



ANZAAE

Aotearoa New Zealand Association of Art Educators

Te Rūnanga Hautū Mātauranga Toi O Aotearoa

Rules of AOTEAROA-NEW ZEALAND ASSOCIATION OF ART EDUCATORS (ANZAAE) INCORPORATED.

1. THE SOCIETY

- 1.1 Aotearoa-New Zealand Association of Art Educators (ANZAAE) Incorporated - Te Rūnanga Hautū Mātauranga Toi O Aotearoa
- 1.2 The name of the Society is Aotearoa-New Zealand Association of Art Educators (ANZAAE) Incorporated (**Society**)
- 1.3 The Society is constituted by resolution dated **8 July 1993**

2. REGISTERED OFFICE

- 2.1 The registered Office of the Society is Mount Hutt College, 45 Main Street, Methven, 7730.

3. VISION OF THE SOCIETY

- 3.1 Aotearoa New Zealand - where visual arts are integral to our creative and thriving future.
- 3.2 We recognise and value our responsibility to Te Tiriti o Waitangi and Aotearoa New Zealand's bicultural context. We are committed to equity and excellence for all, and support visual arts communities through advocacy, representation, professional learning, and innovation.
- 3.3 Pecuniary gain is not the purpose of the Society.

4. OBJECTIVES OF THE SOCIETY

The objectives of the Society include:

- 4.1 To engage and promote Te Tiriti o Waitangi and its bicultural values in art education in Aotearoa New Zealand;
- 4.2 To recognise the place of tangata whenua and tauwiwi as culturally located individuals;
- 4.3 To facilitate the sharing of ideas and resources amongst all Members of the Society and to generate new knowledge;
- 4.4 To provide a platform and voice for visual arts educators to act collectively;
- 4.5 To build relationships with organisations working in fields relevant to visual arts education;

- 4.6 To organise a regular national conference for the Members;
- 4.7 To communicate with Members regularly through relevant technologies;
- 4.8 To grow Membership and capacity across our visual arts education community (ECE, Primary, Secondary, Tertiary, Māori Medium, Industry and Community Educators and Government Agencies);
- 4.9 To honour and celebrate our legacy and contributions to visual arts education in Aotearoa New Zealand.

5. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

5.1 The Society shall appoint a managing committee (to be known as the **Executive Committee**), comprising the following Members:

- A. The Chairperson;
- B. The Secretary;
- C. The Treasurer; and
- D. Up to nine other Members as the Society shall elect including at least one place reserved for a Māori representative.

5.2 Only Members of the Society may be Executive Committee Members.

5.3 There shall be no less than three and no more than twelve Members of the Executive Committee.

5.4 Members can be co-opted by the Executive Committee to the Executive Committee to fulfill a particular function or need as deemed necessary.

6. APPOINTMENT OF EXECUTIVE COMMITTEE MEMBERS

6.1 At the Annual General meeting of the Society, the Members may decide by majority vote:

- A. On the membership of the Executive Committee;
- B. Who shall be the Chairperson, Secretary, and Treasurer;
- C. Whether any Executive Committee Member may hold more than one position;
- D. How long each person will be an Executive Committee Member ("the Term").

7. CESSATION OF EXECUTIVE COMMITTEE MEMBERSHIP

7.1 Persons cease to be Executive Committee Members when:

- A. They resign by giving written notice to the Executive Committee;

- B. They are removed by majority vote of the Society at a Society Meeting;
- C. Their Term expires.

7.2 If a person ceases to be an Executive Committee Member, that person must within one month give to the Executive Committee all Society documents and property.

8. NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

- 8.1 Nominations for Members of the Executive Committee shall be called for at least 28 normal days before an Annual General Meeting. Each candidate shall be proposed and seconded in writing by Members who have voting rights and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the Annual General Meeting. All retiring Members of the Executive Committee shall be eligible for re-election.
- 8.2 If the position of any Executive Committee Member becomes vacant between Annual General Meetings, the Executive Committee may appoint another Society member to fill that vacancy until the next Annual General Meeting.
- 8.3 If any Executive Committee Member is absent from three consecutive meetings without leave of absence the Chairperson may declare that person's position to be vacant.

