



Hokianga Historical Society Inc.

PO Box 26 Opononi 0445

Ph. 09 405 8498

CC 32572

Incorporating  
Hokianga Museum

2 August 2014.

### **AGM – 23 August 2014**

Dear Members

With this posting you should have three separate items (attached): (1) A notice of the 2014 Annual General Meeting on 23 August, and its agenda. (2) A nomination form for the election of officers for 2014-5. (3) a copy of our 10-page Constitution with deletions underlined and addition or replacements in red.

There are 10 Executive positions to be elected, but only one form is included – however please feel free to copy as many as you need and send them all in. It's at this stage that we start worrying that everyone will leave it to everyone else so the whole election idea falls to bits. Do please carry out your democratic duty and use it!

Now for the Constitution. Truthfully, we have been operating on it experimentally all this year and the general experience has been that it works satisfactorily. We have put in a bit of fine-tuning, but the main gist of the alterations comes with the increased size of the Executive. In enlarging it, we hope that there will be more overlap between the executive and the sub-committees (which are appointed, not elected) – mainly regarding the largest and most important one, the Museum Management group. Perhaps in larger organisations the division between Governance and Management needs to be strictly observed, but in a small community everyone does everything and we're all voluntary anyway, so it works better to overlap a bit. It makes for longer meetings, but topics are talked through more thoroughly.

We hope you will approach the meeting having gone through it thoroughly, and sent in any further suggested changes. After all, it has to be a workable and usable document, we don't want to go through this every year, and it's not set in concrete until it's been approved by all the required Government agencies.

I had intended to turn this into a proper newsletter and go on and on, but I'll hold back until after this meeting has been held. One page is enough when it's accompanied by all the official stuff – and we're about to have a work-party to assemble and stuff envelopes for those not on email. The first intention was to send it to all our members by snail-mail, but when it turned out that NZ Post now charges \$2.40 per envelope we dropped that idea like a hot potato. Really, they must have a death-wish, they have priced themselves beyond usefulness!

We hope to see you on 23<sup>rd</sup> August, but realise that most of you live too far away...

Best wishes

Alexa Whaley  
Secretary.

PS My apologies if things don't come through terribly well. I do my best but I am a bear of very little computer know-how and my brain isn't much better.

**NOTICE OF ANNUAL GENERAL MEETING**  
**Saturday, 23 AUGUST 2014, 2.30 pm**  
**At the Omapere Church Centre.**

**Agenda:**

Karakia  
Apologies  
Minutes of previous Annual Meeting, August 18, 2013.  
Correspondence  
Reports: 1. President  
          2. Curator  
          3. Financial  
Consideration of Changes to the existing (2010) Constitution  
Election of Officers:           President  
                                  Vice President  
                                  Secretary  
                                  Treasurer  
                                  Curator  
                                  Executive Members (5)  
  
Patron  
Hon Auditor  
Subscription Rate  
General Business  
Close of Meeting

Before we break for afternoon tea, have you got a small treasure or taonga you think others would be interested to see? Please bring it, and be ready to tell us something about its story and how you came by it. It could be a book, a piece of jewellery, a child's toy, an unidentified object...whatever. There will probably be time for only two or three to talk, but we'll ask questions over a cup of tea as well, so the "show and tell" can go on.

HOKIANGA HISTORICAL SOCIETY Inc.

ANNUAL GENERAL MEETING, 23 AUGUST 2014.

Positions to be filled:

Chairman	Vice Chairman
Secretary	Treasurer
Curator	and five ordinary members.

**NOMINATION FORM FOR EXECUTIVE COMMITTEE POSITIONS,**  
**2014-2015**

Nomination for the position of .....

Nominee .....

Proposer .....

Secunder.....

I agree to accept this nomination .....

(Nominee)

Please complete this form and return to Secretary, HHS, Box 26 Opononi  
0445,

or scan, attach & send to [hhs@ourhokianga.com](mailto:hhs@ourhokianga.com) by 15 AUGUST  
2014.

