

# **CONSTITUTION OF THE CHRISTCHURCH HOBBYIST BEEKEEPERS CLUB INC**

\*\*\*\*RULES REVISED - OCT 2024\*\*\*\*

## **1. NAME:**

The name of the club shall be the  
**CHRISTCHURCH HOBBYIST BEEKEEPERS CLUB INCORPORATED**

## **2. OBJECTIVES:**

The objectives of the Club shall be to help other hobbyist beekeepers and to promote beekeeping education.

## **3. MEMBERS**

### **3.1 Minimum of Members.**

We shall maintain the minimum number of members required by the Act.

### **3.2 Types of Members:**

**There shall be three classes**

#### **i) Ordinary Members**

A member is an individual, or a stall holder, or body corporate admitted to Membership under this Constitution

**ii) Life members :** A Life Member is a person honoured for meritorious service to the Club elected as a Life member by resolution of an Annual General Meeting passed by a 2/3rds (two thirds) majority of those Members present and voting. A Life Member shall have all the rights and privileges of a Member and shall be subject to all the same duties as a Member except those of paying subscriptions.

**iii). Honorary members:** An Honorary Member is a person honoured for services to the Club or in an associated field elected as an Honorary Member by resolution of an Annual General Meeting passed by a simple majority of those present and voting; An Honorary Member has no Membership rights, privileges, or duties.

### **3.3 BECOMING A MEMBER - CONSENT AND PROCESS**

1. Every applicant for Membership must consent in writing to becoming a Member.
2. An applicant for membership must complete and sign any Honorary members form, supply any information, or attend an interview, as required by the Committee
3. The Committee may accept or decline an application for Membership, the Committee must advise the applicant of its decision but is not required to provide reasons for that decision.

## **3. OBLIGATIONS AND RIGHTS**

1. Every Member shall provide the CBC with that Member's name and contact details including postal address, telephone number(s), and any email address and promptly advise the / secretary of any changes to those details.
2. Membership does not confer on any Member any right, title, or interest (legal or equitable) in the property of the CBC.

## **OTHER OBLIGATIONS AND RIGHTS**

**ALL** Members, including Committee Members, shall promote the interests and aims of the CBC and shall do nothing to bring the CBC into disrepute.

2. A Member is only entitled to exercise the rights of Membershipk including attending and voting at General Meetings, accessing or using the CBCs premises, facilities, equipment and other property, if all subscriptions and any other fees have been paid to the CBC by due date, but. No Member or Life Member is liable for an obligation of the CBC by reason only of being a Member.

3. The Committee may decide what access or use Members may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the CBC, including any conditions of and fees for such access or use.;

### **3. MODE IN WHICH PERSONS CEASE TO BE MEMBERS:**

- i. On death
- ii). Any member of the Club may resign by giving notice in writing to the 'Treasurer or Secretary.
- iii. On termination of a Members membership following a dispute resolution process under this Constitution
- ii. Any member whose annual subscription remains unpaid by the end of November shall be removed from membership but may be re-admitted by resolution of the committee.
- iii. The committee reserves the right to cancel a person's membership at any time.

### **3. OBLIGATIONS ON RESIGNATION**

- i) shall return to the CBC all material/equipment provided to members of the CBC
- ii). Shall cease to be entitled to any of the rights and priveleges of a CBC member.

### **BECOMING A MEMBER AGAIN**

Any former Member may apply for re-admission in the manner prescribed for new applicants and may be re-admitted only by resolution of the committee.

**However, if a former Members membership was terminated following a dispute resolution process, the applicant may be re-admitted only by an Annual general Meeting on the recommendation of the Committee.**

### **CONDUCT OF MEMBERS**

No Member shall:

**Speak or communicate to the media on behalf of the CBC unless that Member is an Officer Holder or unless this has been pre-approved by the Committee or the general Membership.**

- **associate the name of CBC with any project, association or organisation without the specific written permission of the Committee or**
- **Commit the CBC to any financial or commercial obligation without the specific written permission of the Committee; or**
- **Commit any breach of or fail to abide by the procedures provided under the constitution or under any bylaw, ruling of policy statement issued by the Committee.**

## COMMITTEE

### Composition

1. The CBC Committee will consist of a minimum of 4 (four) and a maximum of 10 (Ten) Members comprising the following roles:

1. President
2. Vice -President
2. Secretary
3. Treasury

Any such other roles as the CBC shall decide.

