

Appendix 1: Financial Notices of Motion

1. Appointment of an Auditor or Reviewer

The Management Committee proposes that Cross Financial Services Limited be appointed as Auditor or Reviewer (the Management Committee to determine which and the scope if a Review is decided upon) for the 2023/24 financial year.

Proposed by: Quentin Currall (Treasurer)

Date: 24/08/22

Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Appendix 1: Financial Notices of Motion cont'd

2. Determination of Membership Fees for 2023/24

The Management Committee proposes that the New Zealand Branch Service Fee for 2023/24 for an Adult Single Member be \$55. The Society Subscription (expressed in pounds) will be that set by the Society at its AGM in November 2022, and the Management Committee will determine in July 2023 what that amount will be when converted into NZ\$. This will be a close conversion, and the movement in the exchange rate between July 2023 and when the funds are remitted to the Society (in late September or early October 2023) will be managed through the Subscriptions bank account.

The fees for other membership categories will be calculated as per the table below (note that figures have been rounded to whole \$):

Membership Category	Branch Service Fee	\$
Adult Single	100%	\$55
Adult Single Email	100% - \$16	\$39
* Adult Joint (per person)	100% - \$12	\$43
** Adult Joint Email (per person)	100% - \$20	\$35
Young Adult (18-24)	80% - \$10	\$34
Young Adult (18-24) Email	80% - \$10 - \$16	\$18
*** Half Year	50%	\$27
RSCDS Life Member	100%	\$55
RSCDS Life Email	100% - \$16	\$39

- * Only one Joint Member may be registered in association with any other Joint or fee paying Member in a household. Both should be registered as Adult Joint
- ** Both members should be registered as Adult Joint Email, only one will receive publications sent by email
- *** Half Year membership is available to new members joining after 1 January 2024. The fee is 50% of the fee for Adult Single membership for the relevant membership year. It is not available to lapsed members re-joining.

Proposed by: Quentin Currall (Treasurer)

Date: 24/8/22

Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Appendix 1: Financial Notices of Motion cont'd

3. Honoraria and Payments for Management Committee position holders

Part A Honoraria

It is proposed that the person holding the following Branch position at the commencement of the AGM be entitled to an annual honorarium in recognition of the time and effort involved in undertaking this role:

a) Treasurer	\$400
b) Secretary	\$400
c) President	\$200
d) Vice President	\$200
e) Education and Training Co-ordinator	\$200
f) Communications, Publicity and Membership Co-ordinator	\$100
g) Youth Co-ordinator	\$100
h) Information Technology Co-ordinator	\$100

Acceptance of this part of the Notice of Motion applies for the current financial year (1 September 2022 to 31 August 2023) and is reflected in the budget tabled for approval at this meeting.

Part B Management Committee Expenses for Summer Meetings and AGM for the 2024 Financial Year

It is further proposed that 50% of Summer School accommodation be reimbursed for the following Branch positions

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Secretary
- (e) Communications, Publicity and Membership Co-ordinator
- (f) Education and Training Co-ordinator
- (g) Information Technology Co-ordinator
- (h) Youth Co-ordinator

It is further proposed that where travel timetables mean that it is impossible for a Management Committee member to arrive in time for a scheduled meeting, the discretion be given to reimburse the cost of an additional night. This not being a general arrangement for the whole committee.

Acceptance of this part of the Notice of Motion applies for the next financial year (1 September 2023 to 31 August 2024) and will be reflected in the budget tabled for approval at the next Annual General Meeting (expected to be 1 January 2024).

Proposed by: Quentin Currall (Treasurer)

Date: 22/8/22

Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Appendix 1: Financial Notices of Motion cont'd

4. Honoraria and Payments for Non-Management Committee position holders

The Management Committee proposes that the person holding the following positions at the commencement of the AGM be entitled to claim annual honoraria in recognition of the time and effort involved in undertaking this role.

(a) RSCDS NZ Branch Editor	\$600
(b) RSCDS NZ Branch Shopkeeper	\$800
(c) RSCDS NZ Branch Music Advisor	\$100

The Honorarium to the Shopkeeper being payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

The Management Committee further proposes that Summer School fee at the non-dancing rate be paid for the position of RSCDS NZ Branch Shopkeeper.

This fee to be payable from accumulated assets of the respective shop, but by the Branch if the shop has insufficient accumulated assets.