9. ROLE OF THE EXECUTIVE COMMITTEE

- 9.1 From the end of each Annual General Meeting until the end of the next, the Society shall be administered, managed, and controlled by the Executive Committee, which shall be accountable to the Members for the implementation of the policies of the Society as approved by any General Meeting.
- 9.2 Subject to the rules of the Society ("The Rules"), the role of the Executive 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 that;
 - C. Manage the Society's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
 - D. Set accounting policies in line with generally accepted accounting practice;
 - E. Delegate responsibility and co-opt Members where necessary;
 - F. Ensure that all Members follow the Rules;
 - G. Decide how a person becomes a Member, and how a person stops being a Member;
 - H. The Executive Committee shall meet at least every six months at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the President or Secretary.", and set the agenda for meetings.
 - I. Decide the procedures for dealing with complaints;

- J. Set Membership fees, including subscriptions and levies (refer to 30.1.C);
- K. Make regulations;
- L. Publish research material, resources and maintain communications;
- M. Establish appropriate subcommittees;
- N. Confirm the host conference region and ensure at least one representative from the Executive Committee is on the Conference Committee.

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

9.4 All decisions of the Executive Committee shall be by a majority vote. In the event of an equal vote, then the Chairperson shall have a casting vote, that is, a second vote.

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

9.6 The Executive Committee from time to time may make and amend regulations, bylaws and policies for the conduct and control of Society activities, but no such regulations, bylaws and policies shall be inconsistent with these Rules. These Rules, and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members, and (electronic) copies shall be provided to any Member on request.

10. INDEMNITY FOR EXECUTIVE:

10.1 No member of the Executive Committee shall be liable for the acts or defaults of any member of the Executive Committee or any loss occasioned thereby, unless occasioned by their willful default or by their willful acquiescence.

10.2 The Executive Committee and each of its members shall be indemnified by the Society for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their willful default.

11. ROLES OF EXECUTIVE COMMITTEE MEMBERS

11.1 The Chairperson is responsible for:

- A. Ensuring that the Rules are followed;
- B. Convening meetings and establishing whether or not a quorum (over half of the Committee) is present;
- C. Chairing meetings, deciding who may speak and when; The Treasurer or Secretary may fill the Chair's role in the event he/she is unable to make a meeting.
- D. Overseeing the operation of the Society;
- E. Providing a report on the operations of the Society at each Annual General Meeting;

F. To be the spokesperson of the Society as required.

11.2 The Secretary is responsible for:

- A. Recording the minutes of meetings;
- B. Keeping the register of Members;
- C. Holding the Society's records, documents, and books except those required for the Treasurer's function;
- D. Receiving and replying to correspondence as required by the Executive Committee;
- E. Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting;
- F. Advising the Registrar of Incorporated Societies of any rule changes.

11.3 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. These statements should be prepared in accordance with the Society's accounting policies;
- C. Providing a financial report at each Annual General Meeting;
- D. Providing financial information to the Executive Committee as the Executive Committee determines.

12. EXECUTIVE COMMITTEE MEETINGS

12.1 Executive Committee meetings may be held via video or telephone conference, or other formats as the Committee may decide.

12.2 No Executive Committee Meeting may be held unless more than half of the Committee Members attend.

12.3 The Chairperson shall chair Executive Committee Meetings, or if The Chairperson is absent, the Executive Committee shall elect an Executive Committee Member to chair that meeting;

12.4 Decisions of the Executive Committee shall be by majority vote;

12.5 The Chairperson or person acting as The Chairperson has a casting vote, that is, a second vote;

12.6 Only Executive Committee Members present at an Executive Committee Meeting may vote at that Executive Committee Meeting.

12.7 Subject to these Rules, the Executive Committee may regulate its own practices;

12.8 The Chairperson or their nominee shall adjourn the meeting if necessary;

12.9 Adjourned Meetings: If within half an hour after the time appointed for an Executive Committee Meeting a quorum is not present the meeting, if convened upon requisition of Members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson/ of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

13. TYPES OF MEMBERSHIP

13.1 Membership is open to all those actively and professionally involved in Visual Art and Visual Art Education in Aotearoa New Zealand. There shall be five classes of Membership: individual, life, provisionally registered teacher, student and affiliated. The Society will set Membership fees annually at the annual general meeting.

13.2 Individual Membership - open to individuals or groups actively and professionally involved in Art and Art Education in Aotearoa New Zealand. This will include educators working in Tertiary, Secondary, Intermediate, Primary, Early Childhood, Kura Kaupapa Māori and Area School settings.

13.3 Life Membership - This class of Membership may be granted by the society in recognition of an individual's service to the society or to art education.

13.4 Provisionally Registered Teacher Membership - open to individuals who are actively and professionally involved in Art and Art Education in Aotearoa New Zealand. This class of membership is open to graduating teachers or teachers returning to the teaching profession who are provisionally registered.