Only full members of the CBC may be Committee Members

### Qualifications

1. Prior to election or appointment, every Committee Member must consent in writing to be a committee member and verify in writing that they are not disqualified from being appointed or holding office by this Constitution or the Act;
2. The following persons are disqualified from being appointed or holding office as a committee member;
3. A) a person who is under 16 (sixteen) years of age;
4. B). A person who is an undischarged bankrupt;
5. c). A person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, and incorporated or un-incorporated body under the Companies Act 1993, or any other similar legislation.
6. A person who is disqualified from being a member of the governing body of the Charitable Entity under Section 16 (2) of the Charities Act 2005
7. A person who has been convicted of any of the following and has been sentenced for the offence within the last 7 (seven) years.
  - an offence under sub part 6 of part 4 of the Act
  - A crime involving dishonesty (within the meaning of Section 2 (1) of the Crimes Act 1961)
  - An offence under 143b of the Tax Administration Act 1994
  - An offence in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii)
  - A money laundering offence or an offence relating to the financing of terrorism whether in New Zealand or elsewhere.

A person subject to:

- a A banning order under subpart 7 of part 4 of the Act, or
- ii an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
- iii A forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
- iv A property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.

A person who is subject to an order that is substantially similar to an order referred to in paragraph (f) under a law of a country, state, territory outside New Zealand that is a country, State or Territory prescribed by the regulations (if any) of the Act

Prior to election or appointment as an Officer a person must;

- consent in writing to be an officer; and
- = certify in writing that they are not disqualified from being elected or appointed as an officer either by this Constitution or the Act

Note that only a natural person may be an officer and each certificate shall be retained in the Society's records.

END OF 11 NOVEMBER 2024

## **6. OFFICERS OF THE CLUB:**

The officers shall be:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

I, ii, iii, iv shall be elected at the Annual Meeting.

## **Ex Officio**

The Hive Master and Groundsman will be appointed by the committee and will become an ex officio member of the committee.

## **7. EXECUTIVE COMMITTEE:**

The Executive Committee shall consist of:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. The Immediate past President (for a period of one year) Upon the election of a new President the immediate past president shall serve on the committee for a period of one year after the election to provide continuity.
- vi. Up to 10 other members

The Officers of the Club shall have the power to appoint members to fill any casual vacancies and shall have power to co-opt other members if required even if this exceeds the 10 members limit if the situation requires this.

## **DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE ROLES**

### **I. President**

The President shall preside over and regulate CBC meeting and committee meetings. They has the overall responsibility of ensuring that the committee, by its work, fulfils the purpose of the CBC.

The President is responsible for

- A). Ensuring that the CBC rules are followed
- b). Covering meetings and establishing whether a quorum is present;
- C) chairing meetings, deciding who may speak, and when...
- D). Overseeing the operation of the CBC
- E). Providing an annual report on the operations of the CBC at each Annual General Meeting.

F). The president has the casting vote if necessary.

## **II VICE PRESIDENT**

The vice president will deputise for the president in their absence and assist with CBC activities.

F). Acts as a contact person on behalf of the club

## **III SECRETARY**

1.

The Secretary is responsible for the overall administrATIOn Of the CBC including

A) ensuring that minutes of meetings are recorded and maintaining a minute book or file,

B) Sending adequate notice of committee meetings

C). Preparing the agenda for meeting in consultation with the President

D). Collecting and collating reports from Officers

E). Receiving and replying to correspondence as required by the 'Committee

F). Maintaining an up-to-date Register of Member's names, contact details, and any other information required by this Constitution or prescribed by Regulations under the Act;

G) maintaining an up-to-date Conflicts of Interests Register;

H). Filing approved financial statements with the Incorporated Societies office upon their approval by Members at an Annual General Meeting;

I) updating the CBC's details on the Incorporated Societies Register; and

J). Holding the CBC's records, documents, and books except those required for the Treasurer's function.

