

Constitution of Rotorua Sustainable Charter (Incorporated)

1. Name

1.1 The name of the Society shall be Rotorua Sustainable Charter (Incorporated) operating as "Rotorua Sustainable Charter".

1.2 The Society is constituted by resolution dated 29 October 2010.

2. Registration

The Society shall be registered under the Incorporated Societies Act 1908.

3. Registered Office

The registered office of the Society shall be at Rotorua Sustainable Charter, 1209 Hinemaru Street, Rotorua, or at such place as the Committee shall from time to time determine.

4. Affiliation

4.1 The Management Committee shall resolve to affiliate to any other organisations as may be required for the development and/or ongoing opportunities for the Society.

5. Objects

- 5.1 To foster and promote sustainability along with other activities that will enhance the health, wellbeing, education and other outcomes that will be beneficial to Rotorua and the wider community.
- 5.2 To increase the awareness of the Rotorua public and beyond of sustainable practices in their lives.
- 5.3 To provide practical advice to the public to better understand their environmental impacts and consequently to develop and implement plans to deliver environmental benefits.
- 5.4 To increase the capability of organisations in Rotorua and beyond to incorporate sustainable practices in their operations and to be able to achieve measureable environmental improvements.
- 5.5 To increase the numbers of organisations and members of the public that have a mission towards improving organisational and personal sustainability.
- 5.6 To work with and/or liaise with organisations in the wider Bay of Plenty Region and nationally that have a mission of improving sustainability.
- 5.7 To contribute towards national strategies designed to improve New Zealand's commitment to sustainable practice.
- 5.8 To provide all of its services in a way that is fair.
- 5.9 To ensure that all present and future members receive fair and equal treatment.
- 5.10 To hold, purchase, lease, sell, exchange or mortgage land or buildings or such other assets as may be required for the operation of the Society.
- 5.11 To use all lawful means to promote, encourage, regulate and protect the members of the Society as may be deemed advisable by the Society in General Meeting, or by the Committee.
- 5.12 To raise or borrow money or secure the repayment of any sum or sums of money for the furtherance of its objects.
- 5.13 To provide for representation of members of the Society before any board, tribunal, court, hearing, commission or proceeding in which it may appear to the Committee that the interests of the Society, or its members or any of them are directly or indirectly involved.
- 5.14 Generally and in furtherance and not in limitation of the forgoing objects to do all such other things as in the opinion of the Society may be incidental or conducive to the attainment of any of the forgoing objects, or to the exercise of any of the herein mentioned powers.
- 5.15 Pecuniary gain is not a purpose of the Society.

6. Principles

- 6.1 The Society is committed, in attaining its purposes to:
- (a) Respecting the cultural diversity of people and encouraging people from all ethnicities to utilise the Society's facilities and services;
 - (b) Inspiring people and organisations to reach their full potential in sustainable actions;
 - (c) Working cooperatively with others; and
 - (d) Maintaining the highest standards of professionalism and integrity.
- 6.2 The activities of the Society will be limited to residents of Aotearoa/New Zealand.

7. Membership

The membership of the Society shall comprise:

- Organisation Member
- Associate Organisation member
- Individual member
- Honorary member
- Life member
- Honorary Members and Life Members being persons elected for a stated term, or for life, at a General Meeting of the Society on the recommendation of the Committee in recognition of services rendered to the Society and subject to such privileges as the Society in General Meeting may decide.
- Admission of Organisation and Individual Members
 - (a) To hold a category of membership an organisation or person must complete an application form, supply information the Management Committee may require including a commitment to sustainable practice and pay such fees as may be required.
 - (b) The Management Committee holds the right to accept or decline a membership application.
 - (c) Membership shall be available to all persons subject to any provisions in this constitution.

8. The Register of Members

- 8.1 The Secretary shall keep a register of Members ("the Register") which shall contain the names, addresses and telephone numbers of all Members, and the dates at which they became Members.
- 8.2 If a Member's address or telephone number changes, that Member shall give the new address or telephone number to the Secretary.
- 8.3 Each Member shall provide such other details as the Management Committee requires.

