

CONSTITUTION AND RULES OF  
THE DUNEDIN COUNCIL OF SOCIAL SERVICES (INC)

1. TITLE

The name of the Council shall be “THE DUNEDIN COUNCIL OF SOCIAL SERVICES (INC)”

2. OBJECTIVES

The objectives of the Council shall be to promote communication, liaison and co-operation between statutory and voluntary agencies, local authorities, community groups and individuals working in the greater Dunedin district in all areas of community and social services, and in particular

- (a) To collect and disseminate information which will keep member organisations, other community groups and individuals well informed
- (b) To provide access and distribute regularly information about members and other groups pertaining to social services through publications such as newsletters, Directory, and other resource booklets
- (c) To facilitate and encourage discussion of community matters and social development
- (d) To make such representations and assist others to do the same to Government, Local Bodies and other appropriate organisations as required on social and community concerns
- (e) To have a liaison role with other Councils of Social Services

3. POWERS AND FINANCE

To advance its objectives the Council shall have the following powers

- (a) To receive and administer donations, legacies and other funds which may, from time to time, be paid to the Council for the purposes of furthering the objectives of the Council or of any body or organisation having as its objectives or one of its objectives the welfare of the community
- (b) To invest any monies not immediately required by the Council in any duly authorized trustee investment or in any other manner which may from time to time be authorized by the Council
- (c) To receive, purchase, take on, lease or in exchange, hire or otherwise acquire and to sell, mortgage, exchange, let or lease with or without option to purchase, or in any manner dispose of any real or personal property or rights or privileges which the Council shall think necessary or expedient for the purpose of attaining the objectives of the Council or any of them PROVIDED THAT in the case the Council shall hold any property subject to any trusts, exercise of the powers hereby conferred to the Council shall be subject to and without prejudice to such trusts.
- (d) To borrow and receive and secure payment of money in such manner as the Council may think fit and in particular by bank overdraft mortgage or by the issue of debentures and TO SECURE PAYMENT of any monies borrowed by mortgage charge debenture or lien upon all or any of the assets present or future of the Council
- (e) To employ at such remuneration as the Council may think fit an Executive Officer and any other person or persons whom the council considers

- necessary to carry out the work of the Council or any other special projects it may undertake in accord with its objectives
- (f) To do all such other lawful acts and things which are incidental and which are or may be conducive to the attainment of all or any of the objectives of the Council
  - (g) Any income, benefit, or advantage must be used to advance the charitable purposes of the organization
  - (h) No member of the organization, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organization in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
  - (i) Any payments made to a member of the organization, or person associated with a member, must be for goods, or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
  - (j) The Treasurer shall record the finances of the Council and shall present regular financial reports and statements to the Executive Committee, and a financial statement for each year to the Annual General Meeting of the Council
  - (k) The financial year of the Council shall be from 1 July to 30 June
  - (l) Bank accounts shall be held in the name of the Council and cheques drawn on such bank accounts shall be signed by such persons as may be designated by the Executive Committee
  - (m) An Auditor who is not a member of the Executive Committee and who shall be a member of the New Zealand Society of Accountants shall be appointed at each Annual General Meeting. The auditor shall audit the accounts of the Council and shall attach an audit certificate to the Treasurer's Annual Financial Statements for presentation to the Annual General Meeting. The Auditor shall also conduct such further investigations or render such other services as the Executive Committee may determine from time to time.

#### 4. MEMBERSHIP

- (a) The Council shall consist of those organisations whose names are appended to these Rules
- (b) The Council may at any time add to its number by inviting any society, organisation, public body, or Government Department whose objectives are wholly or partly welfare, charitable, religious or educational to become a member
- (c) In addition any individual, body or organisation who supports the objectives of the Council may apply, at any time, for admission to membership. The Executive may in accordance with this rule admit that person, body or organisation to membership
- (d) A member may resign by written notification to the Executive Officer
- (e) Any member of the Council or the Executive Committee may be removed from membership by a resolution at a General Meeting of the Council carried by a majority of not less than two thirds of those members present

