

**CONSTITUTION**  
**Of the**  
**O-TĀWHAO MARAE INCORPORATED SOCIETY**

**NAME:**

The name of the Society shall be “O-Tāwhao Marae Incorporated” (hereinafter called “the Marae”).

**AIMS AND OBJECTS:**

The aims and objects of the Society shall be:

1. To develop an awareness and sensitivity of Maori values through living and experiencing Marae community activities.
2. To develop and promote the use of the Marae as an integrated centre for the learning of all cultures and in so doing support the understanding, tolerance and acceptance of other cultures.
3. To promote and encourage the multi-cultural use and development of the Te Awamutu College Marae and all its facilities.
4. To encourage the use of the Marae as a venue for school and community meetings.
5. To introduce tikanga Maori to pupils and staff at Te Awamutu College, pupils and staff at the local schools and people in the community generally.
6. To powhiri all manuwhiri as they visit.

**MEMBERSHIP:**

7. The Register of Members

- The Secretary shall keep a register of Members (“the Register”), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.
- If a Member’s contact details change, that Member shall give the new postal or email address or telephone number to the Secretary.
- Each Member shall provide such other details as the Committee requires.
- Members shall have reasonable access to the Register of Members.

## 8. Cessation of Membership

- 14.1 Any Member may resign by giving written notice to the Secretary.
- 14.2 Membership terminated in the following way:
  - If, for any reason whatsoever, the 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 Committee’s Notice”). The Committee’s Notice must:
    - Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
    - State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.
    - State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member’s Membership.
    - State that if the Committee terminates the Member’s Membership, the Member may appeal to the Society.
    - Fourteen days after the Member received the Committee’s Notice, the Committee may in its absolute discretion by majority vote 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.
    - If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. 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.
    - When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
    - 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. Obligations of Members

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

10. On the Executive Committee there should be:

- a. One member of the Board of Trustees of the College
- b. The Principal (or representative from Senior Management team)
- c. Three members from the community (one of whom will be a representative of Te Wānanga o Aotearoa).
- d. One teacher from the College

11. All members of the Executive shall have one vote each.

12. Five people present at any meeting shall constitute a quorum.

13. Open to all students and staff of Te Awamutu College [as of right].

14. All other members of the Marae Committee shall be admitted upon their support for the Marae Constitution aims and objectives.

15. That all members have speaking rights at meetings.

#### **OFFICERS:**

16. The officers shall be Chairperson, Secretary and Treasurer. These officers shall be elected at the Annual General Meeting of the Society.

#### **EXECUTIVE COMMITTEE:**

The affairs of the Society shall be administered by an Executive Committee consisting of the officers and the Society:

The Executive will consist of at least one member of the Board of Trustees of Te Awamutu College, one member of senior management and one teacher. The other three places will be taken up by members of the community (one of whom will be a representative of Te Wānanga o Aotearoa).

17. All members of the Executive shall have one vote each. The Chairperson or in his or her absence the duly appointed Chairman of any Executive meeting shall have a casting vote only.

18. Five people present at any meeting shall constitute a quorum.

19. The Executive may co-opt further members to the Executive.

**SUB-COMMITTEES:**

20. The Executive may appoint sub-committees and may co-opt members as required.

**GENERAL MEETINGS:**

21. The Annual General Meeting and any Special General Meeting shall be held at such time and place as the Executive shall appoint and notice of any such meeting shall be given by an insertion in the Public Notices columns of the "Courier" newspaper or such other newspaper as the Executive may decide on at least one occasion not less than 14 days before the date of the meeting.
22. If five or more members request a Special General Meeting the Secretary will call such a meeting within 21 days of that request
23. Five members of the Society present at any Special General Meeting shall constitute a quorum.
24. Voting on any election of officers or Executive members shall be by a show of hands or if the President or any three members present shall so require then by secret ballot. Motions shall be voted by simple majority.
25. The Chairperson shall chair all General Meetings and shall in all matters be the arbiter of appropriate meeting procedure except as expressly provided herein. In the absence of the Chairperson the meeting may by simple majority vote elect its own Chairperson.

**FINANCIAL YEAR:**

26. The financial year shall be from the 1<sup>st</sup> January to 31<sup>st</sup> December.

**TIME OF ANNUAL GENERAL MEETING:**

27. An Annual General Meeting shall be held by the 31<sup>st</sup> of May of each year.
28. The Annual General Meeting shall appoint annually an honorary reviewer. The reviewer shall be deemed by the Committee to have the suitable skills for this position.
29. All monies received by or on behalf of the Society shall be paid to the credit of the Society in an account with Westpac Trust at Te Awamutu or other Bank or Savings Bank from time to time to be fixed by the Executive and all cheques or withdrawal slips drawn on the account shall be signed by two persons designated by resolution of the Executive.
30. The Treasurer shall have discretion in expenditure of any amount up to \$300 in one withdrawal or cheque. Expenditure of amounts over \$300 must be approved by a simple majority resolution of the executive

**ALTERATIONS TO CONSITTUTION:**

31. Any amendments or additions to this Constitution shall be passed by the vote of two-thirds majority of the members present at an Annual General Meeting or Special General Meeting of the Society. Notice of the meeting and the proposed amendments or additions shall be given at least fourteen days prior to the meeting in accordance with the provisions of Clause 21 hereof.

**COMMON SEAL**

32. The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.  
33. The Secretary shall have custody of the common seal, which shall only be used by the authority of the 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 Committee.

**WINDING UP:**

34. In the event of the Society being wound up, the surplus assets after payment of all liabilities and expenses of winding up shall be transferred to the Board of Trustees of the Te Awamutu College to use those assets for such purposes as are conducive to the attainment of the objects of the Society as stipulated herein.

**INCORPORATION:**

35. The O-Tāwhao Marae has been incorporated under and in compliance with the Charitable Trusts Act 1957 and the provisions of these Rules are deemed to be incorporated therein.

Amendments to the Constitution:

Spelling of O-Tāwhao to include macron in the Name.

Clause 20. Number to quorum reduced to 5 to reflect attendance at meetings.

Clause 26. Auditor advised use of the words "reviewer" and "review", not the word "audit" and to make a statement regarding person with suitable skills being appointed for this position.

Clauses 32. Removal of the word Trust (inaccurate) and replace with " O-Tāwhao Marae."

Addition of legally required clauses on Membership and Common seal (7,8,32,33)

Date 27 November 2020

Signed [Signature] Tony Mamberg

Signed [Signature] (C. Emery)

Signed [Signature] Elizabeth Parsons