13.5 Student Membership - open to individuals who are actively and professionally involved in Art and Art Education in Aotearoa New Zealand. The student will be engaged in full-time study for a formal Art or Education qualification or enrolled at Teacher Training through a New Zealand tertiary institution.

13.6 Individual, Life, Provisionally Registered and Student Members only shall have the following rights and privileges:

- A. Access to information and publications from the Society;
- B. The right to attend all meetings
- C. To speak, but not to vote at meetings of the Executive Committee
- D. To speak and vote at the annual general meeting or special general meetings;
- E. To be eligible for office on the Executive Committee.

13.7 Affiliated Membership - open to individuals in organisations or companies that have a vested interest in Art and Art Education in Aotearoa New Zealand. Affiliated Membership is available for no more than three representatives from an organisation or company.

- A. Access to information and publications from the Society;
- B. The right to attend all meetings;
- C. May not vote or stand for office.

13.8 All applications for Membership must be on the Society's approved form. The Society reserves the right to decide whether it will grant Membership as an individual, life, provisionally registered teacher, student, or affiliated Member. Each Member will pay the annual subscription as set by the Executive Committee. Membership will cease on the last day of February each year.

14. ADMISSION OF MEMBERS

14.1 To become a Member, a person ("the Applicant") must:

- A. Complete an application form, if the Rules, Bylaws or Executive Committee requires this; and
- B. Supply any other information the Executive Committee requires.

14.2 The Executive Committee shall have complete discretion when it decides whether or not to allow the applicant to become a Member. The Executive Committee shall advise the applicant of its decision, and that decision shall be final (refer to 9.2 and 12.7).

15. THE REGISTER OF MEMBERS

15.1 The Secretary and Treasurer shall keep a register of Members ("the Register"), which shall contain the names and contact details of all Members, and the dates at which they became Members.

15.2 If a Member's contact details change, that Member shall give the new contact details to the Secretary.

15.3 Each Member shall provide such other details as the Executive Committee requires.

15.4 Members shall have reasonable access to the Register of Members.

16. CESSATION OF MEMBERSHIP

16.1 A Member may resign by notice in writing to the Executive Committee.

16.2 Membership may also be withdrawn, suspended or terminated by the Executive Committee if a Member fails to comply with this Constitution including any codes of conduct or requirements set out in regulations, by-laws, policies or procedures of the Society or if a Member acts in a manner which is considered by the Executive Committee to be harmful to the Society or inconsistent with the standards of behaviours expected of a Member.

16.3 A Member whose membership is withdrawn, suspended or terminated by the Executive Committee may apply for the matter to be reviewed by such process as may be specified in any regulations, by-laws, policies or procedures of the Society or in the absence of any relevant provisions then by a Meeting of the Society. If the issue goes to a Meeting of the Society, then the decision of the Executive Committee shall stand except to the extent it is varied by or overturned by a motion passed at such a Meeting.

17. OBLIGATIONS OF MEMBERS

- 17.1 All Members (and Executive Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

18. MONEY AND OTHER ASSETS OF THE SOCIETY

Use of money and other assets

- 18.1 The Society may only use money and other assets if:
- A. It is for a purpose of the Society;
 - B. It is not for the sole personal or individual benefit of any Member; and
 - C. That use has been approved by either the Executive Committee or by majority vote of the Society.

19. FINANCE

- 19.1 Funds for the purpose and business of the Society may be acquired from annual subscriptions/koha from the Members, interest accumulated from funds and investments made with recognised trading or savings banks.
- 19.2 Special functions or projects that the Society undertake will require approval from the executive to secure sponsorships or koha or take appropriate measures to meet the financial needs of the project.
- 19.3 Authorities to transmit funds in the name of Society shall be the Treasurer and one other of the Chairperson or Secretary.
- 19.4 Officers act on behalf of Society and not in any personal capacity.
- 19.5 Property and assets acquired by the Society may be used to generate finance for the business of Society.
- 19.6 Income and expenditure accounts of the Society shall be presented at each Annual General Meeting.
- 19.7 The Society Membership fee shall be itemised as an additional cost to non-Members at the time of conference registration.

20. BANK ACCOUNT

- 20.1 The Executive Committee will open and operate a bank account at the bank appointed by the Executive Committee.
- 20.2 Any withdrawal or other instrument drawn on the Society's bank account must be signed on behalf of the Society by the Treasurer and one other of the Chairperson or Secretary.
- 20.3 All funds of the Society must be lodged with the Society's bank.

