funds for the purposes of the Association, or to raise funds by borrowing with or without security but subject to the provision of these Rules.
- j. TO acquire by lease purchase or otherwise, to hold and dispose of for cash or on terms or on deferred payment real and personal property of every description for the purposes of the Association to the extent and in any manner authorised by the Incorporated Societies Act 1908 and its amendments, or these Rules.
- k. TO foster the establishment of Branches of the Association throughout New Zealand.

## **CLASSIFICATION OF MEMBERS**

### **RULE 4**

The MEMBERSHIP OF THE Association shall consist of ordinary members, life members, trainee members and honorary members.

- a. **ORDINARY MEMBERSHIP** shall be open to all persons who shall have been appointed MAORI WARDENS in receipt of a badge and CURRENT IDENTIFICATION CARDS of appointment.
- b. **LIFE MEMBERSHIP** may be conferred on any member who has given at least 12 years continuous service to the Association. A life member shall be nominated by his or her branch and recommended to the Executive Council for approval. Life membership shall be automatically conferred on all past President in recognition of their services to the Association, and on all future Presidents on expiry of their term of office. Life members shall be entitled to all the privileges of ordinary members but not liable for payment of annual subscriptions.

- c. **TRAINEE MEMBERSHIP** may be conferred upon any person intending to seek application for nomination to be appointed a MAORI WARDEN. Such membership shall not entitle such members to hold office or vote.
- d. **HONORARY MEMBERSHIP** may be conferred upon any person who by reason of his or her interest in the Association warrants the courtesy. Such membership shall not entitle such members to hold office or vote nor render them liable for payment of any annual subscription.

## **2. CONDITIONS OF MEMBERSHIP**

### **RULE 4A**

NEW MEMBERS shall be proposed and seconded by two financial members of the Association and upon payment of the annual subscription shall be deemed to be fully elected members.

- b. **NON FINANCIAL MEMBERS** – Should the annual subscription of a member fall into arrears after **31 August** that member shall be deemed to be a non financial member of the Association and as such **shall not be entitled to hold office or vote.**
- c. **TRANSFER OF MEMBERS** – A member may transfer from on Association branch to another provided that that member is financial for the current year.
- d. **RESIGNATION OF MEMBERS** – Any member may resign from the association by giving to the Manager notice in writing to that effect at the expiration of one calendar month after the giving of such notice
- e. **EXPULSION OF MEMBERS** – District Association or the New Zealand Maori Wardens Association may at any time by letter invite any member within a specific period of time to retire for breach by him/her of these Rules or bylaws, and under these Rules and in default of withdrawal to submit the question of his/her expulsion to a General meeting to be held six calendar months from the date of such invitation. The member whose expulsion is under consideration shall be allowed to offer an explanation verbally and/or in writing and if thereupon two thirds of the members present shall vote for his/her expulsion he shall forthwith without releasing him/her from any prior liability to the Association cease to be a member PROVIDING THAT voting at any such meeting shall be by ballot.

### **RULE 5A**

**ALTERATION OF RULES** – These may be altered, added to, rescinded or otherwise amended by a Resolution passed by two-thirds majority of those members present at a General Meeting of which 28 days notice has been given.

- b. EVERY such notice shall set out the proposed alterations, additions, recessions or other amendments.
- c. DUPLICATE copies of every such alteration, addition, recession or amendments shall forthwith be delivered to the Registrar in accordance with the requirements of the Act.

**RULE 6**

**FINANCE:** The financial year of the Association shall begin on the first day of July of each year and end on the 30<sup>th</sup> day of June of each subsequent year.