Acceptance of this Notice of Motion applies for the current financial year (1 September 2022 to 31 August 2023).

Proposed by: Quentin Currall (Treasurer)

Date 22/8/22

Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Appendix 1: Financial Notices of Motion cont'd

5. President's Travel Budget

The Management Committee proposes that a provision of \$2,000 is made in the budget to fund travel and where necessary, accommodation, within New Zealand for the Branch President. The fund is to be used when the President is travelling to the Regions to further the aims of the Branch.

During the 2023 year the Management Committee will be consulting with the membership about how regular contact and engagement happens, and this will include President's Travel.

Acceptance of this Notice of Motion applies for the President's year of serving (1 January to 31 December 2023).

Proposed by: Quentin Currall (Treasurer)

Date: 24/08/22

Seconded by: Gaylia Powell (Secretary)

Date: 31/08/22

Appendix 2: Other Notices of Motion

1. Region Constitution amendment: Amalgamation of Nelson-Marlborough and West Coast Regions + Amendment to Notice of Motion regarding Clause 5.1 of Branch Constitution

It is moved that

Clause 5.1 is amended by deleting West Coast and changing Nelson-Marlborough to Nelson-Marlborough-West Coast.

Proposed by: Janet Tavener

Date: 29/8/22

Seconded by: Kelly Walker

Date: 29/8/22

Amendment to Notice of Motion regarding Clause 5.1 of Branch Constitution

The motion currently reads:

It is moved that

Clause 5.1 is amended by deleting West Coast and changing Nelson-Marlborough to Nelson-Marlborough-West Coast.

Proposed amendment to the motion:

It is moved that the motion regarding Clause 5.1 be amended to include:

And also that Auckland be replaced with Auckland-Northland.

The amended motion would read:

It is moved that

Clause 5.1 is amended by deleting West Coast and changing Nelson-Marlborough to Nelson-Marlborough-West Coast *and also that Auckland be replaced with Auckland-Northland.*

Signed:

Gae Beckingsale

Katharine Hoskyn

Appendix 2: Other Notices of Motion cont'd

2. Branch Constitution – Amendments to the maximum term of office for Management Committee members

It is moved that clause 3.3 of the NZ Branch Constitution be replaced with:

Those elected under clause 3.2 shall each hold office for one year. No person shall hold office in one of these positions for more than three consecutive years, but in exceptional circumstances this term of office can be extended to four years.

On ceasing to hold office for at least eleven months that person shall then be eligible for re-election to the original office. This provision shall not preclude any person who has held one or more of the offices in question from holding any of the other offices so that the total term of office bearing in that case exceeds in aggregate three consecutive years.

Proposed by: Elaine Laidlaw

Date: 28/8/2022

Seconded by: Debbie Roxburgh

Date: 28/8/2022

Appendix 2: Other Notices of Motion cont'd

3. Branch Constitution – Amendments to reflect changes to the Incorporated Societies Act + two amendments

The Management Committee proposes that the NZ Branch Constitution be amended to reflect the Incorporated Societies Act 2022 (**new Act**). The proposed amendments are set out in the Attachment.

Proposed by: Jeanette Watson

Date: 31/8/2022

Seconded by: Debbie Roxburgh (NZ Branch Vice-President)

Date: 31/8/2022

Attachment

Proposed amendments to Branch Constitution

Amend Clause 1 by re-numbering clauses 1.2, 1.3 and 1.4 as 1.1, 1.2 and 1.3 – to correct numbering.

Add to Clause 2.1(1):

'and must have consented to be a member of the Branch.'

Amend Clause 2.1(2) to delete the second sentence ("Any Life and Long-Term member of the Society may become a member of the Branch, at that person's request.") – this is unnecessary as the first sentence says that anyone over 16 can join.

Amend Clause 2.3(2) by replacing "30 September" with "30 November" to extend the time which members have to pay before their benefits are removed.

Re-number Clause 2.3(2)(iv) as Clause 2.3(3) – this is a typographical change only and obviously how the clause is supposed to appear.

Add to Clause 2:

2.5 Register of Members: Management Committee shall keep a register of all the Branch's members, and shall update the register as soon as practicable after becoming aware of changes to the information. The register of members shall contain the following details of each member:

- (1) their name;
- (2) last known contact details;
- (3) date of becoming a member; and
- (4) any other information required by law to be kept.

