



# **New Zealand Cat Fancy**

## **Constitution**

**2012**

THE ORGANISATION.....	4
1.0 Name.....	4
2.0 Registered Office.....	4
3.0 Purposes, goals and powers of NZCF .....	4
3.1 The purposes of the NZCF are to:.....	4
3.3 The goals of the NZCF are to: .....	5
3.4 The powers of the NZCF are to:.....	5
NZCF MEMBERSHIP .....	5
4.0 Types of membership.....	5
5.0 Admission of members .....	6
6.0 The register of members .....	7
7.0 Cessation of membership.....	7
8.0 Obligations of members: .....	7
MANAGEMENT OF THE NZCF.....	8
9.0 Executive Council.....	8
10.0 Election of Executive Council members .....	8
11.0 Cessation of Executive Council membership .....	9
12.0 Nomination and Election of Executive Council Members .....	9
13.0 Role of the Executive Council.....	10
Other NZCF Management.....	11
MONEY AND OTHER ASSETS OF THE NZCF.....	12
15.0 Use of Money and Other Assets.....	12
16.0 Joining Fees, Subscriptions and Levies.....	12
17.0 Additional Powers .....	13
18.0 Financial Year .....	13
19.0 Accounting Compliance and Practices.....	13
20.0 Appointing an Auditor .....	13

CONDUCT OF MEETINGS .....	14
21.0 NZCF Meetings .....	14
22.0 Motions at NZCF Meetings .....	16
23.0 Executive Council Meetings .....	16
Indemnity and limitation of Liability.....	17
25 Common seal .....	17
SIGNING OF DOCUMENTS.....	17
26.0 Signing of Documents .....	17
ALTERING THIS CONSTITUTION.....	<b>Error! Bookmark not defined.</b>
27.0 Altering this Constitution .....	17
Winding up.....	18
REPEAL.....	18
29.0 Repealing the constitution .....	18
DEFINITIONS .....	18
30.0 Definitions .....	18

This Constitution should be read in conjunction to all other governance documents of the NZCF

**Amendments dated**

9/04/2011 Constitutional Clause 21.4 “The Secretary shall give all Members who are financial at the date of the notice at least 21 days written notice of a Special Meeting and 42 days written notice for an Annual General Meeting.”

## **Constitution of**

# **New Zealand Cat Fancy Incorporated**

## **THE ORGANISATION**

### **1.0 NAME**

- 1.1 The name of the organisation is New Zealand Cat Fancy Incorporated ("NZCF")
- 1.2 The NZCF is constituted by resolution dated [date].

### **2.0 REGISTERED OFFICE**

- 2.1 The Registered Office of the NZCF is as determined from time to time by the NZCF Executive Council and notified on the register of the Incorporated Societies, at the Companies Office.

### **3.0 PURPOSES, GOALS AND POWERS OF NZCF**

#### **3.1 THE PURPOSES OF THE NZCF ARE TO:**

- a) to give effect to operational procedures, standing orders, regulations or rules governing the management of the NZCF, the Executive Council, and shows licensed under the rules of the NZCF;
- b) promote, foster, encourage, improve and assist in every way the breeding of cats registered with the NZCF;
- c) register with the NZCF the pedigrees of all breeds of cats, breeders and accredited breeding catteries;
- d) establish breed standards of domesticated cats
- e) honour outstanding cats, their owners and breeders for their accomplishments
- f) disseminate information to promote knowledge and interest among breeders, owners, exhibitors, and the general public of the registration, breeding, and exhibition of cats with the NZCF
- g) encourage the improvement of breeds, the care and welfare of cats and to provide materials and information regarding feline issues
- h) promote friendly relations between breeders in New Zealand and the rest of the World
- i) for the training, promotion and development of NZCF Judges

3.2 Pecuniary gain is not a purpose of the NZCF except for reasonable compensation for services actually rendered by officers and officials of the NZCF.