9. Cessation of Membership

- 9.1 Any Member may resign by giving written notice to the Secretary.
- 9.2 A Member may have his or her Membership terminated in the following way:
- (a) If, for any reason whatsoever, the Management Committee is of the view that a Member is breaching the Rules, or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Management Committee's Notice"). The Committee's Notice must:
 - (i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society.
 - (ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Management Committee giving reasons why the Management Committee should not terminate the Member's Membership.

- (iii) State that if, within 14 days of the Member receiving the Management Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
 - (iv) State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.
 - (b) 14 days after the Member receives the Committee's Notice, the Committee may in its absolute discretion by majority vote to terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
 - (c) If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at the next Society Meeting. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.
 - (d) When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
 - (e) The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.
- 9.3 Any Member who loses, or ceases membership shall forfeit the right to use any promotional brand or to participate in any activities around the Society.

10. Re-admission of former Members

Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Committee or the Society, the Applicant shall not be readmitted without the approval of the Committee by majority vote.

11. Obligations of Members:

- 11.1 All Members (and Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.
- 11.2 If a member is in breach of any constitutional requirements the member is required to advise the Management Committee as soon as may be practicable.

12. Membership Fees

- 12.1 Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.
- 12.2 Fees will be paid annually.
- 12.3 If membership fees are not paid in full by the required time, the Management Committee shall have the power to expel, suspend or take such other action as it may deem appropriate. Such actions shall (without being released from the obligation of payment) include no membership rights and not be entitled to participate in any Society activity until all the arrears are paid, and the Member's membership shall be suspended until all arrears are paid in full.

13. Management Committee

- 13.1 The Society shall have a Management Committee comprising officers and general Committee members to manage the affairs of the Society.
- 13.2 The officers of the Society will be:
 - Chairperson
 - Secretary

- Treasurer
 - Any other relevant position as may be agreed at a Management Committee meeting.
- 13.3 The Management Committee shall also include general Committee members with a minimum of two additional members and no more than six additional members. The minimum number of Management Committee members shall be six and the maximum shall be ten members.
- 13.4 Officers and general Committee members will be elected annually at the Annual General Meeting, or at any other General Meeting of the Society.
- 13.5 The term of office for each Management Committee member shall be for one year.
- 13.6 Only officers of the Society and other Management Committee members may vote at meetings of the Management Committee.
- 13.7 Persons shall cease to be a member of the Management Committee when they resign giving written notice to the Society or they are removed by majority vote at a Society General Meeting or their term expires or they fail to attend three consecutive meetings of the Management Committee without leave of absence from the Committee or they are declared bankrupt, or are found to be a mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992, or subsequent enactment.
- 13.8 If the position of any Committee Member becomes vacant between Society Meetings, the Committee shall appoint another Committee Member to fill that vacancy until the next Society Meeting.
- 13.9 If a person ceases to be a member of the Management Committee, that person must within one month give to the Committee all Society documents and property.
- 13.10 Every member of the Management Committee shall be indemnified against any liability (including costs) incurred by them in or in connection with the discharge of any duty undertaken by them as an office-bearer of Rotorua Sustainable Charter. However Management Committee members are each answerable and responsible respectively only for their own acts, receipts, omissions, neglects and defaults and not for those of each other, or of any banker, broker, auctioneers, or other person with whom, or into whose hands, any Trust money or security is properly deposited or has come.
- 13.11 No Office holders shall be liable personally for the maintenance, repair, or insurance of any charges on such property.
- 13.12 No Office holders hereof shall be liable for any loss arising from any cause whatsoever, including a breach of their duties unless such loss is attributable:
- (a) To his or her own dishonesty; or
 - (b) To the wilful commission by him or her of an act known by him/her to be a breach of duty.
- 13.13 No Office Holders shall be bound to take any proceedings against a co-Office Holder for any breach or alleged breach of duty committed by that Office Holder.

