



## CONSTITUTION OF INTERNATIONAL PLASTIC MODELLERS SOCIETY DUNEDIN INCORPORATED

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- 1) **NAME.** The name of the Society shall be the INTERNATIONAL PLASTIC MODELLERS SOCIETY DUNEDIN INCORPORATED
- 2) **OBJECTS.** The Society shall be a non-profit organization, the funds of which shall be solely to further the objects of the Society which are:
  - a) To foster and encourage the growth of plastic modelling within the Otago area and amongst modellers.
  - b) The furtherance of accurately representing, in miniature, man's technological and fashionable advances through history, advising and assisting modellers and model manufacturers to this end.
  - c) To hold regular meetings of members.
- 3) **Membership**
  - a) New membership shall be obtained through a person being nominated by any member of the society, and endorsed by a majority of members.
  - b) Once the formal approval process is complete members will receive and update copy of the constitution.
  - c) Associate membership is also open to residents in other countries, but does not include voting rights.
  - d) Members shall be bound by the Constitution of the Society and shall receive a copy of the Constitution on being admitted to membership.
  - e) **Resignation**
    - i) Any member may resign from the Society giving written notice to that effect to the Secretary, and there from shall cease to be a member of the Society.
    - ii) The resignation of a member shall not affect the liability of such of that member for any subscriptions, levies or other money due or accruing to the Society, and unpaid at the date of their resignation.
    - iii) A member shall be deemed to have resigned from the Society if they have not, by the 30<sup>th</sup> day of March in any year, paid in respect of that year, the annual fee: provided that, the Committee, by unanimous decision, with or without conditions, may determine that this Rule may be waived in respect of that member for that year.
  - f) .
    - i) The committee shall have the power to suspend or expel any member who has been judged by the Committee to have been guilty of conduct prejudicial to the interests of the Society. Such members will not be entitled to refund of membership fees of any unexpired period of membership
    - ii) If the Committee resolves to expel any member from the society, that member shall thereupon cease to be a member of the Society.
    - iii) Before exercising the power conferred on it by Rule 3e(i) and 3e(ii), the Committee shall inform the member of the reasons for considering the expulsion of that member and shall give that member a reasonable opportunity of appearing before the committee and offering an explanation, either verbally, or in writing, or both.
    - iv) Any such expulsion shall not affect the liability of the member, as the case may require, from any subscription, levy, or other money due or accruing to the Society, and unpaid at the date of the expulsion.
- 4) **Management**
  - a) .

- i) **Committee.** The administration of the Society shall be in the hands of a Committee comprising of the following persons:
    - (i) President
    - (ii) Secretary
    - (iii) Treasurer
    - (iv) Other Committee members.
  - ii) A further Committee member is to be elected for each five (5) financial members residing in the local area over the number of thirty (30).
  - iii) The position of Secretary and Treasurer will be able to be held by one (1) person.
- b) .
- i) **Election of Committee.** Embers of the Committee shall be elected annually at the AGM. Candidates for election must be financial members . Retiring members shall be eligible for re-election. Ballots for membership of the Committee shall be decided by simple majority of votes cast by financial members.
  - ii) **Incoming Committee.** All newly elected Committee members shall take office officially at the General Business section of the Committee meeting following the AGM.
- c) **Powers of Committee**
- i) To receive all monies and subscriptions, recommend to General meetings such levies as may be found desirable from time to time, and authorize expenditure incurred on behalf of the committee.
  - ii) To enter into any agreements on behalf of the Society as it may deem necessary to further the Society's objects.
  - iii) To do such other things as are required to manage the Society.
  - iv) To recommend to General meetings, alterations to Constitution of the Society.
  - v) If a Committee member cannot satisfactorily explain to his actions with regard to non-performance of his duties to a full meeting of the Committee, a vote is to be taken and if it is unanimous, he maybe suspended from his office. The Committee will then appoint another member to take over the vacant position and its associated duties for the interval to the next General Meeting. The Committee must then advise the next General meeting of its actions, and if necessary , will have to justify same. The suspended Committee member would then have recourse to refute the Committee's actions if he feels he has been unfairly treated. The General meeting would then be asked to endorse the Committee's action.
  - vi) The Committee can appoint any financial member to perform the following duties:
    - (1) **Special Projects** To deal with any specially designated projects decide upon by the Committee.
- d) **Proceedings of the Committee**
- i) The Committee shall meet from time to time as requested by the President or at the request of two members of the Committee.
  - ii) The quorum of meetings of the Committee shall be 40% of all Committee members.
  - iii) The President of the Committee shall be the President or, in his absence, a President installed for that meeting.
  - iv) In the event of equal voting, the President shall have a casting vote which shall be in addition to his deliberative vote.
- e) **General**
- i) Members of the Committee shall forward to the Secretary a copy of any correspondence received or entered into on behalf of the Society in their official capacity.
  - ii) Any Committee member consistently failing to attend at least half the meeting of the Society without due cause may forfeit his voting rights for such a period as the Committee may determine.
- f) **Office Bearers** The duties of the Office Bearers shall be agree from time to time by the Committee and shall include:
- i) **President** to guide and control the Society and its meetings,