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Hokianga Historical Society  
( Incorporated ).

**Constitution**  
**2014**

**Vision: The achievement of goals shared with the people of Hokianga to protect and preserve our bi-cultural heritage for present and future generations.**

**1.Name:**

The name of the Society shall be the Hokianga Historical Society (Incorporated), hereinafter referred to as 'The Society'.

**2. Objects:**

- 2a. To collect, record, safeguard and publish information on the history, both social and cultural, of the Hokianga District. *Delete: and adjacent areas.*
- 2b. To collect and safeguard records and objects associated with such history.
- 2c. To provide forums for the exchange and dissemination of ideas.
- 2d. To record, and endeavour to preserve, sites and buildings of historical interest and association.
- 2e. To acquire by purchase, take on Lease or otherwise, land and buildings and all other property real and personal which the Committee of the Society may from time to time think proper, or dispose of such property and all part thereof, and to erect on any such land any buildings upon such land.
- 2f. To give effect to and respect the principles of the Treaty of Waitangi.
- 2g. To operate and maintain a centre for the purpose of carrying out the objects listed and to provide information to Society members and the public.
- 2h. To accept and receive donations, subsidies, grants, endowments, gifts, legacies, loans and bequests either in money or in kind, for all or any of the purposes and objects of the Society; and to carry out any specified trust attaching or relating to the same to the intent that any donations, grants etc. made to the Society may be made for the benefit of the general purposes of the Society, or may be for some purpose within the general objects of the Society specified in particular cases by the Donor or Donors, or Lender or Lenders.
- 2i. To enter into any arrangement with any Government or Authorities supreme, municipal, local or otherwise that may seem conducive to the Society's objects or any of them, and to obtain from any such Government or Authorities any rights, privileges and concessions which the Society may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 2j. To enter into contracts and employments or service with any person, body, society whether incorporated or not, and to pay reasonable remuneration for services rendered as the Society may see fit.
- 2k. To open and operate Bank and Savings Accounts to invest and deal with moneys of the Society not immediately required upon such securities or otherwise in such manner as may from time to time be determined.
- 2l. To collect and raise funds by all lawful means and to solicit, receive and enlist financial or other aid, subsidy or grant from individuals and organisations, the new Zealand Government or any Council, Board, Body or State agency or any international or local organisation.
- 2m. To adopt such means of making known the activities and objects of the Society as may seem expedient, and in particular but not so as to limit the generality thereof, by advertising in the press, by circulars and by publication of periodicals, brochures, maps and any printed or illustrative material whatsoever, and by contributions to the press, periodicals and books.
- 2n. To print, publish, distribute and sell any books, articles, research, monographs, pictures, photographs, maps and any other works upon such terms and conditions agreed with the authors thereof as the Society may see fit.

20. To observe the requirements of The Incorporated Societies Act 1908 and The Charities Commission Act, 2005 and their amendments regarding any changes to the Objects listed.

### **3. Membership:**

3a. The Society shall consist of such persons and corporate bodies as have been approved as members in accordance with the rules of the Society.

3b. Membership shall be Ordinary, Life, Honorary or Corporate

3c. New Membership shall be ratified by a duly constituted Executive Committee meeting.

3d. Membership fees shall be as laid down at the Annual General Meeting (A.G.M.). Add: There may be a reduced "Family" membership fee which entitles two people to be members.

Members who act as voluntary helpers in the Centre may apply to the Executive Committee for exemption if they so wish.

3e. Honorary members shall be appointed at the Annual General Meeting in recognition of meritorious service to the Society or district.

3f. Membership will be for twelve months from the AGM<sub>2</sub> and will be deemed to have ended when either a resignation is received in writing or upon failure to pay a membership fee for twelve months ( unless exempted under Rule 3d.).

3g. On receipt of a complaint, in writing, concerning conduct prejudicial to the interests of the Society, such complaint shall be referred to the Committee and suspension/expulsion may be effected by two thirds majority of members in a secret ballot at a Special General Meeting called in accordance with 4c hereof.