**3.3 THE GOALS OF THE NZCF ARE TO:**

- a) be a proactive and vibrant organisation so that all people involved with cats wish to be a member
- b) provide a friendly, supportive, informative and educational environment for its members
- c) be an organisation that acts in an ethical and professional manner in all dealings with all parties
- d) be an organisation that has, and practices, fair and transparent procedures and processes
- e) be effective and efficient managers of resources to ensure financial viability
- f) promote and provide quality services based on best practices

**3.4 THE POWERS OF THE NZCF ARE TO:**

- a) do all things necessary and proper to attain the purposes and goals of the NZCF;
- b) do whatever is necessary for the protection and benefit of the NZCF;
- c) to carry on any lawful and legal business necessary and desirable for the accomplishment of the purposes and goals of the NZCF; and
- d) appoint sub-committees within NZCF Constitution and make any Operational Procedures, Standing Orders, regulations or Rules.

**NZCF MEMBERSHIP**

**4.0 TYPES OF MEMBERSHIP**

Membership shall be open to:

- a) any individual person who wishes to become an Ordinary Member who is interested in owning, breeding or exhibiting cats, who is, a full, junior, family or life member of a cat club that is an affiliate member of the NZCF, or
- b) a Club incorporated under the Incorporated Societies Act 1908 that wishes to become an Affiliate Member and has objects and other rules that are consistent with and remain consistent with

this Constitution, and has at least five members having voting rights with the NZCF.

- 4.1 A member of the NZCF will either be an, Ordinary Member, an Affiliate Member, a Life Member, or an Honorary Member.
- 4.3 An Ordinary, Affiliate or Life Member has the rights, privileges, recognition and responsibilities set out in this Constitution.
- 4.4 The classes of Ordinary Member are:
  - a) Full Members; who having paid the required fees, subscription and levies are eligible to vote and is restricted to applicants whose primary place of residence is within New Zealand
  - b) Associate Members; who having paid the required fees, subscription and levies are not eligible to vote, cannot be granted nor use a NZCF prefix and cannot hold office in the NZCF.
  - c) Family Members; who having paid the required fees, subscription and levies are living at the same address of a Full Member, are a member of the Full Member's family (family member is as defined by current Family Laws in New Zealand), are aged 16 years or more, and who will have voting rights but will not receive any NZCF publications.
  - d) Junior Members; who having paid the required fees, subscription and levies are under the age of sixteen years, they live in New Zealand, and have the same rights as an Associate Member.
- 4.5 A Life Member is a person who is acknowledged as a longstanding Member who has made significant contribution to the NZCF. A Life Member has all the rights and privileges of an Ordinary Member (including the right to vote), but does not have to pay subscriptions, or levies.
- 4.6 An Honorary Member is a person who is acknowledged as providing or having provided important services to the NZCF. An Honorary Member has none of the rights or privileges of an Ordinary or Life Member and does not pay membership fees.
- 4.7 An affiliate member is as described in 4.0 (b) above. Affiliate members have the right to vote.

## **5.0 ADMISSION OF MEMBERS**

- 5.1 To become an Ordinary or an Affiliate Member, a person (the Applicant) must:
  - a) Complete an application form, with the form and content as prescribed from time to time by the Executive Council; and
  - b) Supply any other information the Executive Council requires.

- 5.2 The Executive Council may interview the Applicant when it considers membership applications.
- 5.3 The Executive Council shall have complete discretion when it decides whether or not to let the Applicant become an Ordinary or Affiliate Member. The Executive Council shall advise the Applicant of its decision, and that decision shall be final.
- 5.4 An Ordinary Member may become a Life Member only if:
- a) recommendations are made by at least five (5) ordinary Members and one affiliated member;
  - b) notice of recommendations together with details in support are placed on the Agenda for an NZCF Executive Council Meeting; and
  - c) nomination as recommended from the Executive Council shall then be placed on the ballot paper for the Annual General Meeting. All persons who are nominated for life membership will be considered Life Members when a majority (75% or more) of members voting support the motion.
- 5.5 An Honorary Member shall be appointed by the NZCF Executive Council upon such terms and conditions permitted by this Constitution for a term befitting the reasons for making the appointment.

