

Kapiti Bird Club Incorporated
Founded 1980
Incorporated 1998
Rules and Regulations

1. TITLE

The name of the club shall be 'Kapiti Bird Club Incorporated' hereinafter called the Club.

2. REGISTERED OFFICE

- a) The Registered Office of the Club shall be the residence of the Secretary of the Club, or at such place as may be determined by the Management Committee (defined in Rule 6) and hereinafter called the Committee.
- b) Upon change of address of the Registered Office, the Secretary shall notify the Registrar of Incorporated Societies of the new address.

3. OBJECTS

- a) To be a medium for people to understand more about birds and their needs, their health and care, their diet and shelter.
- b) To encourage the breeding, keeping and exhibiting of birds in the best possible manner.
- c) To encourage responsible care, support and understanding for both captive and wild bird species.
- d) To encourage members to share their experience and knowledge with others.
- e) To support within aviculture the elimination of:
 - i) Fraud
 - ii) Smuggling
 - iii) All other illegal or dishonourable practices.

4. AFFILIATION

- a) The Club shall be affiliated to the New Zealand Federation of Cage Bird Clubs Incorporated, hereinafter known as the Federation.
- b) The Club shall pay to the Federation such fees and levies as may be due to cover the members who wish to affiliate with the Federation and elect to use the Club as their parent club for the purposes of showing birds or for joining specialists clubs that are affiliated to the Federation.
- c) The rules of the Federation must be complied with by the Club members who

are affiliated to the Federation.

- d) The Club may be affiliated to other organisations from time to time at the discretion of the Committee.

5. MEMBERSHIP

- a) The membership shall be open to all persons having sympathy with the objects of the Club.
- b) Candidates for membership shall complete an application form and pay the appropriate subscription. Acceptance of membership shall be by vote of the Committee.
- c) Members joining the Club after 1st February to 31st July to 31st July shall to pay 50% of the annual subscription.
- d) A person under the age of 16 years, at the beginning of the Show Season as determined by the Federation, is known as a Junior and pays a reduced fee, as set by the Committee.
- e) Where any member fails to pay the appropriate subscription within 90 days from the due date for subscriptions they shall not be entitled to receive any benefits from the Club until such dues are paid and any property in their possession that is required by the Club must be returned immediately. If the member fails to pay their subscription by 31 December they will be deemed to have resigned.
- f) A person ceases to be a member
 - i) Where a member submits a letter of resignation or verbally advises a Committee member that he or she wishes to resign.
 - ii) If the Committee, by majority vote, determines that the person has been found to be acting in a manner prejudicial to the interests of the Club. Notice of termination of membership shall be sent to the person's last known residential address.
 - iii) Where a member has deemed to have resigned for failing to pay their subscription.
- g) When a person ceases to be a member they shall not be entitled to receive benefits from the Club. Any property in their possession that belongs to the Club must be returned immediately.
- h) The Club, at the AGM and on the recommendation of the Committee, shall have power to reward any member for special services rendered to the Club by electing him or her as a life member.
 - i) Life membership has all the privileges of full membership without payment of a subscription.
 - ii) Nominations are to be in the Secretary's hand 28 days before the AGM.
 - iii) The total number of Life Members shall be limited to a maximum of 10% of the Club's ordinary membership at the time of awarding of life membership.

- i) The Club at the AGM and on the recommendation of the Committee may appoint or reappoint a person with specialist skills as an Honorary Member on terms and conditions determined by the Committee.