### **4. Meetings:**

4a. The Annual General Meeting ( A.G.M. ) of the Society shall be held not later than the last day of August each year for the purposes of receiving the Annual Report from the Chairman of the Executive Committee, the Annual Balance Sheet; the Election of Officers, the election of members of the Executive , the appointment of the Auditor and Patron, the ratification of any other duly appointed committees, the setting of the Annual Subscription and of attending to general business.

4b. The Executive Committee may call a General meeting at its discretion.

4c. Special General Meetings (SGM) may be called by the Executive Committee or requisitioned by one fifth of the membership of the Society. Any such requisition shall explain the reason for the meeting and shall be delivered personally, by at least three of the petitioners, to the Secretary or Chairman of the Society or in their absence to a Committee member.

4d. Upon receipt of such a requisition the Executive Committee shall proceed forthwith to call a Special General Meeting at which the issue will be deliberated and decided. Notice of all Special General Meetings shall be given to all members at least fourteen days before a meeting, by posted mail or e-mail, and by advertising publicly.

4e. The Museum Management Committee, under the leadership of the Curator, will meet monthly to oversee the day to day operations and business of the Museum Delete: and Centre and the roster of volunteers. refer Bylaw 8..

4f. The Executive Committee will have the power to appoint sub-committees for specific purposes/ projects who will meet as often as required to carry out the duties for which they have been appointed. refer Bylaw 8.

### **5. Officers:**

5a. The Officers of the Society shall be a President / Chairman, one (1) Vice Chairman, Secretary, Treasurer and Curator. The retiring President shall hold office, ex officio, for one year as Immediate Past President.

### **6. Election of Officers:**

6a. The Executive Committee of the Society shall consist of the Officers – refer Rule 5a, and Delete two(2) and add: five(5) other members. These members to be elected Delete: for two years on a rotation basis (one to be re-elected each year and none to serve more than five years continuously.) and add: annually.

6b. The Museum Committee shall consist of nine (9) members and be under the leadership of the duly elected Curator. Refer Bylaws for Delete: elections, and add: appointment, responsibilities and duties.

6c. Members of any sub-committee shall be selected by the Executive Committee, taking into account specific talents, knowledge and expertise they have which are suited to that particular project. Refer Bylaw 8.

### **7. Financial Powers:**

7a. The Financial year will run from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June.

7b. All monies/ funds received on behalf of the Hokianga Historical Society shall be held in current accounts or accounts in a banking institution, approved by the Executive Committee.

7c. The Society, through the Executive Committee and the Treasurer, shall have the power to borrow, raise and secure money provided the reason for doing so is within the objects stated in Rule 2 and approval is given at a General meeting called for that purpose..

7d. The Society shall, with the approval of the Executive Committee, have the power to invest surplus funds in investments of an appropriate nature with a Trading Bank operating in New Zealand or any Finance Company that is in itself a wholly owned subsidiary of any such Trading Bank in a proper manner.

7e. Signatories for cheques and all other financial documents shall be the President, Secretary, Treasurer and one other officer, with any two required to sign. All financial transactions shall require prior authorisation from the Executive Committee.

### **8. Alterations to Rules:**

8a. No existing rule shall be altered or repealed, nor shall any new rules be added, without the consent of the majority present at a Special General meeting called for that purpose, or at any Annual General Meeting, and at least fourteen (14) days notice of such proposed alterations, repeals or additions shall have been given to members by the Society.

8b. Any addition, deletion or alteration to the rules requires the approval of the Registrar of Incorporated Societies and of the Charities Commission before it can take effect..

### **9. Pecuniary Gain:**

No pecuniary gain shall be derived by any member from the operations of the Society, or use of the Society's property, save only on the Honoraria, salary or wages paid by the Society to any officer for service rendered as determined by a general vote at the AGM. This rule shall not apply to any royalties paid to authors published by the Society, or to payments made to guest speakers.