20.4 The financial management of the Society's bank account will adhere to best practice.

21. USE OF FUNDS

21.1 The income and any property of the Society shall be applied solely towards the promotion of its objectives and no part thereof paid or transferred directly or indirectly by way of profits, dividends, bonus or otherwise howsoever to the Members of the Society or any of them and except as payment made in good faith of remuneration to any employee or as an Award given to the Society.

21.2 No Member shall in any way receive any pecuniary gain from the property or activities of the Society.

22. JOINING FEES, SUBSCRIPTIONS AND LEVIES

22.1 If any Member does not pay a Subscription or levy by the date set by the Executive Committee or the Society, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Society) have no Membership rights and shall not be entitled to participate in any Society activity.

23. ADDITIONAL POWERS AND TRANSACTIONS

23.1 The Society may:

- A. Employ people for the purposes of the Society;
- 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 Society Meeting.

23.2 Any transactions between the Society and any Member, or member of the Executive, or any associated persons shall be at arms' length and in accordance with prevailing commercial terms on which the Society would deal with third parties not associated with the Society, and any payments made in respect of such transactions shall be limited to;

- A. A fair and reasonable reward for services performed;
- B. Reimbursement of expenses properly incurred;
- C. Usual professional, business or trade charges; and
- D. Interest at no more than current commercial rates.

24. FINANCIAL YEAR

24.1 The financial year of the Society begins on 1 April of every year and ends on 31 March of the next year.

25. ASSURANCE ON THE FINANCIAL STATEMENTS

- 25.1 At each Annual General Meeting the members will vote on whether an audit or review is required of the current year accounts and/or the following year accounts. The Society may, at its Annual General Meeting appoint an accountant to review its annual financial statements ("the Reviewer"). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Society's accounting policies. The Reviewer must be a suitably qualified person, preferably a Member of the New Zealand Institute of Chartered Accountants and must not be a Member of the Executive Committee, or an employee of the Society. If the Society appoints a Reviewer who is unable to act for some reason, the Executive Committee shall appoint another Reviewer as a replacement.
- 25.2 The Executive Committee is responsible to provide the Reviewer with:
- A. Access to all information of which the Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - B. Additional information that the reviewer may request from the Committee for the purpose of the review; and
 - C. Reasonable access to persons within the Society from whom the reviewer determines it necessary to obtain evidence.

26. CONDUCT OF MEETINGS

Society Meetings

- 26.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.
- 26.2 The Annual General Meeting shall be held once every year. The Executive Committee shall determine when and where the Society shall meet.
- 26.3 During National Conference years the AGM will happen at the Conference.

27. SPECIAL GENERAL MEETING

- 27.1 A Special General Meeting of the Society shall be held as and when required.

28. ANNUAL GENERAL MEETING - CONFERENCE YEAR ONLY

- 28.1 The business of meetings shall include, but is not limited to:
- A. The presentation of reviewed financial report;
 - B. Reports on Society activities;
 - C. The presentation of budget and plans for the following year;
 - D. Voting on properly notified changes to the constitution or the Rules;

- E. The election of the officers and executive for the following term;
- F. Presenting proposals and receiving expressions of Interest for the location and timing of the next Conference.

29. ANNUAL GENERAL MEETING - NON-CONFERENCE YEAR(S)

29.1 The business of the meeting shall include, but is not limited to:

- A. The presentation of the reviewed financial report;
- B. Reports on Society activities;
- C. Voting on properly notified changes to the constitution;
- D. Election of Members to vacant positions on the Executive Committee.

30. SPECIAL GENERAL MEETINGS

30.1 The business of the meeting shall include, but is not limited to:

- A. Voting on properly notified changes to the Rules;
- B. Election of Members to vacant positions on the Executive committee;
- C. The annual subscription (or the amount of any periodic payments if the General Meeting decides that it is payable by instalments) and any capitation fees for different classes of membership for the following calendar year shall be set by resolution of a General Meeting

30.2 Meeting Notifications: The Secretary shall:

- A. Give all Members at least 14 days Written Notice of the business to be conducted at any Society Meeting;
- B. Additionally, the Secretary will provide, where available:
 - a. A copy of Chairperson's Report on the Society's operations and of the Annual Financial Statements as approved by the Executive Committee;
 - b. A list of Nominees for the Executive Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding equivalent of one side of an A4 sheet of paper per Nominee)
 - c. Notice of any motions and the Executive Committee's recommendations about those motions;
 - d. If the Secretary has sent a 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.