6. MANAGEMENT

- a) A Management Committee (Committee) shall manage the Club on behalf of the members.
- b) The Committee shall be elected annually at the AGM.
- c) The Committee may co-opt additional persons, from time to time, as it sees fit.
- d) In the event of the resignation of a Committee member, or other officer, the Committee may fill the vacancy at its discretion.
- e) The Committee shall have the power to form such sub-committees as deemed necessary for the efficient running of the Club.
- f) A quorum at a Committee meeting will be 51% of the members of the Committee. The number required to be adjusted up to the whole number above where a fraction occurs.
- g) The Committee will meet at least three times each year and may adopt procedures to deal with matters requiring attention between the formal meetings of the Committee. Committee members may request a Committee meeting. Request to be made in writing, and state the reason for the meeting.
- h) In the event of any member of the Committee absenting him or herself from three or more consecutive meetings of the Committee without reasonable excuse, he or she shall be considered to have vacated his or her seat automatically. The Committee may fill the vacancy at its discretion.
- i) The Committee may make purchases on behalf of members and deal in services and supplies for birds in such a manner as from time to time may be determined by the Committee.
- j) Any emergency action that is necessary to be taken on behalf of the Club shall only be taken by an emergency committee of three. Normally the emergency committee will consist of any three of the President, Vice President, Secretary, or Treasurer. Where two or more office holders are unavailable to deal with the emergency then the emergency committee number is to be dealt with by co-opting other committee members as required.
- k) The Committee will invest monies of the Club in such manner as from time to time may be determined by Committee.
- l) The Committee may sell, lease, exchange or otherwise deal with all or any of the real or personal property of the Club in such manner as from time to time may be determined by the Committee.

7. ORDINARY MEETINGS

- a) The Club shall meet monthly on the 2nd Wednesday of each month except for the month of January.
- b) At its discretion, the Committee may vary the meeting date if circumstances warrant such a change.
- c) Meetings shall cease by 10.30 p.m. unless by unanimous consent to continue the meeting.

8. ANNUAL GENERAL MEETING

- a) The AGM of the Club shall normally be held in May each year, at which time the Committee shall be elected.
- b) Financial members shall be given not less than seven days notice of the AGM. This will be sent by mail to their last known residential address. A quorum at the AGM shall be 10 Club members, including members of the Committee.
- c) Resolutions or notices of motion shall be considered at the AGM. Any such notice must be moved and seconded by financial members of the Club and received by the Secretary at least 28 days prior to the AGM.
- d) If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the President/Chairperson may adjourn the meeting.

9. SPECIAL GENERAL MEETING

- a) The Committee may call a Special General Meeting of the Club at any time.
- b) Members may request a Special General Meeting of the Club by presenting a request to the Secretary, signed by at least 30% of the full financial members of the Club, stating the reason for the meeting.
- c) Notice for the Special General Meeting shall be given in the same manner as for the Annual General Meeting.
- d) No business other than that stated on the requisition shall be dealt with at the Special General Meeting.
- e) A quorum at the Special General Meeting shall be 10 Club members, including members of the Committee.
- f) If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the President/Chairperson may adjourn or cancel the meeting.

10. VOTING AT MEETINGS

- a) All matters shall be decided at meetings by a majority of votes cast.

- b) Only financial members may vote.
- c) Each member (up to a maximum of two) of a partnership may vote.
- d) Junior members 14 years and over may vote.
- e) Honorary members do not qualify for a vote.
- f) The President/Chairperson shall have a casting vote in all cases.

11. ELECTION OF OFFICERS

- a) The Committee shall be elected at the Annual General Meeting of the Club and comprise the following:
 - i) President
 - ii) Vice-President
 - iii) Secretary
 - iv) Treasurer
 - v) Up to seven additional committee members.
 - vi) The Immediate-Past President may also remain on the committee.
- b) If there are more nominations received than are required for any position, a secret ballot shall be held.
- c) Two scrutineers shall be elected by members at the AGM to supervise and count the votes.
- d) Other officers shall be appointed at the AGM:
 - i) Patron
 - ii) Vice Patron
 - iii) Auditor
 - iv) Librarian

12. DUTIES OF OFFICERS

- a) President
 - i) The President shall act as a Chairperson for all meetings to see that they are held in a fit and proper manner.
 - ii) In the absence of the President, the Vice-President (or in his/her absence another Committee member), shall act as Chairperson.
 - iii) The President shall submit a report to the AGM detailing the Club's activities for the preceding year. This will normally be sent to Club members prior to the AGM.
- b) Secretary
 - i) The Secretary shall keep minutes of the proceedings, read and file all communications, issue notices, and conduct correspondence.
 - ii) The Secretary shall keep a record book, either in paper or electronic form, showing names of members and date of admission. This duty may be allocated to another Club member at the discretion of the Committee.