### **10. Winding Up/ Dissolution:**

10a. The Society may be wound up voluntarily if the Executive Committee passes a resolution requiring the Society so to be wound up, and provided that that resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than thirty (30) days after the day on which the resolution was passed.

10b. Division of Surplus Assets –If any property remains after the winding up or dissolution of the Society and the settlement of all the Society's debts and liabilities, that property will be first offered to its original donors or members of the donor's family if known, otherwise given or transferred to another local or regional organisation that is charitable as defined under section 5(1) of the Charities Act 2005 and has purposes similar to those of the organisation being wound up, or otherwise to the National Archives.

### **Affiliation:**

11. The Society shall have the power to affiliate with any regional or National body with similar aims and objects.

### **Common Seal:**

12. The Society shall be provided with a common seal which shall be under the control and in the custody of the Secretary and shall consist of the words: The Common Seal of the Hokianga Historical Society Incorporated.

## **Hokianga Historical Society**

### **BYLAWS:**

In all matters the Objects and Rules of the Society as set down in the Constitution shall prevail.

#### **Elections and Voting:**

1a. The election of all officers *add: and members of the Executive committee, delete: except sub committees*, shall be carried out by the receipt by the Secretary, at least *delete: fourteen(14) days add: seven (7) days* prior to the A.G.M., of written nominations from a current member, which have been seconded by another member.

1b. *Delete* Nominations or seconding of a sitting member will not be accepted from another sitting Committee member.

1b. Voting at all meetings, will be carried out by a show of hands, unless the majority of those present determine that a secret ballot be held.

1c. Current membership represents each membership to a single vote. (Refer Rule 3d for Family Memberships)

1d. In the case of a split vote the President shall hold the casting vote.

#### **Duties of Officers and Executive Committee:**

2a. The quorum for the Executive Committee shall be *Delete four(4) and add: six (6)* members. The quorum for any General meeting shall be eight(8) members. The quorum for Special General Meeting shall be as a General meeting ( Rule 4c. ) except at a second holding i.e. if a quorum is not present at the first scheduled date the SGM shall stand adjourned to another date within fourteen days and the members then present may transact the relevant business as if they constitute a full quorum.

2b. Unless set aside by the A.G.M., the Executive shall have the power in the corporate name of the Society to enter into agreements, deeds or other contracts, to open bank accounts, lodge monies for deposit, or do other things necessary for the management of the Society. No arrangement may be entered into which is not covered by the objects as set down in Rule 2.

2c. Meetings of the Executive Committee shall be convened by the Secretary, or the President, or preferably in consultation together, or may be requested by three (3) members of the Committee.

2d. The Executive Committee will meet at least ten times a year to conduct the regular business of the Society.

2e. The Executive Committee shall have the power to co-opt any other member. Should any officer or Executive Committee member resign, or be deemed to have resigned by being absent from three(3) consecutive meetings of the Executive Committee without a prior apology to the Secretary or President , a replacement may be appointed by the Executive Committee at their discretion. This appointment should be ratified at the next A.G.M.

#### **Duties of the President and Vice President:**

3a. The President shall chair Executive Committee meetings of the Society or, in the President's absence the Vice President shall assume this responsibility.

3b. The President will work with the Secretary to convene the various meetings of the Society and to ensure that all business is carried out in an acceptable legal and financial manner.

3c. The President will present a written Annual Report of the affairs of the Society to the Annual General Meeting.

3d. The President and Vice President shall oversee the general well being of the Society and its activities and work to maintain the orderly fulfilment of its objects as detailed in Rule 2.

#### **Duties of the Secretary:**

4a. The Secretary shall conduct and receive all correspondence, keep full and correct minutes of all Executive Committee meetings, as well as any Special or General meetings and produce them at all meetings as required.

