

Dated 25-3-2014 2014

**RULES OF
SELWYN LAUNCH GROUP
INCORPORATED**

I, *Sandra Elizabeth Gilman*,
an officer of the Society, certify that these are the
rules of **SELWYN LAUNCH GROUP
INCORPORATED**

Sandra Elizabeth Gilman

**RULES OF THE
SELWYN LAUNCH GROUP INCORPORATED**

1. DEFINITIONS AND INTERPRETATION

1.1 In these Rules, unless the context requires otherwise:

“**Committee**” means the managing committee described in clause 8.1;

“**Committee Member**” means any Member who is on the Committee;

“**Majority Vote**” means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and are voting at that Meeting upon a resolution put to that Meeting;

“**Members**” means those persons currently registered as members of the Society;

“**Money or Other Assets**” means any real or personal property or any interest therein, owned or controlled to any extent by the Society;

“**Rules**” means these rules of the Society, as amended from time to time;

“**Society**” means **SELWYN LAUNCH GROUP INCORPORATED**.

"Young Adult" means a person aged 16 to 30 years old.

2. NAME

2.1 The name of the Society is **SELWYN LAUNCH GROUP INCORPORATED**.

2.2 The Society is constituted by resolution dated 14 March 2013.

3. REGISTERED OFFICE

3.1 The Registered Office of the Society is C/- Buddle Findlay, 83 Victoria Street, Christchurch 8140.

4. MISSION

4.1 To promote the inclusion of Young Adults with disabilities in the Selwyn District.

5. VISION

5.1 To see Young Adults with disabilities in the Selwyn District living as independently as possible with meaningful employment and a great social life.

6. PURPOSES OF SOCIETY

6.1 The purposes of the Society are to:

- (a) facilitate Young Adults with disabilities in the Selwyn District to:
 - (i) find meaningful employment;
 - (ii) engage in social activities;
 - (iii) engage in on-going educational and recreational opportunities; and
 - (iv) make a valuable contribution in their community;
- (b) create a unique, vibrant and fun facility for Young Adults with disabilities in Selwyn;
- (c) work collaboratively with established and informal service providers to ensure the individual needs of Young Adults with disabilities are met and are optimally matched to resources;
- (d) promote/support the establishment of an independent facilitator that matches the needs of Young Adults with disabilities with social and employment opportunities;
- (e) create a hub and spoke structure with the central hub in Rolleston and additional hubs in outlying areas to provide physical spaces for the coordination and delivery of programmes and services;
- (f) promote supported employment and the establishment of local micro enterprises across Selwyn;
- (g) provide parents and Young Adults with information to allow them to access resources and community supports in a timely manner e.g.legal advice;
- (h) establish and maintain a list of potential employers, volunteers, services and educational providers;
- (i) establish and maintain a database of Young Adults in the Selwyn District with disabilities and young people with disabilities who are younger than 16 years;
- (j) provide a quarterly newsletter to update parents and Young Adults and the wider Selwyn District; and
- (k) do anything necessary or helpful to the above purposes.

6.2 Pecuniary gain is not a purpose of the Society.

7. SOCIETY MEMBERSHIP

7.1 Membership to the Society is open to:

- (a) any Young Adult with a disability who resides in the Selwyn District and his or her parents; and
- (b) invited disability support service providers and volunteers.

Admission of Members

- 7.2 To become a Member of the Society an individual must:
- (a) complete the Society's Survey Form Questionnaire; and
 - (b) supply any other information the Committee requires.
- 7.3 The Committee may interview the applicant when it considers Membership applications.
- 7.4 The Committee shall have complete discretion when it decides whether or not to allow the applicant to become a Member. The Committee shall advise the applicant of its decision, and that decision shall be final.
- 7.5 The Committee has the right to refuse Membership to any person if the Committee believes that person's involvement might negatively impact on the aims and objectives of the Society.

The Register of Members

- 7.6 The Secretary shall keep a register of Members ("the Register"), which shall contain the names, the postal and email addresses and telephone numbers of all Society Members, and the dates at which they became Members.
- 7.7 If a Member's contact details change, that Member shall give his or her new postal address, email address or telephone number to the Secretary.
- 7.8 Each Member shall provide such other details as the Committee requires.
- 7.9 Members shall have reasonable access to the Register.