- a. **ENTRANCE FEE** – Any person upon becoming a member of the association shall pay an entrance fee of not less than TEN DOLLARS (\$10.00) or whatever amount is agreed upon by Resolution at the Annual General Meeting.
- b. **MEMBERSHIP FEE** – Each member shall on the second and subsequent years of membership be liable for the payment of TEN DOLLARS (\$10.00) per year or whatever amount is agreed upon by Resolution at the Annual General Meeting.
- c. **AFFILIATION FEE** – An affiliation fee payable by Branches to the Association of TEN DOLLARS (\$10.00) per member or whatever amount is agreed upon by Resolution at the Annual General Meeting shall be payable yearly direct to the Association by Branches.
- d. ALL funds of all Association Branches shall be paid into that Association's account at a Bank.  
ALL payments made by the Executive Council shall be made by cheque and signed by the Manager and the Trustee or Trustees so appointed by the Executive Council
- e. ALL payments made by the Executive for District and Sub Associations shall be made by cheque and signed by the Treasurer and a Trustee or Trustees so appointed by the respective Association.
- f. THE Annual Financial statement of account of Balance Sheet is to be forwarded direct to the executive Council within a period of three months from the end of the financial year.
- g. AN auditor or other responsible person shall be nominated by each sub Association, District Association, to audit books of account at the end of each Financial Year.

**RULE 7****MEETINGS**

1. THE first Triennial election meeting for the office of President of the Association shall be in November 1979 with subsequent election meetings every three years thereafter on a date and at a time and place to be fixed by the Executive Council.
  - 1a. THE first election of members of the Executive Council shall be at an Annual General Meeting of the Association in November 1995. With subsequent election meetings as set out in Rule 7.1.
2. THE Annual General Meeting of the Association, of District Associations and Sub-Associations shall be held within four calendar months after the end of

the Association's financial year and the Annual Report and Annual Statement of Accounts and Balance Sheet duly audited, shall be presented for adoption.

- 3a. THE President or the Executive Council or any Branch thereof may from time to time convene a Special General Meeting of the Association or Branch to be held at such convenient time and place as the President or committed respectively shall decide and such a Special General Meeting shall be called upon the requisition in writing of not less than five members stating the purposes for which such Special General Meeting is required.
- b. NOT less than (28) twenty eight days before any meeting of the Association a notice thereof and of the business (so far as available) to be transacted thereat shall be sent to every member.
- c. EVERY notice required to be given to the members shall be deemed to have been duly delivered if posted to him in a letter addressed to him at his last know address.
- d. AT all meetings of the Association 100 (one hundred) members shall constitute a quorum.**
- e. EXCEPT where Rule 4A (e) and 5(a) provide otherwise all questions put to the Vote shall be decided by a simple majority of members present and voting. Except where Rule 4A (e) provides otherwise at all meetings voting shall be by show of hands unless a poll be demanded by THREE (3) members entitled to vote in which case the votes shall be counted by Three (3) scrutineers to be appointed by the meeting. In case of an equality of votes the Chairman shall have a casting as well as a deliberate vote.
- f. AT all meetings of the Association, the President and in his absence any other duly elected Chairman shall take the Chair and every member shall be entitled on every motion to one vote. In the case of equality votes the Chairman shall have a casting as well as a deliberate vote.

## **RULE 8**

### **EXECUTIVE COUNCIL/EXECUTIVE**

- (a) THE affairs of the Association shall be administered by an Executive Council of 5 persons together with the President elected.
- (b) Where any persons is nominated for the position of Executive Council of the Association, he/she must have the support in writing from the District Maori Wardens Association in which that person resides
- (c) THE affairs of each District Association shall be administered by an Executive consisting of not more than three delegates elected by each sub Association.
- (d) Proxy delegates may be appointed to take the place of regular delegates unable to attend District and sub Association meetings.

- (e) The Executive Council/Executive shall have power to appoint a member to fill any casual vacancy on the Executive Council/Executive until the next election meeting with the rest of the Executive Council or Executive but all or any of the Retired Executive Council or Executive shall be eligible for re-election.

## **RULE 9**

### **FUNCTIONS AND POWERS OF EXECUTIVE COUNCIL**

THE Executive Council shall be charged with the full administration of the affairs and business of the Association and shall have power to do all acts and things incidental thereto.