14. Role of the Management Committee

- 14.1 The Management Committee shall plan, manage and control the affairs of Rotorua Sustainable Charter Society.
- 14.2 The Management Committee shall undertake such activities as may be required to benefit the community, including supporting the financial viability of the Society, sale of goods and services, employing staff (and being a good employer), attracting sponsorship, charging fees, hireage of venues and equipment, provided that such income is applied to support the purpose of the Society.
- 14.3 The Management Committee will be responsible for maintaining and adopting new policy, plans, codes of conduct and rules that affect the organisation of the Society.
- 14.4 The Management Committee will have powers to appoint sub-Committees as necessary and appoint advisers to the Management Committee as necessary to fulfill its business. In appointing any sub Committee, the Management Committee may delegate any of its powers and duties to any such Committee or to any person. The Committee or person may without confirmation by the Management Committee

exercise or perform the delegated powers or duties in the same way and with the same effect as the Management Committee could itself have done. Any Committee or person to whom the Management Committee has delegated powers or duties will be bound by the terms of the constitution and any terms or conditions of the delegation set by the Management Committee. The Management Committee will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the Management Committee.

- 14.5 It will not be necessary for any person who is appointed to be a member of any such sub-Committee, or to whom such delegation is made, to be a member of the Management Committee.
- 14.6 The Management Committee shall
 - (a) Manage the Society's bank accounts;
 - (b) Ensure that all Members follow the Rules;
 - (c) Decide how a person becomes a Member, and how a person stops being a Member;
 - (d) Decide the times and dates for Meetings, and set the agenda for Meetings;
 - (e) Decide the procedures for dealing with complaints;
 - (f) Set Membership fees, including subscriptions and levies; and
 - (g) Make regulations.
- 14.7 The Management Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, or by a majority decision of the Society.
- 14.8 Decisions of the Management Committee bind the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.
- 14.9 The Management Committee shall use funds as deemed necessary or expedient in payment of the costs and expenses of the Society, including the employment and dismissal of professional advisors, agents, officers and staff, according to principles of good employment and the Employment Relations Act 2000, or any subsequent enactment.
- 14.10 The Management Committee shall purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the Committee thinks necessary or expedient in order to attain the purpose of the Society and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges.
- 14.11 The Management Committee shall invest surplus funds in any way permitted by law for the investment of Society funds and upon such terms as the Management Committee thinks fit.
- 14.12 The Management Committee shall borrow or raise money from time to time with or without security and upon such terms as a priority or otherwise as the Management Committee thinks fit; and
- 14.13 The Management Committee shall do all things as may from time to time be necessary, or desirable, to enable the Management Committee to give effect to and attain the charitable purposes of the Society.
- 14.14 The Management Committee will be responsible for disciplinary hearings of members who infringe the Society rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension and/or expulsion or discipline following such hearings.
- 14.15 The Management Committee shall conduct all such affairs in accordance with the law and this constitution.

15. Committee Meetings

- 15.1 Committee Meetings refers to any meeting of the Management Committee or such other sub Committee as may be formed.
- 15.2 The Chairperson shall chair Committee Meetings, or if the Chairperson is absent, the Secretary shall chair the Committee Meeting. If the Secretary is also absent, the Committee shall elect a Committee Member to chair that meeting.
- 15.3 Decisions of the Committee shall be by majority vote.

- 15.4 The Chairperson or person acting as Chairperson has a casting vote.
- 15.5 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.
- 15.6 All questions will, if possible, be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands, unless otherwise determined by the Board.
- 15.7 If the voting is tied, the motion will be lost.
- 15.8 Subject to these Rules, the Committee may regulate its own practices.

16. Roles of Management Committee Members

- 16.1 The Chairperson's role is to:
 - (a) Ensure that the Rules are followed;
 - (b) Convene Meetings;
 - (c) Chair Meetings, deciding who may speak and when;
 - (d) Oversee the operation of the Society;
 - (e) Give a report on the operation of the Society at each Annual General Meeting;
 - (g) Advise the Registrar of Incorporated Societies of any alteration to the Rules.
 - (h) Submit annual returns to all appropriate agencies including the Charities Commission and Registrar of Incorporated Societies.

- 16.2 The Secretary's role is to:
 - (a) Record the minutes of Meetings;
 - (b) Keep the Register of Members;
 - (c) Hold the Society's records, documents, and books;
 - (d) Receive and reply to correspondence as required by the Committee;
 - (e) Retain the common seal of the Society, if the Society has a common seal.