Cessation of Membership

- 7.10 Any Member may resign by giving written notice to the Secretary.
- 7.11 Membership may be terminated in the following way:
- (a) If for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice").
 - (b) The Committee's Notice must:
 - (i) explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
 - (ii) state what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership;

(iii) state that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.

(c) 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice, which takes immediate effect.

7.12 Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Committee or the Society, the Applicant shall not be readmitted without the approval of the Committee by Majority Vote.

Obligations of Members

7.13 All Members shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

8. MANAGEMENT OF THE SOCIETY

Managing Committee

8.1 The Society will be managed by an elected committee ("the Committee"), comprising the following persons:

- (a) the Chairperson;
- (b) the Vice-Chairperson;
- (c) the Secretary;
- (d) the Treasurer;
- (e) at least one Young Adult; and
- (f) such other Members as the Society shall decide.

8.2 Only Members of the Society may be Committee Members.

8.3 There shall be a minimum of nine Committee Members and a maximum of sixteen Committee Members, including the Officers.

8.4 At any time the majority of the Committee is to be made up of Young Adults with disabilities and their parents.

Role of Committee

8.5 Subject to the Rules, the role of the Committee is to:

- (a) administer, manage, and control the Society;
- (b) carry out the purposes of the Society, and use Money or Other Assets to do so;

- (c) manage the Society's bank accounts; and
- (d) ensure that all Members follow the Rules.

Powers of Committee

8.6 The Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, or by a standing majority decision of the Society.

Decisions of Committee

8.7 Decisions of the Committee bind the Society, unless the Committee's power is limited by these Rules or by a standing majority decision of the Society.

Roles of Committee Members

8.8 The Chairperson is responsible for:

- (a) ensuring that the Rules are followed;
- (b) convening Meetings and establishing whether or not a quorum (two thirds of the Committee) is present;
- (c) chairing Meetings, deciding who may speak and when;
- (d) overseeing the operation of the Society;
- (e) providing a report on the operations of the Society at each AGM.

8.9 The Secretary is responsible for:

- (a) recording the minutes of Meetings;
- (b) keeping the Register;
- (c) holding the Society's records, documents, and books;
- (d) keeping the common seal of the Society in safe keeping;
- (e) receiving and replying to correspondence as required by the Committee;
- (f) advising the Registrar of Incorporated Societies of any rule changes.

8.10 The Treasurer is responsible for:

- (a) keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- (b) preparing annual financial statements for presentation at each Annual General Meeting ("AGM"). These statements should be prepared in accordance with the Societies' accounting policies;
- (c) providing financial information to the Committee as the Committee determines.

Appointment of Committee Members

8.11 At the AGM, Society Members may decide by majority vote who shall be:

- (a) the Committee Members;
- (b) the Chairperson;
- (c) the Vice-Chairperson;
- (d) the Secretary; and
- (e) the Treasurer.

8.12 The term for any office will be two years with the right for re-election for a further two years.

8.13 Nominations for Committee Members shall be called for at least 28 days before an AGM. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the AGM. The Secretary shall post all nominations on a suitable notice board at least two days before the AGM.

8.14 If the position of any Officer becomes vacant between AGMs the Committee may appoint another Committee Member to fill that vacancy until the next AGM.

8.15 If the position of any Committee Member becomes vacant between AGMs the Committee may appoint another Society Member to fill that vacancy until the next AGM.

8.16 If any Committee Member is absent from three consecutive Meetings without leave of absence the Chairperson may declare that person's position to be vacant.

Cessation of Committee Membership

8.17 Persons cease to be Committee Members when:

- (a) they resign by giving written notice to the Committee;
- (b) they are removed by majority vote at a Committee meeting; or
- (c) their term expires.

8.18 If a person ceases to be a Committee Member, that person must immediately give to the Committee all Society documents and property.

9. MEETINGS

Annual General Meetings

9.1 An AGM will be held each year between 1 January and 30 April. The Committee shall determine when and where the Society shall meet within those dates.