Amend Clause 3.1 to divide the committee into Standing members and Coordinators for financial purposes:

The Branch shall be administered by a Management Committee consisting of:

- (1) Office bearers of the Branch and who have financial authority:
 - a. the President
 - b. the Vice-President
 - c. the Secretary
 - d. the Treasurer; and
- (2) Ordinary members:
 - a. Communications, Publicity and Membership Coordinator
 - b. Information Technology Coordinator
 - c. Education and Training Coordinator
 - d. Youth Coordinator

Add to Clause 3:

3.6 Removal: Management Committee may remove a Management Committee member ('defaulting officer') by the unanimous vote of all Management Committee members other than the defaulting officer, upon the occurrence of:

- (1) the defaulting officer becoming disqualified from being an officer of an incorporated society; or
- (2) the resolution of a dispute under Clause 12, which resolution includes requiring the removal of the defaulting officer.

Amend each of Clause 4.2, 5.4 and 8.3(4) to insert 'if there is an equality of votes' after the words 'casting vote'.

Add to Clause 4:

4.3 Contact Person: The Secretary shall be the contact person for the purposes of the Incorporated Societies Act 2022, unless Management Committee agrees to appoint another officer to be the contact person.

Amend Clause 5.1 (list of Regions) by deleting reference to West Coast.

Amend Clause 7.4 to read:

'The Treasurer shall control and manage the finances of the Branch using an appropriate system approved by Management Committee, and shall report to Management Committee at least quarterly on material transactions occurring and the state of the Branch's finances, in the form requested by Management Committee.'

Add to Clause 8.1

'and within 15 months of the last Annual General Meeting' after the words 'its financial year' on line 2, to ensure that the Act's requirements are clear when setting the timing of the AGM; and
'and by such means' after the words 'at such time and place' on line 2, to clearly allow electronic meetings.
'Any member of the Branch may attend any general meeting.' at the end of the clause, to clearly state that any member may attend.

Add to clause 8.3:

- (5) No written resolution in lieu of a general meeting may be passed. This provision does not limit the right to vote by ballot by post and electronic means under clause 8.3(3) or clause 9.3.

Amend clause 8.5(2) to read:

'report of the President or the Secretary on the operations and affairs of the Branch during the completed accounting period'

Add to clause 8.5(4):

'and disclosures of interest'

Add as clause 9.4:

As permitted by the Incorporated Societies Act 2022, the Branch (ie the Management Committee acting on behalf of the Branch) may amend this constitution if the amendment has no more than a minor effect, or corrects errors or makes similar technical alterations. Management Committee must send written notice of the amendment to every member of the Branch at their last known contact address. The notice must state the text of the amendment, and the right of the member to object to the amendment. If no objection from a member is received within 20 working days after the date on which the notice is sent, Management Committee may make the amendment. However, if such an objection is received, the Branch may not make the amendment under this clause.

12 DISPUTE RESOLUTION

Add new Clause 12:

12.1 The dispute resolution procedures set out in schedule 2 to the Incorporated Societies Act 2022, as amended by law from time to time, are adopted as the dispute resolution procedures of the Branch and are to be read as part of this Constitution.

12.2 Those dispute resolution procedures are expanded as follows:

- (a) The Branch may form a Complaints Committee to consider the issue and decide on the matter.
- (b) Management Committee will appoint a Branch member who has no interest in the complaint to chair the Complaints Committee, as agreed by the complainant, and the respondent (if any).
- (c) The chair of the Complaints Committee will select at least two other Society members with no interest in the complaint to complete the committee.
- (d) Decisions made by the Complaints Committee will be final and binding, provided that the Complaints Committee acted in accordance with this clause 12 in making that decision.

AMENDMENT TO

Notice of Motion re Branch Constitution

Add to Clause 8.5(4)
“and disclosures of interest”

Whilst being in agreement with the intent of this change we are concerned that this amendment appears to only apply the disclosure requirement to some Management Committee members not all. It is general practice in other organisations that key personnel are required to disclose any interest (conflict of interest) as pertinent.

Given that the situation of a member of Management Committee could change at any time we suggest that it might be more appropriate to add a sub-clause as follows to Clause 4 to address this.

“Should any member of Management Committee be in a position where they have a potential conflict of interest with the Branch this must be disclosed.”