### **Duties of the Treasurer:**

- 5a. The treasurer shall receive and bank all Society funds and be responsible for payments, subject to the approval of the Executive Committee. Up to date Financial statements and other relevant information shall be presented at all Executive Committee meetings.
- 5b. Maintain an inventory of all property and assets held in the name of the Society.
- 5c. Submit to the Annual General Meeting of the Society an account of Income and Expenditure for the twelve(12) months ending on the 30<sup>th</sup> June each year together with a statement of the assets and liabilities of the Society on that date. Both statements shall have been audited by the Society's Accountant As required by the Charities Commission the treasurer shall, after auditing and the presentation of the accounts, forward copies to the Charities Commission.
- 5d. The Treasurer may, with the assistance of an appointed Executive Committee member, seek funding from approved funding organisations in order to increase and enhance the financial aims of the Society.

### **Duties of the Curator:**

- 6a. To oversee the operation and maintenance of the centre.
- 6b. Under the authority of the Executive Committee to oversee the Museum Management Committee - refer Bylaw 7.
- 6c. To ensure that volunteers are recruited, trained and that they actively work together to keep the centre open and available to Society members and the public.
- 6d. To seek and recommend appropriate items suitable for addition to the Society's collections. To maintain an accurate and up-to-date record and index of all archives.
- 6e. To take all steps possible to conserve and safeguard the Society's collections.
- 6f. To ensure accurate and complete recording of all items in the Society's collection.
- 6g. To attend to all correspondence relating to the business of the Management Committee and to see that research is carried out as required.
- 6h. To present a monthly report on the Management Committee to the Executive Committee, as well as an Annual Report to the Annual General Meeting.
- 6i. To adhere, in all activities, to the principles of partnership embodied in the Treaty of Waitangi.

### **Responsibilities and Duties of the Museum Management Committee:**

- 7a. Meetings to be held monthly, with a monthly report to the Executive Committee as well as the presentation of an Annual Report to the Annual General Meeting. Accurate minutes of all meetings will be recorded and kept in the appropriate file, these to be placed in a suitable place for members to read.
- 7b. ~~Members to be elected at the first meeting of the Executive Committee after the Annual General Meeting of the Society~~  
*Add: Members to be appointed at the first meeting of the Executive Committee after the AGM.*
- 7c. Under the direction and leadership of the Curator to oversee and undertake the recruitment and training of volunteers and to ensure that the day to day business of the Centre is satisfactorily attended to.
- 7d. Members of the committee shall be appointed to be responsible for the supervision and drawing up of rosters, exhibitions, the maintenance of archives, research, and the welfare of volunteers.
- 7f. The planning of future activities and exhibitions and discussions on future possible publicity for the Museum and Centre.
- 7g. The receipt and recording/ indexing of any gifts or donations to the Society.
- 7h. In conjunction with the Treasurer to draw up an annual budget, to be approved by the Executive Committee, which will cover all costs and expenses necessary for the on-going day to day business of the Museum Management Committee.

### **Sub-Committees:**

- 8a. ~~To operate for a specific purpose / project for a specific time until the object of the project has been completed.~~

*Add:* Sub-committees that must be appointed annually at the first meeting of the Executive Committee after the AGM are:

- (i) The Museum Management Committee (Refer Bylaw 7)
- (ii) The Research Committee, which will ensure that any requests for information are dealt with and may also produce written historical documents, articles or books for publication.
- (iii) The Property Committee which will be responsible for the maintenance of any land or buildings owned or leased by the Society.

Other subcommittees may be appointed to operate for a specific purpose / project for a specific time until the object of the project has been completed.

- 8b. The Committees to be selected by the Executive Committee for their expertise, knowledge and talents which relate to the particular project.
- 8c. The Executive Committee will appoint the Chair **for each**, who must be a member of the Society.
- 8d. Non members may be appointed for the particular expertise they may have.
- 8e. The sub-committee will present a progress report to each monthly Executive meeting.
- 8f. Delete: If a project is not completed before the end of a financial year the membership of the particular committee will be ratified and approved at the Annual General Meeting. In this instance a report will be submitted to the Annual General meeting.

**This Constitution adopted at the Annual General Meeting of the Hokianga Historical Society  
Incorporated on 23rd August 2014**

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