
**RULES OF THE
WELLINGTON MAHARASHTRIAN ASSOCIATION INCORPORATED**

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WELLINGTON MAHARASHTRIAN ASSOCIATION INCORPORATED**

Rule 1: Name

The organisation shall be known as the “Wellington Maharashtrian Association Incorporated” herein referred to as the “Association”. It has been incorporated as a social, cultural and non-profit organisation.

Rule 2: Registered Office

The registered office of the Association is **59 Donald Street, Karori, Wellington 6012**

Rule 3: Objectives

1. To provide the public at large with an understanding and appreciation of Marathi literature, art, movies, music, dance, drama and other related fields.
2. To acquire funds, equipment, material and other facilities that is necessary and/or useful for the activities in Objective 1.
3. To undertake all activities necessary and ancillary to the foregoing objectives.
4. Pecuniary or financial gain is not a purpose of the Association.

Rule 4: Membership

1. The membership of the Association shall be open to all Marathi speaking, and other interested, persons. .
2. Application
 - a. An application in writing with the prescribed membership dues can be made to the Secretary of the Executive Committee by any person interested in the activities of and in agreement with the objectives of the Association.
 - b. The application shall be processed by the Executive Committee and membership shall be issued / rejected without reason at the discretion of the Executive Committee.
 - c. If any application for new membership is rejected by the Executive Committee the dues paid by such a person shall be refunded to him/her.
 - d. The period of membership shall coincide with the financial year of the Association.

3. Register of membership

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

4. Membership fees

- a. Each member of the Association shall pay an annual fee to the Association. Such a fee shall be payable once each year and may be collected by any member of the Executive Committee for remittance to the Treasurer of the Association.
- b. The fee shall be decided at the General Body meeting by a majority vote based upon the needs of the Association.
- c. These charges are strictly administrative. The contribution for social events and purchase of equipment etc. may be separate.
- d. Irrespective of the date of joining the full annual fee and other applicable charges shall be paid by the member(s) when joining the Association.
- e. The fee will be exempted to the founding members for the first year of membership for their contribution received towards the setup of the Association.

5. Events

- a. Each member is entitled to bring family, friends or interested parties to events organised by the Association.
- b. Entry fees to these events may be charged to members and an additional entry fee over & above the fee to members will be required to be paid by those non-members mentioned above.

Rule 5: Termination of Membership

1. Failure to pay membership and/or dues upon request or within 30 days shall automatically result in a lapse of membership.

2. A member may be expelled from the Association by a two-thirds majority vote of the membership present at a General Body meeting. This might be done in view of gross indiscipline and persistent activities against the interests of the Association by such a person.
3. A member shall cease to be a member upon submission of a resignation letter to the Secretary of the Association.
4. Membership charges shall be non-refundable (apart from as provided for in Rule 2(c) above).

Rule 6: Appointment of members to the Executive Committee

1. The members of the Association shall elect an Executive Committee for the administration of the Association. The Executive Committee shall consist of:
 - a. President;
 - b. Secretary;
 - c. Treasurer; and
 - d. A minimum of two additional members.
2. The Executive Committee members shall be elected by majority vote by the members of the Association at the General Body meeting.
3. Any adult member of at least three months' standing may opt for election by applying in writing three weeks in advance to the Executive Committee.
4. The members present at the General Body meeting shall be informed about the nomination received. Nomination for the remaining seats may be made from the floor at the General Body meeting.
5. Not more than one member of any one family may be nominated to the Executive Committee.
6. The term of the elected committee member shall be for a period of two (2) membership years.
7. The Executive committee can appoint / co-opt new committee members in the event when an existing member resigns for the remainder of the term.

Rule 7: Disqualification of members of the Executive Committee

1. An Executive Committee member will be disqualified if he/she:
 - a. Is an undischarged bankrupt;

- b. Is prohibited from being an Executive Committee member of an incorporated society under legislation;
- c. Is prohibited from being a director or taking part in management of an incorporated or unincorporated body under the Companies Act, the Securities Act, the Securities Markets Act, or the Takeovers Act;
- d. Is subject to a property order under the Protection of Personal and Property Rights Act 1988; or
- e. Does not comply with any qualifications for Executive Committee members in the Association's rules.

Rule 8: Functions of the Executive Committee

1. The President shall:

- a. Preside over the General Body meeting;
- b. Ensure that the Association's rules are followed;
- c. Oversee the operation of the Association; and
- d. Provide a report on the operations of the Association at each General Body meeting.

2. The Secretary shall:

- a. Report on the general progress of the Association at the General Body meeting;
- b. Maintain all correspondence of the Association and conduct the business of the Association;
- c. Notify the members about the time and place of meetings and provide them with an agenda and programme;
- d. In the absence of the President preside over the General Body meeting; and
- e. Be the 'Contact Officer' whom the Registrar of Incorporated Societies can contact when needed.

3. The Treasurer shall:

- a. Keep account of the finances of the Association and present a report at each General Body meeting;
- b. Prepare financial statements and present them at the General Body meeting;

- c. Maintain a register showing a detailed account of income, expenditure and their balances;
 - d. Issue official receipts for income tax purposes for donations received for the Association; and
 - e. Ensure compliance with all mandatory, statutory and regulatory tax filing obligations.
4. All Executive Committee members must:
- a. Act in good faith and in the best interests of the Association, and use powers for a proper purpose;
 - b. Comply with legislation and with the Association's rules;
 - c. Exercise the degree of care and diligence of a reasonable person with such responsibilities;
 - d. Not allow the Association's activities to be carried on recklessly or in a way likely to create a substantial risk of serious loss to the Association's creditors; and
 - e. Not allow the Association to incur obligations that the Executive Committee member does not reasonably believe will be fulfilled.
5. The Executive Committee members may disallow any resolutions, amendments, and/or motions at the Executive Committee or General Body meetings if they are against the spirit of the rules or detrimental to the interests of the Association.
6. Any member of the Executive Committee shall represent the Association and participate on behalf of the Association at other meetings organised by outside groups and agencies.