F). Acts as a contact person on behalf of the club

2. The Secretary is the CBC's dedicated Contact Person with the Registrar of the Incorporated Societies office. The CBC shall advise the Registrar of Incorporated Societies within 20 ('twenty) working days of any change occurring, or the Society becoming aware of the change.

## **TREASURER**

The Treasurer is responsible for;

a0 maintaining and recording the CBC's financial transactions to allow the CBC's financial position to be readily ascertained.

B). overseeing the operation of the CBC bank accounts

C) providing financial reports to committee meetings or as the committee determines;

D) the preparation and monitoring of the annual budget;

E) keeping proper records of all payments and monies received;

F) arranging the annual review and ensuring that all information is made available to the independent reviewer; and

G) providing the annual Financial Report for the CBC's Annual General Meeting.

## **8. ELECTION OF EXECUTIVE COMMITTEE:**

The numbers of the Executive “Committee shall be elected at the Annual General Meeting in the same manner for the same time as are the officers.

## **9 POWERS OF THE EXECUTIVE COMMITTEE:**

The Executive Committee shall have all powers of the Club provided that these powers do not conflict with these rules.

## **10. DELEGATION OF POWERS BY EXECUTIVE COMMITTEE:**

The Executive Committee may delegate its powers and duties to subcommittees consisting of such members as it may resolve and may grant to any such sub-committee the power to co-opt other persons whether members or not.

## **11. EXECUTIVE COMMITTEE QUORUM:**

At any meeting of the Executive Committee, seven members shall form a quorum.

## **CONFLICTS OF INTEREST**

THIS IS WHERE WE GOTO 10th FEBRUARY 2025

1. A Member of the Committee and/or a subcommittee is interested in a matter if the Member of the Committee and/or subcommittee:
  - (a) may obtain a financial benefit from the matter; or
  - (b) is the spouse, civil union partner, de facto partner, child, parent, grandparent, grandchild, or first cousin of. Person who may obtain a financial benefit from the matter; or
  - (c) may have a financial interest in a person to whom the matter relates; or
  - (d) is a partner, director, Member of the Committee and/or subcommittee, board Member, or trustee of a person who may have a financial interest in a person to whom the matter relates.
2. A Member of the Committee and /or subcommittee is not interested in a matter:
  - (a) merely because the Member of the Committee and/or subcommittee receives an indemnity, insurance cover, remuneration, or other benefits authorised under the Act; or
  - (b) if the Member of the Committee's and/or subcommittee's interest is the same or substantially the same as the benefit or interest of all or most other Members due to the Membership of those Members; or
  - (c) if the Member of the Committee's and/or subcommittee's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Member of the Committee in carrying out the Member of the Committee's and/or subcommittee's responsibilities under the Act or this Constitution
3. A Member of Committee and/or subcommittee who is interested in a matter relating to the CHCHBC must disclose details of the nature and extent of the interest including any monetary value of the interest if it can be quantified:
  - (a) to the Committee and/or subcommittee; and
  - (b) in an Interests Register kept by the Secretary.
4. Disclosure must be made as soon as practicable after the Member of the Committee and/or subcommittee becomes aware that they are interested in the matter.
5. A Member of the Committee and/or subcommittee who is interested in a matter:
  - (a) must not vote or take part in the decision relating to the matter; and

- (b) must not sign any document relating to the entry into a transaction or the initiation of the matter;  
but
- (c) may take part in any discussion of the Committee and/or subcommittee relating to the matter and be present at the time of the decision, unless the Committee and/or subcommittee decides otherwise.

6. A Member of the Committee and/or subcommittee who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the matter is considered.

7. Where 50 (Fifty) Per Cent or more of Committee Members are prevented from voting on a matter because they are interested in that matter a Special General Meeting must be called to consider and determine the matter, unless all non-interested Members agree otherwise and where 50 (Fifty) Per Cent or more of the Members of a subcommittee are prevented from voting on a matter because they are interested in that matter, the Committee shall consider and determine the matter.