## **6.0 THE REGISTER OF MEMBERS**

- 6.1 A register of members (the Register), which shall contain the names, current addresses, telephone numbers and E mail address of all Members, and the dates at which they became Members and their current class of membership, shall be kept.

## **7.0 CESSATION OF MEMBERSHIP**

- 7.1 Any member may resign by giving written notice to the Secretary.
- 7.2 Any member may have their membership terminated or suspended as an outcome of a dispute or discipline process or the failure to pay fees or levies as required in this Constitution or in the case of an Honorary member at any time a majority decision is made by the Executive Council to end the appointment.

## **8.0 OBLIGATIONS OF MEMBERS:**

- 8.1 All Members (and Executive Council Members) shall promote the purposes of the NZCF and shall do nothing to bring the NZCF into disrepute.

## MANAGEMENT OF THE NZCF

### 9.0 EXECUTIVE COUNCIL

- 9.1 The NZCF shall have an Executive Council comprising the following elected persons as determined by the voting process described in this Constitution:
- a) A minimum of six (6) council members.
    - i) At the first Executive Council meeting following the Annual General Meeting the elected Executive Council members will as the first order of business make a determination who will be their Chairperson (Chair) and Vice-Chairperson (Vice-Chair).
    - ii) The Executive Council Chair or Vice Chair acting in the absence of the Chair shall be authorised to take any action on behalf of the NZCF necessary to conduct the day-to-day operations of the NZCF.
    - iii) Should either or both the Chair or Vice Chair for any reason have vacated or be obliged to vacate their position then the Executive Council will elect from their members a replacement for the unexpired term of the Executive Council.
    - iv) The Chair shall be the sole and official spokesperson for the NZCF unless a person is appointed by the Executive Council to do be the spokesperson..
- 9.2 No person who is an officer or official of another cat registry body or similar organisation shall be eligible to hold office in the NZCF.

### 10.0 ELECTION OF EXECUTIVE COUNCIL MEMBERS

- 10.1 Before the Annual General Meeting ('AGM') the NZCF Members will decide by postal vote:
- a) The new members of the Executive Council.
- 10.2 The term for Executive Council members will be for three (3) years unless completing the term of a retiring or vacating Executive council member which has a term of office still remaining then it shall be for the remaining unexpired term of office.
- 10.3 At the Annual General Meeting, members of the Executive Council retiring at the end of three (3) years in accordance with Rule 10.2 shall be eligible upon nomination for re-election.
- 10.4 Commencing with the AGM in 2010, all current EC members and newly elected members shall complete three (3) years minimum and have their terms extended where applicable to realign with the set AGM



date for each year following the 2011 AGM. current EC members positions held shall not be available until 2012

## **11.0 CESSATION OF EXECUTIVE COUNCIL MEMBERSHIP**

11.1 Persons cease to be Executive Council members when:

- a) They resign by giving written notice to the Executive Council.
- b) They are removed by majority vote of the Executive Council at an Executive Council Meeting.
- c) Their Term expires.

11.2 If any Executive Council Member is absent from Two consecutive meetings without leave of absence on the motion of the Chairperson the Executive Council shall declare that person's position to be vacant.

11.3 All property and documents obtained or produced during their term remain the property of the NZCF and must without delay be returned to the NZCF at the end of a term of office or removal from office.

## **12.0 NOMINATION AND ELECTION OF EXECUTIVE COUNCIL MEMBERS**

12.1 Nominations

- a) Nominations for election to the Executive Council shall be in writing signed by at least two Ordinary Members of the NZCF and shall be endorsed with the consent of the candidate.
- b) The nomination form shall name;
  - i) the Club where the candidate is a member with voting rights and is currently financial; and
  - ii) the Club where the nominators are members with voting rights and are currently financial.
- c) A short biographical note about the candidate should accompany each nomination; and
- d) All nominations shall be sent to the NZCF Secretary no later than 3 months before the Annual General Meeting advertised date.
- e) All nominations for Executive Council shall be restricted to persons who are:
  - i) primarily resident within New Zealand; and
  - ii) either an Ordinary or a Life Member of the NZCF with voting rights.