- 16.3 The Treasurer's role is to:
 - (a) Collect and receive all payments made to the Society. These payments must be banked within seven days after the Treasurer receives them;
 - (b) Keep a true and accurate record in the Society's account book, so that the Society's financial situation can be clearly understood at any point in time;
 - (c) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting and more often if either the Committee or a majority of the Society decides this in a Meeting.
 - (d) Forward the annual financial statements for the Society to the Registrar of Incorporated Societies upon approval by the Members at an Annual General Meeting.

17. Quorum

- 17.1 The Quorum for Management Committee meetings shall be five or half of the current members of the Management Committee.
- 17.2 The Quorum for an AGM or SGM shall be 10 members including all categories of membership.

18. Finance

- 18.1 All Society monies will be banked in account(s) held in the name of the Society.
- 18.2 The Management Committee will be responsible for the finances of the Society and in accordance with clause 18.1 above.
- 18.3 All expenditure shall only be approved at a Management Committee Meeting and by following normal meeting procedures. No member of the organisation or any person associated with a Member shall participate in or materially influence any decision made by the organisation in respect of the payment to, or on behalf of that member, or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). 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.

- 18.4 The financial year of the Society shall be from 1 July to 30 June.
- 18.5 Any cheques drawn against Society funds should hold the signatures of two office holders of the Society.
- 18.6 The Treasurer shall keep proper records of all financial transactions of the Society.
- 18.7 Annual accounts to be audited or reviewed as appropriate.
- 18.8 The Society may only use money and other assets if:
 - (a) It is for a purpose of the Society;
 - (b) That use has been approved by either the Committee or by majority vote of the Society.

19. Cheques

- 19.1 Any payment made by the Society above a value of twenty dollars must be by cheque or electronic deposit.
- 19.2 All cheques must be signed by the Chairperson, and countersigned by one other Committee Member, or by the Treasurer and one other Committee Member.

20. Appointing an Auditor

At an Annual General Meeting, the Society may by majority vote appoint someone to audit the Society ("the Auditor"). The Auditor shall audit the Society's accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Society. If the Society appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

21. Additional Powers

The Society may:

- (a) Employ people for the purposes of the Society;
- (b) Exercise any power an Office Holder might exercise;
- (c) Invest in any investment that an Office Holder might invest in;
- (d) Borrow money and provide security for such money authorised by majority vote at any Society Meeting.

22. Annual General Meeting

- 22.1 A Society General Meeting is either a Special General Meeting or an Annual General Meeting.
- 22.2 Notice of the Annual General Meeting (AGM) to be given not less than 14 days prior to the meeting.
- 22.3 The Secretary shall give all Members at least 14 days written notice of:
 - (a) The business to be conducted at any Society Meeting;
 - (b) A copy of the Annual Report and Statement of Accounts, if the Society Meeting is an Annual General Meeting;
 - (c) A list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee); and
 - (d) Notice of any motions and the Committee'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.
- 22.4 The AGM shall receive the financial report for the preceding year.
- 22.5 The election of officers and Committee Members is to take place at the AGM. If there are insufficient nominations for the positions, then the AGM is able to reopen nominations at the AGM. If there are still insufficient nominations after this process then those persons elected onto the Management Committee shall have power after the AGM to appoint a person or persons to fill the vacancy or vacancies.

- 22.6 The AGM shall consider such matters as may be decided upon by resolution of the AGM.
- 22.7 All financial members have the right to vote at the AGM.
- 22.8 The Management Committee has the right to call Extraordinary or Special General Meetings (SGMs) outside the AGM. Procedures for the SGMs will be the same as for the AGM. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least a quarter of the Members.
- 22.9 All Members may attend and vote at Society Meetings.
- 22.10 All Society Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Secretary shall chair the Society Meeting. If the Secretary is also absent, the Society shall elect another Committee Member to chair that meeting. Any person chairing a Society Meeting has a casting vote.
- 22.11 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.
- 22.12 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 vote.
- 22.13 The business of an Annual General Meeting shall be:
 - (a) Any minutes of the previous Meeting(s);
 - (b) The Chairperson's report on the business of the Society;
 - (c) The Treasurer's report on the finances of the Society, and the Statement of Accounts;
 - (d) Election of Committee Members;
 - (e) Motions to be considered;
 - (f) General business; and
 - (g) Approval of plans for the balance of the current and next calendar years.