## **RULE 10:**

### **PRESIDENT**

THE President shall be elected by the Warden members of the Association. The President shall be entitled to the Chairman of all Committees of the Association and any meeting and shall, in addition to his deliberate vote, have a casting vote in the case of an equality of votes.

### **RULE 10.1**

Where any person's is nominated for the position of President of the Association, he/she must have the support in writing from the District Maori Wardens Association in which that person resides.

## **RULE 11**

### **PATRON**

The patron of the Association shall be elected by members at the Triennial Elections as set out in Rule 7.1

## **RULE 12**

### **MANAGER**

- a. A manager shall be appointed to be responsible for the day to day running of the Associations affairs and for ensuring that all policy is clearly defined and implemented. The Manager shall be entitled to be Chairperson of all sub-committees of the Association and shall be responsible for their terms of reference, time frames and outcomes.
- b. THE Manager shall be charged with the duties usually entrusted to a Secretary including the conduct of all correspondence and keeping of all records.
- c. THE Manager shall be charged with the duties usually entrusted to a Treasurer including the receipt and disbursement of all money and keeping of proper books of account and prepare the Annual Balance Sheet and have the accounts duly audited.

**RULE 13****CONTROL OF USE OF FUNDS**

- a. All moneys received for and on behalf of the Association or a Branch thereof shall forthwith be paid to the credit of the Association or Branch in an account with a Bank or Savings Bank from time to time to be fixed by the Executive Council or Executive concerned.
- b. ALL cheques and withdrawal receipts drawn on any such account shall be signed on behalf of the Association by any two signatories (trustees) as recorded at the Association Bank.
- c. The Association may from time to time invest and reinvest in such securities authorised by law for the investment of trust funds and upon such terms as it shall think fit the whole or any part of its funds which shall not be required for the immediate business of the Association.
- d. THE Trustee shall be the only persons entitled to endorse cheque or other negotiable instruments on behalf of the Association.
- e. WITHIN three (3) months after 30<sup>th</sup> June each year the Association and each of its branches shall prepare a statement showing its financial operations for the preceding twelve months and its assets and liabilities at the end of that period. Every such statement shall be audited by a registered Public Account or some person approved on behalf of the Association. Copies of the audited accounts of each branch of the Association shall be supplied to the Manager of the Association and copies of the audited accounts of each association shall be supplied to the New Zealand Maori Council, The Minister of Maori Affairs, and to other organisations, subscribing or individual who are contributing financially or otherwise to the Association.

**RULE 14****COMMON SEAL**

- a. THE Common Seal of the Association shall be appointed by the Executive Council and the Manager shall be responsible for the safe custody and control thereof.
- b. WHENEVER the Common seal of the Association is required to be affixed to any deed, document, writing or other instrument, the Seal shall be affixed pursuant to a Resolution of the Executive Council and in the presence of two members of the Executive Council who shall sign the document or instrument to which the seal is affixed.

**RULE 15****DISPOSITION OF SURPLUS ASSETS**

1. IN the event of the Association being wound up the surplus assets after payment of the Association's liabilities and the expenses of the winding up

shall be disposed of by a Resolution at a Meeting of a Special Joint Committees comprising of Two (2) representatives of the Ministry of Maori Affairs, (2) representatives of the New Zealand Maori Council and the Trustees of the Association.

2. IN the event of a District Association being wound up, the surplus assets after payment of the District Association's liabilities and the expenses of the winding up shall be the property of the Executive Council and shall be held in trust by the Executive Council for a period of not less than two years during which time if the District Association is reformed to the requirement of the Executive then such moneys and properties, not including interest shall be returned to that District Association. All costs to be the responsibility of the District Association

## **RULE 16**

### **OATH OF LOYALTY**

ALL Warden Members of the Association are asked to take the following oath:

"I swear that to the best of my ability

- (1) I will abide by and uphold the Constitution, Rules and Regulations of the New Zealand Maori Wardens' Association.
- (2) I will fulfill and discharge the duties of a Warden under the Maori Community Development Act 1962
- (3) I will promote goodwill and understanding and act in a manner fitting to the prestige and dignity of citizenship"