- f) Upon the closing of nominations, the Executive Council Secretary shall mail a ballot paper to each member.
- g) The election ballot shall contain a list of candidates for the Executive Council and be accompanied with each of the candidates biographical notes, if provided.
- h) Each member shall be responsible to ensure that their ballot is properly completed and signed and placed in the mail with the proper postage affixed or otherwise forwarded by a commercial delivery service to the appointed returning officer by the date required.
- i) No member shall attempt to invalidate or otherwise tamper with the NZCF election process in any manner whatsoever.

## 12.2 Elections

- a) Election of officers shall take place in the month prior to the AGM each year by postal ballot of the membership.
- b) The candidate receiving the highest number of votes shall be elected.
- c) Where multiple vacancies exist, then the candidates receiving the highest number of votes shall be elected. In the case of a tie, the result shall be decided by lot. Scrutineering (if any) of the ballot paper count shall be by whatever method is determined as appropriate by the Executive Council.
- d) Elected officers shall take office at the conclusion of the AGM at which they were elected.

12.2 All retiring members of the Executive Council shall be eligible for re-election.

12.3 If the position of any Executive Council Member becomes vacant between NZCF Meetings, the Executive Council shall appoint the person who was the next highest polling member for a executive council position at the last election or another Ordinary or Life Member to fill that vacancy until the next AGM Meeting.

## 13.0 ROLE OF THE EXECUTIVE COUNCIL

13.1 Subject to this Constitution of the NZCF ("Constitution"), the role of the Executive Council is to:

- a) Administer, manage, and control the NZCF;
- b) Carry out the purposes of the NZCF, and Use Money or Other Assets to do that;
- c) Manage the NZCF's bank accounts;

- d) Ensure that all Members comply with this Constitution, any operational procedures, regulations, standing orders or rules of the NZCF;
  - e) Decide how a person becomes a Member, and how a person stops being a Member;
  - f) Decide the times and dates and places for Meetings,
  - g) Decide what sums or parts of sums may be paid to Executive Council members for fair and reasonable expenses to attend Executive Council meetings and meetings of the NZCF;
  - h) Decide the procedures for dealing with complaints;
  - i) Set Membership fees, and subscriptions;
  - j) Recommend levies to an AGM or Special General meeting;
  - k) Make, amend or rescind regulations and or rules for the conduct of shows and members;
  - l) Make, amend or rescind regulations and or Operational Procedures for management of the NZCF;
  - m) Make, amend or rescind Standing Orders for the conduct of Meetings;
  - n) Start and/or end any sub-committees of the Executive Council. Define the scope of work, identify the deliverables with times and content of any Sub-Committee as well determine and define the Sub-Committee's powers.
  - o) Provide and administer a discipline and disputes process and decisions for all members.
- 13.2 The Executive Council has all of the powers of the NZCF, unless the Executive Council's power is limited by this Constitution, or by a majority decision of the members at either an AGM or Special General meeting.
- 13.3 Decisions of the Executive Council bind the NZCF, unless the Executive Council's power is limited by this Constitution or by a majority decision of the members at either an AGM or Special General meeting.

#### **OTHER NZCF MANAGEMENT**

- 14.0 In accord with Rule 13.1(n) the Executive Council may maintain, or stop, Sub-Committees to be known as 'Advisory Council's' or may start, or stop, any other Sub Committee using this Constitution examples of which include:
- a) Judge's Advisory Council;
  - b) Breeds Standards Advisory Council.
- 14.1 Executive Council shall name the Advisory Council and decide the:

- a) purpose, scope of work and deliverables of an Advisory Council;
- b) numbers of and appoint the persons it selects for each Advisory Council;
- c) term to serve for the appointments made;
- d) the fairness of representation in the selection and appointment processes;
- e) qualifications and/or experience anyone needs to be considered for an appointment;
- f) grounds for early termination of any appointee;
- g) role of each or any Advisory Council; and
- h) the operational powers and rules applying to each or any Advisory Council.