30.3 Individual, Life, Provisionally Registered Teacher and Student Members may attend and vote at Society Meetings. Voting by Members can be exercised via proxy votes submitted through

regional branches.

- 30.4 All Society Meetings shall be Chaired by the Chairperson. If the Chairperson is absent, the Society shall elect another Executive Committee Member to Chair that meeting. Any person Chairing a Society Meeting has a casting vote.
- 30.5 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:
- A. Voices;
 - B. Show of hands; or
 - C. Secret ballot.

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. If a secret ballot is held, the Chairperson will have a casting, that is, second vote.

- 30.6 The Chairperson or their nominee shall adjourn the meeting if necessary.
- 30.7 Adjourned Meetings: If within half an hour after the time appointed for a Special General Meeting a quorum is not present the meeting, if convened upon requisition of Members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

31. MOTIONS AT SOCIETY MEETINGS

- 31.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Society 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"). The Executive Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member's Motion is signed by at least 50 % of eligible Members:
- A. It must be voted on at the Society Meeting chosen by the Member; and
 - B. The Secretary must give the Member's Information to all Members at least 14 days before the Society 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 Society Meeting.
- 31.2 The Executive Committee may also decide to put forward motions for the Society to vote on ("Executive Committee Motions") which shall be suitably notified.

32. COMMON SEAL

Common seal

- 32.1 The Executive Committee shall provide a common seal for the Society and may from time to time replace it with a new one.
- 32.2 The Executive Officers shall have custody of the common seal, which shall only be used by the authority of the Executive 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 Executive Committee.

33. ALTERING THE RULES

Altering the Rules

- 33.1 The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.
- 33.2 At least 14 days before the General Meeting at which any Rule change 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 Committee has.
- 33.3 When a Rule change is approved by a General Meeting no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.
- 33.4 No addition to or alteration of the objects, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status/not-for-profit status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

34. BYLAWS

Bylaws to govern the Society

- 34.1 The Executive Committee may from time-to-time make, alter or rescind bylaws for the general management of the society, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on Members of the Society. A copy of the bylaws for the time being, shall be available for inspection by any Member on request to the Secretary.

35. WINDING UP

Winding up

- 35.1 If the Society is wound up:
- A. The Society's debts, costs and liabilities shall be paid;
 - B. Surplus Money and Other Assets of the Society may be disposed of:
 - a. By majority vote of the Members; or
 - b. According to the provisions in the Incorporated Societies Act 1908; but
 - C. No distribution may be made to any Member;




- D. The surplus money and other assets shall be transferred to a society that, in the opinion of the Society has similar objectives to itself provided that any recipient organization must operate for charitable purposes in terms of the Charities Act 2005

36. DEFINITIONS

Definitions and Miscellaneous matters

36.1 In these Rules:

- A. "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, i.e. motion put to that Meeting;
- B. "Member(s)" means a member of the Society with the rights and obligations described in clause 13 of these Rules;
- C. "Group membership" means a collective of members from the same institution (refer to 13.3).
- D. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society;
- E. "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not an Executive Committee Meeting;
- F. "Quorum" means 50% of the eligible members present at a Society meeting;
- G. "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.
- H. "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods;
- I. It is assumed that
 - a. Where a masculine is used, the feminine is included;
 - b. Where the singular is used, plural forms of the noun are also inferred;
 - c. Headings are a matter of reference and not a part of the rules;
- J. Matters not covered in these rules shall be decided upon by the Executive Committee (refer to 9.4, 9.5, 9.6)

Rule Changes		
	<ul style="list-style-type: none"> • Removal of term 'President' replaced with Chairperson • Removal of male gender reference in regard to officer roles from him/his to they/their • Added macron to Māori throughout • Section 5 updated number of Executive Committee members (as voted in AGM April 2021) • Section 13 updated Membership categories (as passed by Executive Committee May 2021) • 33.4 Added clause regarding tax exemption status (as voted at SGM October 2021) 	
	Member Name and Contact Details	Member Signature
1	Richard Thomas Forster 110 Landing Road 0210461224. Kerikeri 0230	
2	Rosalind Clent (Roz) 3 Aomarama Place Kerikeri 0230	
3	Emma Wise 17 Doves Bay Road Kerikeri 0294	
<p>We, the three persons whose names are subscribed hereto, being members of the above-mentioned Society, confirm the application for the alteration of the Society rules, in accordance with Section 21 Incorporated Societies Act 1908</p>		