23. Motions at Society Meetings

- 23.1 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 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 a quarter of all 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.
- 23.2 The Committee may also decide to put forward motions for the Society to vote on ("Committee Motions").

24. Signing of Documents and Common Seal

- 24.1 The Society shall have a Common Seal.
- 24.2 A document shall be executed on behalf of the Society 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 Committee.

25. Dissolution

- 25.1 A resolution to dissolve the Society can only be passed at an AGM or SGM through a majority vote of the membership.
- 25.2 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 by resolution; or according to the provisions in the Incorporated Societies Act 1908; but no distribution may be made to any Member.
- 25.3 If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever, the same shall not be paid to, or distributed among the members of the Society, but shall be given or transferred to an organisation or another Society with similar objectives to those of the Society, or to some other charitable organisation or purpose, within New Zealand.
- 26. Amendments to the Constitution**
- 26.1 The constitution will only be changed through agreement by majority vote at an AGM or SGM.
- 26.2 No such alteration or addition will detract from the charitable nature of the Society, or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable; or be made to clauses related to Pecuniary Interests or the Disposition of Surplus Assets unless the proposed change(s) is first approved in writing by the Department of Inland Revenue.
- 26.3 When a Rule change is approved by a General Meeting, the Management Committee shall file the change with the Registrar of Incorporated Societies. No Rule change shall take effect until this is done.
- 27. Mediation and Arbitration**
- 27.1 Any dispute arising out of, or relating to, this constitution may be referred to mediation, a non-binding dispute resolution process in which an independent mediator facilitates negotiation between parties. Mediation may be initiated by either party writing to the other party and identifying the dispute which is being suggested for mediation. The other party will either agree to proceed with mediation or agree to attend a preliminary meeting with the mediator to discuss whether mediation would be helpful in the circumstances. The parties will agree on a suitable person to act as mediator, or will ask the Arbitrators' and Mediators' Institute of New Zealand Inc. to appoint a mediator. The mediation will be in accordance with the Mediation Protocol of the Arbitrators' and Mediators' institute of New Zealand Inc.
- 27.2 The mediation shall be terminated by-
- (a) The signing of a settlement agreement by the parties; or
 - (b) Notice to the parties by the mediator, after consultation with the parties, to the effect that further efforts at mediation are no longer justified; or
 - (c) Notice by one or more of the parties to the mediation to the effect that further efforts at mediation are no longer justified; or
 - (d) The expiry of sixty (60) working days from the mediator's appointment, unless the parties expressly consent to an extension of this period.
 - (e) If the mediation should be terminated as provided in 27.2, clauses (a) to (d), or any dispute or difference arising out of or in connection with this deed, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in New Zealand in accordance with New Zealand law and the current Arbitration Protocol of the Arbitrators' and Mediators' Institute of New Zealand Inc. The arbitration shall be by one arbitrator to be agreed upon by the parties and if they should fail to agree within twenty one (21) days, then to be appointed by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc.
- 28. Matters not provided for**
Any matters which are not provided for in this Constitution shall be decided by the Management Committee.
- 29. Definitions**
In these Rules:

- (a) "Cheque" means a personal cheque or a bank cheque.
- (b) "Chairperson" shall also be used interchangeably with the term President.
- (c) "Committee" means the Committee or Management Committee of the Society.
- (d) "Committee Meeting" means a meeting of the Committee.
- (e) "Committee Member" means any Member who is on the Committee.
- (f) "Majority vote" means a vote made by more than half of the Members who are present at the Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- (g) "Meeting" means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.
- (h) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society.
- (i) "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.
- (j) "Rules" means these rules, being the rules of the Society.
- (k) "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- (l) "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.
- (m) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods.

30. Declaration

The Rotorua Sustainable Charter Society Incorporated hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Name	Organisation Name	Signature	Confirmed as a financial member of the society by Chair or Treasurer