

**1. Name of the society**

The name of the Society is the AUCKLAND SWORD AND SHIELD SOCIETY INCORPORATED

**2. The objects (purpose) of the society**

To study and promote Historical European Martial Arts

**3. How the rules can be changed**

These rules can be changed by majority vote of the Members at a general meeting

**4. How people become a member of the society**

(a) Membership of the Society is open to anyone over the age of 18

(b) Membership of the Society is by application to the Committee of the Society who will approve or reject applications on behalf of the Society

(c) Membership of the Society is conditional upon paying subscription fees

(d) Subscription fees shall be determined by majority vote of the members of the Society at a general meeting

**5. How people stop being a member of the society**

(a) A member can be suspended from training by a majority vote of the committee

(b) Membership ceases upon failure to pay subscription fees, by request of the Member or by a majority vote at a general meeting

**6. Members of the Club have the right to:**

(a) attend any Club training (unless suspended by the Committee)

(b) attend any committee or general meeting

(c) request and receive a copy of the membership list, financial records or minutes of meetings

(d) Call a general meeting

(e) Add proposals for consideration at committee or general meetings

(f) Vote for proposals at general meetings

(g) Stand for office at general meetings

(h) Apply to the Committee for instructor status

**7. How general meetings will be held**

(a) Any Member can call a general meeting

- (b) Notice shall be sent to all Members at least 14 days prior to a Special General Meeting (SGM) and 28 days prior to an Annual General meeting (AGM)
- (c) 7 days before the general meeting an agenda detailing the business to be transacted shall be sent to every member.
- (d) All communication shall take place at least through the Members electronic mail address
- (e) At meetings the Membership can decide, by majority vote, to make resolutions.
- (f) All Members present shall have one vote
- (g) If there is a tied vote, the President (or their nominated representative) can cast a further deciding vote.
- (h) An Annual General Meeting will be held at the end of each financial year (April)
- (i) At the AGM the Officer holders shall present an Annual Report including accounts for approval by majority vote of the Members
- (j) The quorum of a meeting or AGM shall be half the Membership

## **8. Appointment of officers**

- (a) Office Holders shall be appointed or removed by majority vote of the Members, they shall form a Committee to act on behalf of the Society
- (b) Unless removed, the term for an Office Holder will last until the next AGM (April) when all Offices will be available for election.
- (c) As a minimum the Society will have three separate individuals holding office who shall take on the roles of President, Secretary and Treasurer.
- (d) At a general meeting, other offices can be proposed and voted upon as necessary. Additional offices voted up on in this way shall have full voting rights in the committee.
- (e) Once constituted the committee can appoint other, non-voting, office holders as necessary. However, if those office holders want "official" voting rights in committee meetings they must be elected by the membership at a general meeting.

## **9. The Committee**

- (a) The Committee is responsible for the overall running of Society, specifically:
  - The President represents the Society, ensures the objectives are being delivered and the rules followed
  - The Secretary is responsible for the member register, taking minutes and calling meetings
  - The Treasurer is responsible for financial records
- (b) Decisions of the Committee are made by simple majority vote. Where there is a tie, the President has the power to cast a deciding vote.
- (c) As a minimum the Committee will ensure:
  - the objectives of the Society are being delivered

- the rules of the Society are being followed
- an AGM takes place each year
- there are minutes of all meetings (committee and general)
- complete up to date financial records are kept
- a register of members is kept

(d) That they send to the Registrar of Incorporated Societies:

- annual financial statements
- updated officer details
- notification of any rule changes.

(e) Subject to these rules the Committee have complete power to make additional regulations as necessary

(f) These rules, any regulations, minutes of meetings, and financial records shall be available to all members

## **10. Instructors**

- (a) Instructors are members that teach other members
- (b) The committee approve and can revoke instructor status
- (c) The committee shall keep a record of instructors
- (d) The Instructors elect a Chief Instructor (CI) by majority vote
- (e) The CI is responsible to the Committee for the organisation of training in the Society
- (f) The CI shall be a voting member of the Committee

## **11. Control and use of the society's common seal**

The Committee shall keep and approve the use of the common seal as required

## **12. Control and investment of society funds**

- (a) The Committee shall keep complete and up to date accounts
- (b) These accounts shall be available to all members upon request
- (c) All money received on behalf of the Society shall be paid as soon as possible into the Societies bank account or recorded in petty cash
- (d) All transactions on the account must be signed by two members of the Committee. All transactions must be notified to the Treasurer.
- (e) Any expenses claims must have prior approval from the Committee.
- (f) The financial year of the Society is from the 1sts of April to the 31st day of March. This allows annual accounts to be prepared for the AGM (April).

## **13. Powers of the society to borrow money**

The Society shall not borrow money from external parties but it can accept and repay donations from the Membership if required

**14. How the society's property will be distributed if it is wound-up or dissolved.**

(a) The Society can be dissolved by resolution at a Meeting if carried by a two thirds majority of the membership of the Society

(b) All surplus assets after the payment of all costs, debts and liabilities shall be disposed of by gift to any other Society with similar objects