- ii) **Secretary** to keep proper minutes of all General and Committee meetings which shall be confirmed at and signed by the President of the next succeeding General or Committee meeting. To perform duties given to him by the Committee.
- iii) **Treasurer** to maintain accurate records of the financial affairs of the Society and to produce these as required for inspection by the committee. To act as President of any Finance Sub-committee appointed by the Committee.
- iv) **Other Committee Members** to perform such duties given to them by the Committee.

## 5) Meetings

- a) Annual General Meetings
  - i) The AGM will be held on the date of the last General meeting in each calendar year.
  - ii) Written notice of each AGM shall be given to each member specifying the place, day and hour of the meeting and the nature of the business to be transacted.
- b) Voting
  - i) Unless a ballot is requested by at least two members voting shall be by a show of hands.
  - ii) If a ballot be requested, it shall be taken in such a manner as the President of the meeting directs.
  - iii) In the event of equal voting, the President of a General meeting shall have a casting vote as well as his deliberative vote.
  - iv) All resolutions put to a meeting shall be proposed and seconded by financial members.
  - v) Each financial member present shall be entitled to one vote, excluding associate members.
  - vi) The President's declaration that a resolution has been carried, and an entry to that effect in the Minute Book of the Society, shall be conclusive evidence of that fact.

## 6) Finance

- a) The financial year of the Society shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
  - b) The Society shall maintain bank accounts at such accounts as the Committee shall determine. All monies received by the Society from time to time shall be paid into these bank accounts except that an appropriate amount may be retained by the Treasurer for payment of sundry expenditure.
  - c) All cheques withdrawn on the bank accounts of the Society shall be signed by the President and Secretary.
  - d) The Treasurer shall maintain such accounting records as required by the Committee.
  - e) An income and expenditure account shall be prepared annually and circulated to each member after audit.
  - f) The annual subscription to the Society shall be one annual payment, subject to review by the Committee.
  - g) Subscriptions for each year shall be due and payable immediately following the AGM at a rate set by the Committee. Notification to be sent to members in the form of a renewal.
- 7) **Alterations to the Constitution** The constitution of the Society may be altered, amended or repealed in part or whole from time to time with the approval of a majority of members at a General meeting. Any proposed amendment of alteration must first be submitted in writing to the committee who shall submit to the succeeding General Meeting.
- 8) **Indemnity** The Society shall indemnify any member of the Committee who has accepted or incurred on behalf of the Society any pecuniary liability previously approved by the Committee. The Society will not be responsible for liability for any member in the name of the Society, which has not previously approved by the Committee.
- 9) **The Common Seal of the Society** Custody of the Seal shall be vested in the Secretary, it shall be affixed in the presence of the Secretary and at least one other member of the Committee by the President on the authority of the Committee.

## 10) Interpretation.

- a) In the interpretation of the Constitution, the singular shall include the plural and the masculine shall include the feminine. In the event of any dispute as to the meaning and interpretation thereof, the decision of a majority of the Committee shall be final and conclusive and binding on all members of the Society.
- b) The decisions of the Committee on the interpretations of the Constitution or any matter or thing not contained in the Constitution, but pertaining to the Society, its property, activities or interests shall be conclusive and binding on all members until altered by a General Meeting.

11) Winding Up In the event of a resolution by the bare majority of members at a Special General Meeting or Annual General Meeting that the Society be disbanded, all assets and funds of the Society shall be given to another body with similar objectives. Or another charitable group, so that no gain is made by any members of the IPMS Dunedin.