LEE UP TO HERE ON 24TH MARCH 2025<sup>1</sup>

## **12. ANNUAL GENERAL MEETING:**

- i. An Annual General Meeting shall be held each year at a time and place decided by the Executive Committee.
- ii. At least ten days notice shall be given to all members of the time and place of the Annual General Meeting.
- iii. At each Annual General Meeting an audited balance sheet and income and expenditure account shall be presented.
- iv. At the Annual (or Special) General Meeting a quorum shall consist of 20 members.

## **13. VOTING**

At all meetings voting shall be by voice or by a show of hands at the discretion of the Chairman, provide that if any member shall so demand, voting shall be by ballot. The Chairman shall have a deliberate vote. Except where otherwise stated a simple majority shall be sufficient to carry a motion.

## **14 SPECIAL GENERAL MEETINGS:**

A Special General Meeting may be held at any time by resolution of the Executive committee or on receipt by the Secretary of a requisition signed by at least ten members

specifying the purpose for which the Meeting is to be called. At least ten days notice shall be given to all financial members of the time and place of such Meeting.

#### **15. FUNDS**

All funds of the Club shall be paid to the Treasurer who shall keep correct accounts showing the details of the Club's financial affairs and shall utilise moneys of the Club under the authority of the Executive Committee

#### **16. BANK ACCOUNTS:**

The Club's bank accounts shall be operated by the Treasurer, Secretary and the President or other person appointed by the Executive Committee for that purpose. Any 2 signatures required for the Savings and Operational accounts.

#### **17. AUDITOR:**

An Auditor will be appointed by the committee

#### **18. SUBSCRIPTIONS:**

The annual subscription is due at the beginning of the new financial year.

- i. The financial year to be 1st July to 30th June. Members to remain financial until midnight of the day of the Annual General Meeting.
- ii. The Executive Committee shall have the power to set the annual subscription fee for the following financial year.
- iii. School children to pay half subscription fee: however, families shall pay one fee.

#### **19 ALTERATION OF RULES:**

The rules of the Club may be altered, rescinded or added to any General Meeting provided that two thirds of the members present vote accordingly and provided that at least 14 days notice of intention is sent to members. The Club Rules should bear the date of the latest alteration.

#### **20. POWER TO BORROW FUNDS**

The Club shall have the power to borrow money.

#### **21. WINDING UP**

##### **Process**

**THE CBC may be wound up if:**

- (A) the majority of the Members at a General Meeting pass a resolution to wind up the CBC;**
- (B) A second meeting is held not earlier than 30 (Thirty) Days since the first meeting to confirm or reject the resolution; and**
- (C) At the second meeting a 2/3rds (two thirds) majority of the members confirms the resolution.**

##### **Surplus assets**

- 1. If the CBC is wound up, liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any Member.**
- 2. On winding up or liquidation or removal from the Incorporated Societies register of the CBC, its surplus assets after payment off all debts, costs and liabilities shall be BE DISTRIBUTED SHALL BE Distributed to other c charitable organisations in North Canterbury as the Committee determines.**

**3.**

In the event of the Club winding up, the funds and the property of the Club shall be distributed to any other body or organisation having the same or similar objectives as those of the Club. Failing such a group locally the assets in cash or material shall be held in trust by the local branch of the N.B.A. until such time that a Christchurch Club starts up again

#### **22. VISTING CLUB HIVES:**



On days other than Club held days any visit to the Club Apiary site to open hives must be authorised by the Executive Committee.

**23. HIRE OF EXTRACTING GEAR:**

- i. Gear is hired out to financial members only;
- ii. Gear is to be returned to the Secretary or persons in charge of same, after use.
- iii. No member is to pass on gear to another member without prior permission.

**24. THE COMMON SEAL**

- 1. The committee shall provide a common seal for the Club and may from time to time replace it with a new one.
- ii. The Secretary shall have custody of of the common seal which shall 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 countersigned by the Secretary or a member of the committee.

Signed by:

.....

Chairperson

.....

Secretary

.....

Committee Member

Date .....

Lee ring Kerry about Common Seal

OFFICIAL POINT OF CONTACT WITH INCORP SOCIETY

The current president during their time will be the official point of contact.  
The current secretary will be the second point of contact

THE HIVE MASTER SHALL BE