## **MONEY AND OTHER ASSETS OF THE NZCF**

### **15.0 USE OF MONEY AND OTHER ASSETS**

15.1 The NZCF may only Use Money and Other Assets if:

- a) It is for a purpose of the NZCF;
- b) It is not for the sole personal or individual benefit of any Member; and
- c) That Use has been approved by either the Council or by majority vote of the NZCF.

### **16.0 JOINING FEES, SUBSCRIPTIONS AND LEVIES**

16.1 The Executive Council shall decide by majority vote at its last Meeting prior to the Annual General Meeting:

- a) What a person must pay, to be a member of the NZCF
- b) The Executive Council shall announce its decision on what the membership fee is, for the next year and what date or dates any fees or levies must be paid by before Rule 16.3 shall apply.

16.2 The Executive Council may propose that levy or levies be applied on Members in any one financial year such proposal must be approved by a majority vote at an AGM or Special General meeting of the members.

16.3 If any Member does not pay a Subscription or levy by the date set by the Executive Council that Member shall have a further period of seven days to pay the Subscription or levy. After the seven day period, the Member shall (without being released from the obligation of payment) have no Membership rights.

## **17.0 ADDITIONAL POWERS**

17.1 The NZCF shall:

- a) Annually appoint people on such terms and conditions and reward as Executive Council shall determine for the purposes of the NZCF including, or not, and not limited to;
  - i) Secretary;
  - ii) Treasurer;
  - iii) Registrars;
  - vii) National disputes coordinator and;
  - viii) such other contract appointments as the Executive Council may approve and appoint.
- b) Exercise any power a trustee might exercise;
- c) Invest in any investment that a trustee might invest in;
- d) Borrow money and provide security for that if authorised by majority vote at any NZCF Meeting.

## **18.0 FINANCIAL YEAR**

18.1 The financial year of the NZCF begins on 1 January of every year and ends on 31 December in the same year.

## **19.0 ACCOUNTING COMPLIANCE AND PRACTICES**

19.1 The Executive Council shall compile and publish Regulations for Council's accounting practices, processes and procedures including for accounts receivable, accounts payable, use and control of credit card transactions, assets held by any means, and any other financial transactions in compliance with and adopting best practice for financially sound accounting practices in managing the NZCF trading and financial reporting.

19.2 Following the adoption of this Constitution the Executive Council shall by motion have tabled and adopted the Financial Regulations for the NZCF within 20 working days after the date of that motion.

## **20.0 APPOINTING AN AUDITOR**

20.1 At an Annual General Meeting, the NZCF shall by majority vote appoint someone to audit the NZCF ("the Auditor"). It shall be the duty of the auditor to examine and check the books of the NZCF and see they are properly kept and balanced and also to audit the annual balance sheet of the NZCF.

20.2 The Auditor will be a member of the New Zealand Society of Accountants or a like professional accountants institute, but must not

be a Member of the NZCF. If the appointed Auditor is unable to act for some reason, the Executive Council shall promptly appoint another Auditor as a replacement.