9.2 Society Members will be given notice of an AGM by media and/or social media no less than 21 days prior to the AGM.

- 9.3 All Members may attend and vote at AGMs.
- 9.4 No AGM may be held unless at least [number]% of Society Members attend. (This will constitute a quorum).
- 9.5 The Chairperson will chair the AGM. If the Chairperson is absent, the Society shall elect another Committee Member to Chair that meeting. Any person chairing a Society Meeting has a casting vote.
- 9.6 On any given motion at an AGM, the Chairperson shall in good faith determine whether to vote by:
- (a) voices;
 - (b) show of hands; or
 - (c) secret ballot.
- 9.7 The business of the AGM will be:
- (a) receiving any minutes of the previous AGM;
 - (b) the Chairperson's report on the business of the Society;
 - (c) the Treasurer's report on the finances of the Society, and the Annual Financial Statements;
 - (d) Election of Committee Members;
 - (e) Motions to be considered;
 - (f) General business.
- 9.8 **Committee Meetings**
- 9.9 Committee Meetings will be held monthly.
- 9.10 The Chairperson will chair Committee Meetings, or if the Chairperson is absent, the Committee shall elect a Committee Member to chair that meeting.
- 9.11 No Committee Meeting may be held unless more than two thirds of Committee Members attend. (This will constitute a quorum).
- 9.12 Only Committee Members present at a Committee Meeting may vote at the Committee Meeting.
- 9.13 All decisions of the Committee 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.
- 9.14 Committee Meetings are open to all Society Members.
- 9.15 Minutes of the Committee Meeting will be circulated to all Society Members within two weeks of the Committee Meeting.

10. THE COMMON SEAL

- 10.1 The Committee shall provide a common seal for the society and may from time to time replace it with a new one.
- 10.2 The Secretary shall have custody of the common seal, which will only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and counter signed by the Secretary or a Member of the Committee.

11. SUBSCRIPTIONS AND FINANCIAL ACCOUNTABILITY

- 11.1 No subscription is required to become a Society Member.
- 11.2 The Treasurer is to maintain up to date financial records.
- 11.3 The Treasurer will present a monthly financial statement at the Committee Meetings.
- 11.4 The Treasurer must prepare and present financial statements to the AGM each year.
- 11.5 Any costs incurred by the Society must be presented to the Committee at the Committee Meeting.
- 11.6 The Committee must approve at the monthly Committee Meeting payment of any costs incurred by the Society.
- 11.7 A minimum of two signatories is required to authorise bank account activity. All Cheques must be signed by the Chairperson and countersigned by one other Committee Member.

12. MONEY AND OTHER ASSETS

- 12.1 Any funding will be obtained by grants, donations and fund raising.

13. NON PROFITABILITY

- 13.1 Any income or property obtained by the Society shall be applied solely towards the aims and objectives of the Society. No portion shall be paid directly or indirectly to the Members. However reimbursements of actual costs and services will be allowed if documented in the Committee Meeting minutes prior to the cost being incurred.

14. WINDING UP

- 14.1 If the Society is wound up:
- (a) the Society's debts, costs and liabilities shall be paid;
 - (b) no distribution may be made to any Member; and
 - (c) the surplus Money or Other Assets will be handed to another non-profit organisation with similar aims or beliefs.

15. AMENDMENT TO THE RULES

- 15.1 The Society may alter or replace these Rules at a Special General Meeting ("SGM") by resolution passed by at least three quarters of the Members present and voting.
- 15.2 The Committee must call a SGM about amending the Rules if the Secretary receives a written request signed by at least [number]% of the Members.
- 15.3 Any proposed motion to amend or replace these Rules must be signed by at least [number]% of Society Members and given in writing to the Secretary at least 35 days before the SGM at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 15.4 At least twenty one days before the SGM at which any Rule is to be considered the Secretary shall give to all Members written notice of the proposed motion.
- 15.5 All Society Members may attend and vote at the SGM.
- 15.6 No SGM meeting may be held unless at least [number]% of Society Members attend. (This will constitute a quorum).
- 15.7 At the SGM, the Chairperson shall in good faith determine whether to vote by:
- (a) voices;
 - (b) show of hands; or
 - (c) secret ballot.
- 15.8 When a Rule change is approved by a SGM no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

16. ADDITIONAL POWERS

- 16.1 The Society may:
- (a) employ people for the purpose of achieving the aims and objectives of the Society; and
 - (b) make appropriate investments.