- c) Treasurer
 - i) The Treasurer will receive and give receipts for all monies on behalf of the Club and disburse all monies for payment on approval by the Committee.
 - ii) Receipts are to be banked regularly and the Treasurer is to deposit as soon as practical and within 10 days all monies to the credit of the Club in such bank accounts as determined.
 - iii) The Treasurer shall submit a statement of the financial position of the Club, if so called upon.
 - iv) The Treasurer shall, within 21 days following the end of the financial year, furnish the auditor with balance sheet and all accounting records to be audited and signed.
 - v) The Treasurer shall submit an audited balance sheet to the AGM but will normally be sent to Club members prior to the AGM.
 - vi) A copy of the audited balance sheet, once approved at the AGM, shall be sent to the Registrar of Incorporated Societies along with the appropriate signed declaration.

13. FINANCE

- a) The financial year for the Club shall be for the period 1st April to the 31st March in the following year.
- b) The annual subscription shall be due and payable from the 1st August each year. The subscription year will end on 31st July in the following year.
- c) The rates of the annual subscription for the following year will be decided at the AGM of the Club.
- d) All cheques and withdrawal slips must be signed by either two of President, Treasurer, Secretary, whichever two being convenient.
- e) Adequate insurance cover is to be taken on all Club property and activities, including Public Liability.
- f) If there are any funds available that are surplus to the normal running of the Club, these may be invested on fixed or short-term deposits with a Registered Bank, or similar financial institution, at the discretion of the Committee.
- g) No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

14. ALTERATION OF RULES

- a) The rules of the Club shall not be altered or added to in any way except by notice of motion at the AGM, or by Special General Meeting called for the purposes of such.
- b) No addition to or alteration of the personal benefit clause (Rule 13(g)) or the winding up clause (Rule 17) shall be approved without the approval of the Inland Revenue.
- c) Any change of rules must be sent to and approved by the Registrar of Incorporated Societies before they can take effect.

15. SHOWS AND EXHIBITIONS

- a) The Club will not hold an annual show, as defined by the Federation, but may hold an exhibition of birds. This shall normally be held during the month of April.
- b) An Exhibition Manager will be appointed. The Exhibition Manager will be responsible for the placement and the removal of the birds on the exhibition bench, the security and welfare of the birds in the exhibition, the good behaviour and the conduct of people in the hall and around the exhibits, and the security within the hall, and any other duties as determined by the Committee. Assistants may also be appointed to aid the manager in these responsibilities and duties.
- c) A Sales Manager will be appointed to conduct the sale of birds under rules and conditions determined by the Committee.
- d) The Club will charge a selling commission, set by the Committee.
- e) The Club may invite a member of any other bird club or any other person to place birds on sale subject to the rules and conditions for Club members.
- f) The Committee, or such sub-committee as may be decided upon, shall allocate all Club prizes and trophies on merit to exhibitors.

16. DISPUTES

- a) Any dispute should first be referred to the Committee to try and find a resolution.
- b) Where the Committee is unable to resolve the dispute, either party may refer the matter to a mutually agreed mediator, or for members who are affiliated to the Federation and where the Committee is unable to resolve the dispute, either party may refer the matter to the Federation for a ruling.

17. DISSOLUTION

If, upon the winding up or dissolution of the Club there remains, after the satisfaction all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other charitable organisation or body having objects similar to the objects of the Club, or for some other charitable purpose, within New Zealand.

18. COMMON SEAL

The Club shall have a Common Seal that shall be kept in the custody of the Secretary and which shall only be affixed to a document on instructions from the Committee and in the presence of the President and the Secretary.

19. RULES NOT COVERED

Matters not provided for by these rules shall be determined by the Committee, who will report its decision to the next Ordinary Meeting of the Club.

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