Moved: Vicky Heslop
Seconded: Kelly Walker
Date: 3 November 2022

Minor amendments to

Notice of Motion

Branch Constitution – Amendments to reflect changes to the Incorporated Societies Act

November 2022

Amendment inserting “if there is an equality of votes”, delete the reference to ‘5.4’ – this clause contains reference to this condition already.

Information Note on Dispute Resolution Procedure (not part of the constitution):

Para 1(3) – reference to ‘1(b) or 2(b)’ should be read ‘1ii or 2ii’

Para 2(3) – should be numbered 2(2)

Appendix 2: Other Notices of Motion cont'd

Two Notices of Motion: Alteration to Constitution for One-Person, One-Vote.

At the 2022 AGM two Notices of Motion passed that work be undertaken on modifications to the New Zealand Branch Constitution so that voting on *Determination of Branch Service Fees and Expenses of Office Bearers* and for *Notices of Motion* are managed in such a way as to enable each financial member to be responsible for the allocation of their own vote (often described as 'one-person, one-vote').

The two following Notices of Motion move to alter the Branch Constitution to enable one-person, one-vote to occur at future AGMs for these items (Fees and expenses determination and Notices of Motion).

The Branch constitution already has a mechanism for vote by ballot by post and electronic means in Clauses 8.3 (3) (in Constitution as at 1 January, 2022). The clause requires both options be available to take into account differing practices within the Branch with regard to use of email and electronic means.

These notices are presented as two separate Notices of Motions as opinions can differ for each type of AGM decision.

If both Notices of Motion pass, Clause 8.3 (3) would be numbered in the following way:

(3) A vote by ballot by post and electronic means of individual Branch members

*(i) **will** be held for the Determination of Branch Fees and Expenses for Office Bearers prior to General Meetings*

*(ii) **will** be held for Notices of Motion, except for Alterations to the Constitution, prior to General Meetings*

*(iii) **may** be held for Alterations to the Constitution in accordance with Clause 9.3*

*(iv) **may** be held on other items at the discretion of the Management Committee or if approved at a Branch Annual General Meeting*

The individual clauses are shown as bullet points in the Notices of Motion on the following page as numbering will depend on how many of the resolutions pass. Item (i) relates only to Determination of Fees and Expenses. Items (ii) and (iii) relate to Notices of Motion. Item (iv) relates to both types of AGM decisions and so appears on both our Notices of Motion.

The numbering of clauses in these Notices of Motion relate to the New Zealand Branch Constitution as at 1 January, 2022

Appendix 2: Other Notices of Motion cont'd

4. Alteration to the Constitution to enable One -person, one vote for Determination of Branch Fees and Expenses for Office Bearers

That Clause 8.3 (3) of the New Zealand Branch Constitution be re-worded to read:

(3) A vote by ballot by post and electronic means of individual Branch members:

- *will be held for the Determination of Branch Fees and Expenses for Office Bearers prior to General Meetings*
- *may be held on other items at the discretion of the Management Committee or if approved at a Branch Annual General Meeting*

And that Clause 8.5 (7) of the New Zealand Branch Constitution be re-worded to read:

(7) Receipt of vote on the Determination of Branch Fees and Expenses for Office Bearers. Should the vote not be successful in determining these fees and expenses, the delegates at the General Meeting will be authorised to do so.

Moved Katharine Hoskyn

Seconded Antanas Procuta

Appendix 2: Other Notices of Motion cont'd

5. Alteration to the Constitution to enable One -person, one vote for voting on Notices of Motion

That Clause 8.3 (3) of the New Zealand Branch Constitution be re-worded to read:

(3) A vote by ballot by post and electronic means of individual Branch members:

- **will** be held for Notices of Motion, except for Alterations to the Constitution, prior to General Meetings
- **may** be held for Alterations to the Constitution in accordance with Clause 9.3
- **may** be held on other items at the discretion of the Management Committee or if approved at a Branch Annual General Meeting

with the numbering of clauses to be successive and dependent on the result for the other Notice of Motion for One-Person, One-Vote.

And that Clause 8.5 (8) of the New Zealand Branch Constitution be re-worded to read:

(8) Receipt of voting on Notices of Motion and voting on any Notices of Motion for Alteration of the Constitution

Moved Katharine Hoskyn

Seconded Antanas Procuta