## 5. ELECTION OF OFFICERS

The Council shall be administered by an Executive consisting of the following

- (a) Chairperson and Treasurer and 10 others to be elected annually at the Annual General meeting. Executive Committee Members will stand for a term of two years where-after they will retire from the Executive Committee but will be eligible for re-election at the Annual General Meeting. In addition there shall be three ex-officio members, namely the Mayor of Dunedin or his/her authorized representative, the Director of the Ministry of Social Development and Employment, Dunedin or his/her authorized representative and a Tangata Whenua representative from the Maori Community. In addition to the above, the Immediate Past Chairperson may remain a member of the Executive Committee ex-officio for a maximum period of two years. The Secretary of the Committee shall be appointed by the Executive. A Deputy Chairperson will be elected by the Executive at its first meeting
- (b) The Executive may have the power to co-opt two additional members to the Executive Committee who shall remain in office until the following Annual General Meeting
- (c) Any vacancy occurring during the year may be filled by vote of the Executive, providing that only two vacancies during any year may be filled pursuant to this rule. Any further vacancy must be filled by a vote at a Special General Meeting called for that purpose
- (d) The nomination of officers and members of the Executive shall be made in writing and must be received by the Secretary two weeks before the day of the Annual General meeting. Voting in an election shall be by secret ballot. Each individual member or organisation shall have one vote. Should there be insufficient written nominations, the Chairperson may accept nominations from the Annual General Meeting
- (e) The Executive shall be advised by a Management Committee consisting of the Chairperson, Deputy Chairperson, Secretary, and Treasurer and has the power to establish working subcommittees from time to time and may co-opt members on to those subcommittees provided that no subcommittee shall exercise the powers without the express authority of the Executive.

## 6. ADMINISTRATION AND MEETINGS

- (a) No business shall be transacted at any meetings of the Council or the Executive Committee unless a quorum of members is present at the time when the meeting proceeds to business. Ten members present in person shall constitute a quorum of the council and five members present, in person, shall constitute a quorum of the Executive Committee
- (b) The Council shall hold an annual General Meeting as soon as is reasonably practicable after the end of the financial year i.e. 30 June, and present an annual report at this time. In addition, a Special General Meeting of the Council may be called at any time by the Executive Committee or on receipt of a requisition to that effect signed by any five members of the Council. At least fourteen clear days' notice of each meeting of the Council shall be given to each member, by advertisement in a newspaper circulating in the greater Dunedin district or by post

- (c) At all general and special meetings each organisation or individual member present shall be entitled to one vote, provided they are current financial members.
- (d) The Executive Committee shall meet at such other intervals as shall from time to time be determined by the Executive Committee. Any member who is absent from three consecutive meetings without leave of the Committee shall cease to be a member and the vacancy so caused shall be filled in the manner decided by the Executive
- (e) The Chairperson or in his/her absence, the Deputy Chairperson, shall preside over all meetings of the Council and the Executive Committee. The Chairperson or in his/her absence, the Deputy Chairperson shall be ex-officio a member of every subcommittee. In the event of equality of voting on any resolutions the Chairperson or Deputy Chairperson shall exercise the casting vote.

## 7. ALTERATIONS TO THE CONSTITUTION

This constitution may be added to, altered, repealed or amended by resolution at any General Meeting of the Council, provided notice of motion of the resolution has been given to all members six weeks prior to that meeting. The resolution shall require a two thirds majority of the members of the Council present or represented by proxy given by written authority.

## 8. COMMON SEAL

The common seal of the Council shall not be affixed to any instrument except by Authority of a resolution of the Executive Committee and in the presence of any two members of the Executive Committee and the Secretary, who shall sign the instrument to which the Common Seal is so affixed in their presence. The Common Seal will be in the custody of the Executive Officer and held at the registered office of the Dunedin Council of Social Services

## 9. SUBSCRIPTION

An annual subscription will be set at each Annual General Meeting of the Council. When subscriptions are six months in arrears membership will be deemed to have lapsed.

## 10. WINDING UP

The Council may be wound up at any time by a resolution at a Special General Meeting called for that purpose at which a motion is passed by a majority of member organisations or individual members present resolving that it be wound up.

## 11. DISPOSITION OF PROPERTY

In the event of the Council being wound up under the provisions of the previous Rule, all assets of the Council, after creditors have been satisfied, shall be paid and transferred to such other charitable organisations as shall be approved by the Council in General Meeting.