## CONDUCT OF MEETINGS

### 21.0 NZCF MEETINGS

- 21.1 A NZCF Meeting is either an Annual General Meeting or a Special General Meeting.
- 21.2 The Annual General Meeting shall be held no later than 6 months after the end of the financial year. The Executive Council shall determine when and where the NZCF shall meet
- 21.3 Special General Meetings may be called by the Executive Council. The Executive Council must call a Special General Meeting if the Secretary receives a written request signed by at least a quarter of the Members.
- 21.4 The Secretary shall give all Members who are financial at the date of the notice at least 21 days written notice of a Special Meeting and 42 days written notice for an Annual General Meeting. (amended Inc Soc 6/6/11)
- a) The business to be conducted at any NZCF Meeting;
  - b) A copy of the Annual Report and Statement of Accounts, if the NZCF Meeting is an Annual General Meeting;
  - c) A list of Nominees for the Executive Council, and information about those Nominees if it has been provided.
  - d) Notice of any motions and the Executive Council's recommendations about those motions. If the Secretary has sent notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.
  - e) Any meeting will be conducted in accord with the NZCF's meeting Standing Orders during which the Standing Orders are to take priority but if the Standing Orders are found to differ from this Constitution then this Constitution is to take priority.
- 21.5 All Members may attend and those Members with voting rights may vote at NZCF Meetings. All members with voting rights shall have one vote.
- 21.6 All proxies shall be registered with the Executive Council Secretary least 7 days prior to the meeting to which the proxy relates. The form of proxy is to be in the form the Executive Council includes in Standing Orders.

- 21.7 No NZCF Meeting may be held unless there is a voting strength of at least 40. Full Members attending in person who are financial at the date of the meeting and have voting rights or holding proxies of Members with voting rights. Non financial members, Associate, Honorary and suspended members cannot hold proxies or vote.
- 21.8 All NZCF Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Vice-Chairperson shall chair the Council Meeting. If the Vice-Chairperson is also absent, the NZCF shall elect another Council Member to chair that meeting. Any person chairing a NZCF Meeting has a casting vote in addition to their right to vote as a Member.
- 21.9 On any given motion at a NZCF Meeting, the Chairperson shall in good faith determine whether to vote by:
- a) Voices;
  - b) Show of hands; or
  - c) Secret ballot.
  - d) However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot.
  - e) For any vote where the vote is tied the Chairperson may exercise, or not, a casting vote.
- 21.10 The business of an Annual General Meeting is to be:
- a) Any business arising from minutes of the previous Meeting;
  - b) The Chairperson's report on the business of the NZCF;
  - c) The Treasurer's report on the finances of the NZCF, and the Statement of Accounts;
  - d) Any other reports Executive Council wishes to have presented to the Meeting and remaining Executive council reports;
  - e) Announce the result of the Election of Executive Council Members;
  - f) Motions to be considered;
  - g) General business; and
  - h) Approval of plans for the balance of the current and next five (5) calendar years.

## **22.0 MOTIONS AT NZCF MEETINGS**

- 22.1 Any Member may request that a motion be voted on (“Member’s Motion”) at a particular NZCF Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion (“Member’s Information”)... However, if the Member’s Motion is signed by at least a quarter of all Members:
- a) It must be voted on at the NZCF Meeting chosen by the Member; and
  - b) The Secretary must give the Member’s Information to all Members at least 14 days before the NZCF Meeting chosen by the Member; or
  - c) If the Secretary fails to do this, the Member has the right to raise the motion at the following NZCF Meeting.
- 22.2 The Council may also decide to put forward a motion or motions for the NZCF to vote on (“Executive Council Motions”).

## **23.0 EXECUTIVE COUNCIL MEETINGS**

- 23.1 No Executive Council Meeting may be held unless 4 Executive council members and a chairperson (5) are present at the Executive Council Members meeting.
- 23.2 The Chairperson shall chair Executive Council Meetings, or if the Chairperson is absent, the Vice-Chairperson shall chair the Executive Council Meeting. If the Vice-Chairperson is also absent, no meeting shall take place unless the number of executive council members present is (5) five in this case they will elect a chairperson from the elected Executive Council members present
- 23.3 Decisions of the Executive Council shall be by majority vote.
- 23.4 The Chairperson or person acting as Chairperson has a casting vote.
- 23.5 Only Executive Council Members present at an Executive Council Meeting may vote at that Executive Council Meeting.
- 23.6 Subject to this Constitution, the Executive Council is to regulate its own Meetings Standing Order Regulations applicable for all and any NZCF meetings of Executive Council, NZCF Meeting, any sub-committees or Advisory Councils. Members have the right to attend face to face executive council meetings
- 23.7 Executive Council Meetings may be conducted:
- a) at a venue specified by the Executive Council face to face, or if not determined at the prior meeting then by the Secretary giving the Executive Council not less than 48 hours notice, by



telephone call, or e-mail message, or in writing, or other media or;;