Rule 9: Conflict of Interests

1. The Executive Committee members with a direct or indirect financial interest in a matter must disclose, as soon as practically possible, that interest to the Executive Committee and in a conflicts of interest register.
2. An Executive Committee member who has disclosed a financial interest in a matter must not vote on that matter.
3. An Executive Committee member prevented from voting because of a financial interest may continue to be counted as part of the quorum.

4. A register of Executive Committee member's disclosures must be maintained, and be open for members' inspection, with a summary presented at each General Body meeting.

Rule 10: General Body Meetings

1. General Body Meetings

- a. A General Body meeting shall be held annually at a time and place decided by the Executive Committee. The members shall be notified of such meetings by the Secretary at least two weeks in advance. The agenda of the General Body meeting shall consist of:
 - i. Adoption of minutes of the previous General Body meeting;
 - ii. The President's report;
 - iii. The Secretary's report;
 - iv. The Treasurer's report;
 - v. Consideration of resolutions and/or amendments as per the agenda and any other special business; and
 - vi. Election of new members to the Executive Committee.
- b. Members present at the General Body meeting of the Association shall have the right to censure or pass a vote of no confidence against any or all members of the Executive Committee. In the event of a no confidence motion against the existing Executive Committee as a whole being carried out, the members present at that meeting shall elect a new Executive Committee. In the event of a new Executive Committee being elected, its term of office shall be for the remainder of the year.
- c. Every adult member (age 18 and above) of at least one month's standing shall have the right to cast one vote on any of the issues brought before the General Body.
- d. In the event of a vacancy occurring for one or more officer in the Executive Committee, it will be filled at the next General Body meeting or Special General Body meeting. In the meantime the duties/responsibilities of the vacant position will be delegated to one or more of the remaining officers.

2. Special General Body Meeting

A Special General Body meeting shall be called by the Executive Committee on their own initiative or at the request in writing by not less than five members of the Association to discuss any urgent business. This meeting shall be called within 30 days of such a request.

3. Executive Committee Meetings

The Executive Committee meetings shall be held in accordance with the requirements of the business on hand but at least three meetings shall be held in a year.

4. Minutes of all meetings shall be kept by the Secretary.
5. Chair

The President of the Association shall chair all the Executive Committee, General Body, and Special General Body meetings. In his/her absence, the Secretary will chair the Executive Committee, General Body, and Special General Body meetings.

6. Forty percent (40%) of the membership shall constitute the quorum for General Body and Special General Body meetings.
7. Unless otherwise specified a majority vote will carry a decision.

Rule 11: Control and Use of the Common Seal of the Association

The approved seal of the Association shall be kept in the safe custody of the Secretary or Treasurer. The authority for using the seal rests with three members of the Executive Committee namely the President, Secretary and Treasurer. The seal can be used by any two of these three members in each other's presence.

Rule 12: Control and Investments of the Association's Funds

1. The fiscal year of the Association shall be from 1 April to 31 March.
2. The Treasurer is to prepare the accounts. These do not need to be audited unless requested by a majority of the Association members.
3. The Association may only use money and other assets if:
 - a. It is for a purpose of the Association;
 - b. It is not for the sole personal or individual benefit of any members; and
 - c. That use has been approved by either the Executive Committee or by a majority vote of the Association.
4. Banking
 - a. A bank account shall be opened in the name of the Association. All monetary income of the Association shall be deposited into this bank account. The Treasurer shall be informed by the Secretary or President of any such deposits.
 - b. Signing authority for withdrawals rests with three members of the Executive Committee namely the President, Secretary and Treasurer. Withdrawals can be made by cheques or transfers signed by and/or authorised by any two of these three members. The Treasurer shall be informed immediately by the other members of any such withdrawals.
 - c. The changeover in these members shall be communicated to the Bank within 15 days for its records.

Rule 13: Dissolution of the Association

Any property left after the organisation has been wound up or dissolved, and all its debts and liabilities paid, shall not be paid to or distributed among the members of the Association. It must be given or transferred to another organisation or body with similar objectives, purposes, or to some other charitable organisation within New Zealand.

Rule 14: Protection of the Executive Committee members

No person by virtue of his/her being a member of the Executive Committee shall be held or deemed to be held personally responsible for any act, default, obligation or liability of the Association, or for any engagement, claim, payment, loss injury, transaction, matter or thing whatsoever relating to the Association unless the same shall be the result of his/her own wrongful or wilful act, neglect or default.

Rule 15: Alterations/Amendments to the Rules of the Association

1. Amendments to the rules shall be submitted in writing to the Secretary with the signatures of not less than five members of the Association
2. The Executive Committee shall consider the proposed amendments and make its recommendations at the next General Body meeting.
3. Amendments shall be submitted to a vote at the General Body meeting. Modifications to these amendments, in the form of amendments to amendment, may be presented from the floor.
4. A two-thirds majority in favour of any such amendment from the members present shall be required for adoption of such an amendment to the rules.
5. However, Inland Revenue must approve any addition to or alteration of the aims/objects of the Association, payments to the members clauses or winding up clause. The provisions and effect of this clause should not be removed from this document and shall be included and implied into any document that replaces this document.

Rule 16: Effective date

These rules were adopted by the members in the first General Body meeting held **29th Day of October 2017**