- b) by the use of a telephone or video conference call or other media whereby all the Executive Council may be deemed to have heard what each attendee is saying.

#### **INDEMNITY AND LIMITATION OF LIABILITY**

24.1 The members of the Executive Council and those persons referred to in Rules 14 and 17.1 (a) shall be indemnified by the New Zealand Cat Fancy Inc for all losses and expenses incurred by them in or about the discharge of their respective duties, except such as shall result from their own respective wilful default.

24.2 No member of the Executive Council and those persons referred to in Rules 14 and 17.1 (a) shall be liable for the acts or default of any other member of the Executive Council and those persons referred to in Rules 14 and 17.1 (a), or for any loss or expense happening to the New Zealand Cat Fancy Inc, unless the same happens from the person's own wilful default.

#### **25 COMMON SEAL**

25.1 The NZCF common seal shall be held at the NZCF registered office

#### **SIGNING OF DOCUMENTS**

##### **26.0 SIGNING OF DOCUMENTS**

26.1 The NZCF shall have a common seal. A document shall be executed on behalf of the NZCF if:

- a) The common seal is attached to the document; and
- b) The document is witnessed by any one of the Chairperson, Secretary, or Treasurer, and countersigned by one other member of the Executive Council.

##### **27.0 ALTERING THIS CONSTITUTION**

27.1 The NZCF may alter or replace this Constitution at a NZCF AGM or Special General Meeting by a resolution passed by a 75% majority of those Members present and voting, including proxies and postal votes.

27.2 Any proposed motion to amend or replace this Constitution shall be signed by at least 10 Members and given in writing to the Secretary at least 28 days before the NZCF Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

27.3 At least 14 days before the General Meeting at which any change to the Constitution is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Executive Council has.

27.4 When a change to this Constitution is approved by a General Meeting, the Executive Council shall cause to be filed with the Registrar of Incorporated Societies advice of the changes to the Constitution in the required form. No change to the Constitution shall take effect until this is done.

27.5 All other bylaws, rules, operational procedures and regulations of the NZCF may be amended at any Executive Council meeting.

## **WINDING UP**

28.1 If the NZCF is wound up:

- a) The NZCF's debts, costs and liabilities shall be paid;
- b) Surplus Money and Other Assets of the NZCF may be disposed of:
  - (i) By resolution of the NZCF Meeting to nominated organisation/s or cause/s within New Zealand; or
  - (ii) According to the provisions in the Incorporated Societies Act 1908, or its replacement; but
- c) No distribution of any type of asset may be made to any Member;

## **REPEAL**

### **29.0 REPEALING THE CONSTITUTION**

29.1 The existing constitution of the NZCF is hereby repealed and this Constitution shall be the constitution of the NZCF as from the date of registration hereof.

## **DEFINITIONS**

### **30.0 DEFINITIONS**

30.1 In this Constitution:

- a) "Cheque" means a personal cheque or a bank cheque.
- b) "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 voting at that Meeting upon a resolution put to that Meeting.
- c) "Meeting" means any Annual General Meeting, and any Special General Meeting.
- d) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the NZCF.

- e) “Payment” means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.
- f) “Rules” means the rules of the NZCF.
- g) “NZCF Meeting” means any Annual General Meeting, or any Special General Meeting, but not a Council Meeting.
- h) “Use Money or Other Assets” means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- i) “Written Notice” means hand-written, printed or electronic communication of words or a combination of these methods.